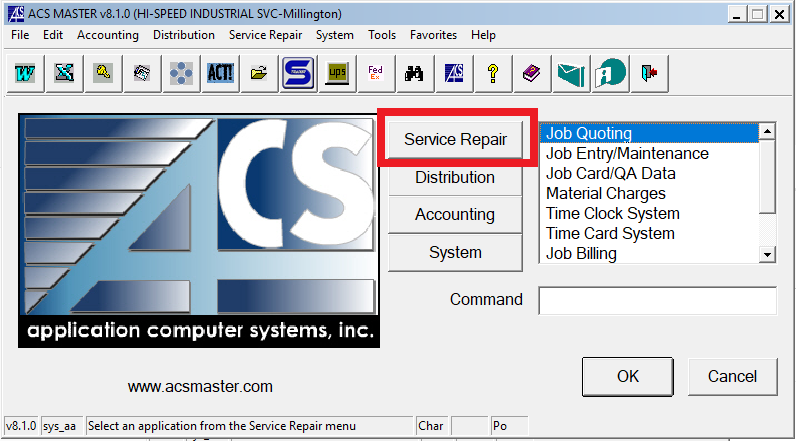
**JOB QUOTING PROCESS**

BY JOHN CURA

**STEP 1**: OPEN ACS. FROM THE MAIN SCREEN SELECT THE “SERVICE REPAIR” TAB. THEN SELECT

“JOB QUOTING” AND PRESS “OK”



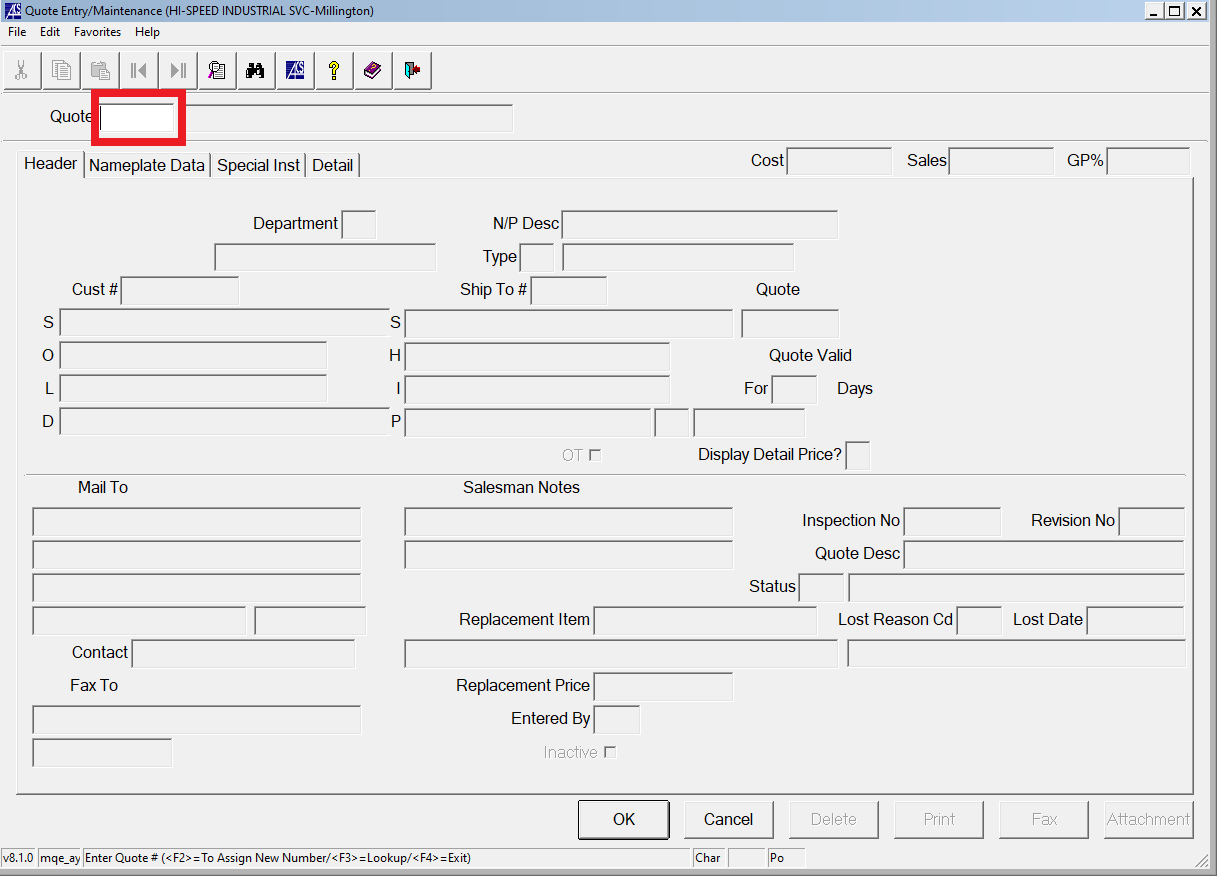
**STEP 2**: A NEW WINDOW WILL OPEN UP. SELECT “QUOTE ENTRY/MAINTENANCE” AND PRESS

“OK”

Graphical user interface, text, application, email

Description automatically generated

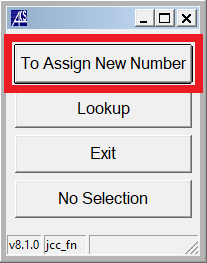
**STEP 3**: IN THE “QUOTE” SECTION PRESS “F2” TO ASSIGN NEW QUOTE NUMBER

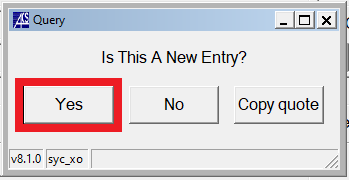


**STEP 4**: NEW WINDOW WILL OPEN UP. SELECT “TO ASSIGN NEW NUMBER” AND ACS WILL AUTOMATICALLY

ASSIGN NEW NUMBER. A NEW WINDOW ASKING IF IT IS A NEW ENTRY WILL ALSO OPEN UP. SELECT

“YES”

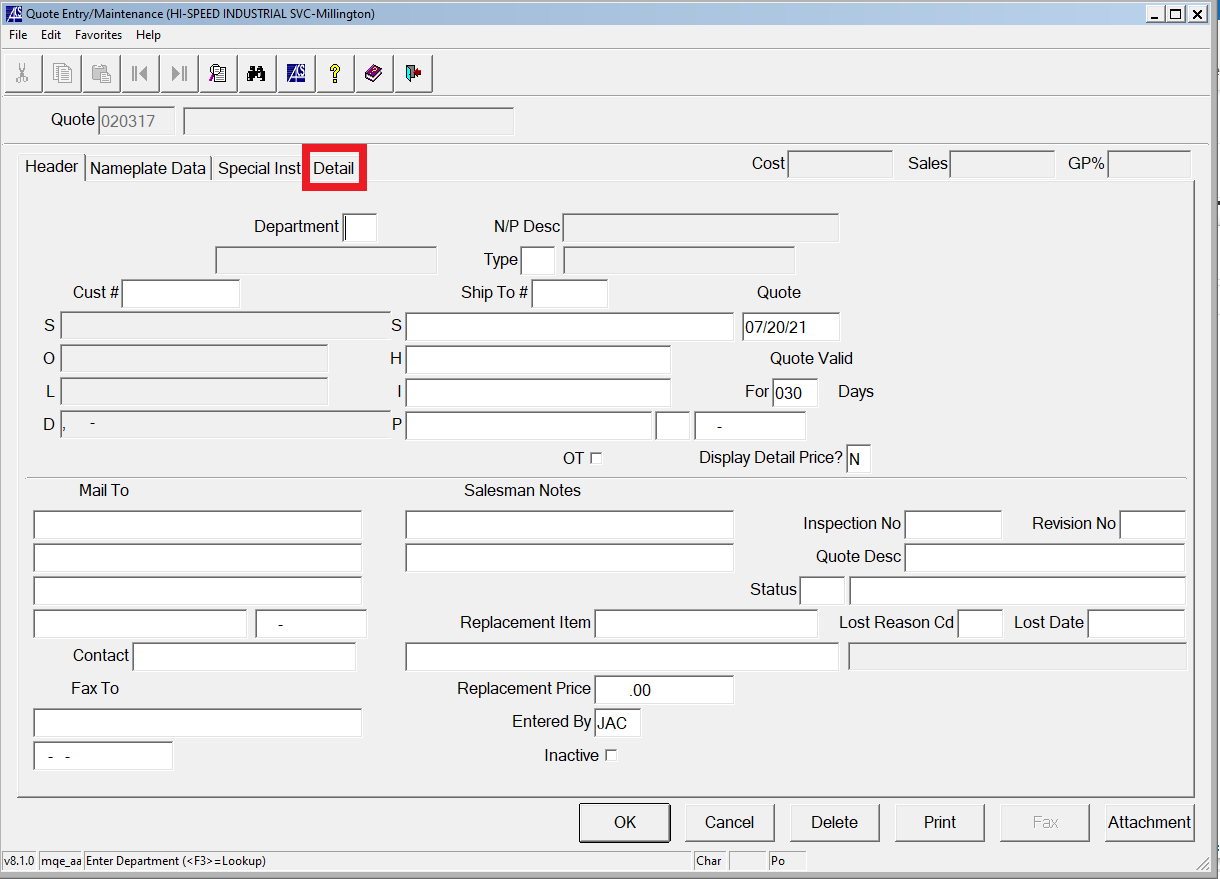




**STEP 5**: FROM THIS PAGE, FILL OUT ALL REQUIRED INFORMATION. ONCE DONE, HIT THE “DETAIL” TAB.

**\*NOTE**: AN EXAMPLE WILL BE PROVIDED WITH DATA ENTERED INTO THE REQUIRED FIELDS.

SHOULD ONLY BE USED AS A REFERENCE



**REFERENCE**

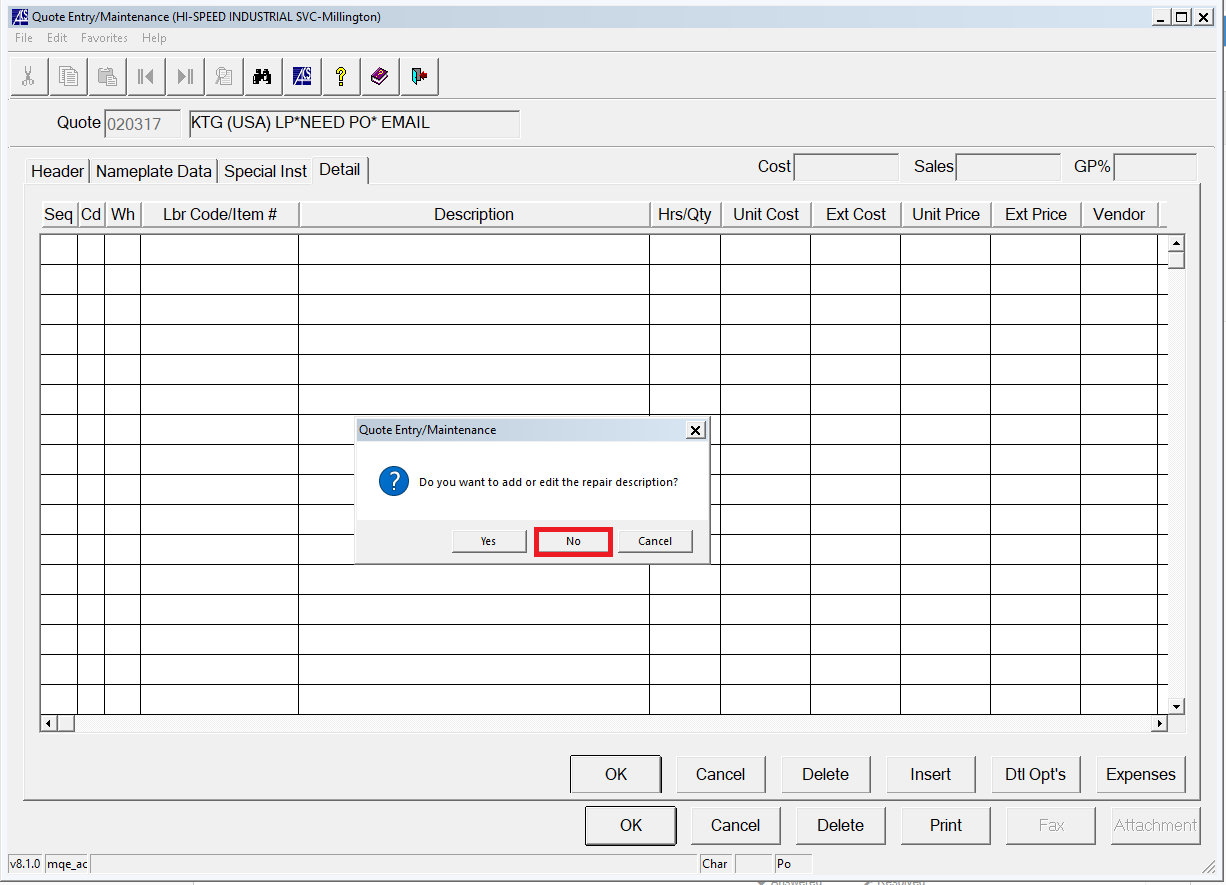
Graphical user interface, text, application

Description automatically generated

**STEP 6:** ONCE IN THE “DETAIL” TAB, A WINDOW WILL POP UP ASKING IF YOU WANT TO “ADD OR EDIT THE

REPAIR DESCRIPTION”, SELECT “NO”. FROM THERE, ENTER NECESSARY DATA IN THE “DETAIL”

SECTION. ONCE DONE PRESS “OK”



Table

Description automatically generated