

How do I edit existing quotes?

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All of your quotes can be seen when you load the *Active Quotes* window. When you either print, email or create a PDF of a quote, it is considered saved and becomes active.

Once a quote has been saved, it can not be changed in anyway that would alter the kit price. For example, you cannot adjust an existing quote and change the height of the shed, or add another PA door. In this case, you will need to create a new quote.

The only things that can be changed are:

- The colours of any parts already in the shed
- The customer contact details
- The quote amount

You can of course copy an existing quote from the *File* menu. This will create a new quote using all of the settings from the existing quote, so you can make alterations to the building. A new quote number will be assigned to the modified job.

When you are recreating a second quote, you do not need to re-enter the customer information again. There is a button on the *Quote* window that will load in the details from an existing customer.

We have developed our software with the philosophy that we can not allow changes to be made that could ultimately come back to impact your business through mismanagement. Instead we would rather remove the chance of any error, by not allowing multiple versions of the same quote number. Generating quotes in ShedTech is extremely quick, and a different quote number will ensure that mistakes are minimised.