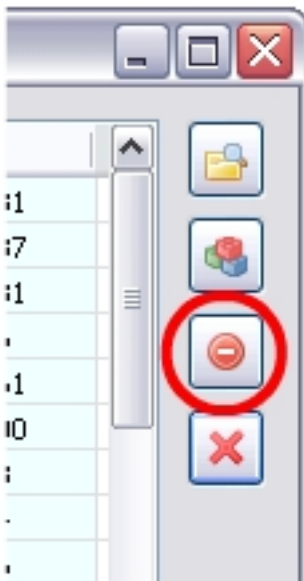


My Active Quotes list is getting large

Last revised Thursday, 18 March 2010

After doing a couple of quotes, especially after generating more than one quote for a customer, your list of Active Quotes can become quite large. The purpose of active quotes in ShedTech is to quickly highlight the quotes that you have generated and are still a chance of being turned into an order.

As quotes are never deleted from the ShedTech web server, it is OK to cancel quotes from the Active List because they will remain in the history, they just don't appear in the active list.



To cancel one of your active quotes, highlight the quote in the list by clicking on it. Then, click on the 'Cancel Quote' button in the toolbar. The quote will be removed from the active list.

Of course you should only cancel a quote when you are sure you have not got the job.

