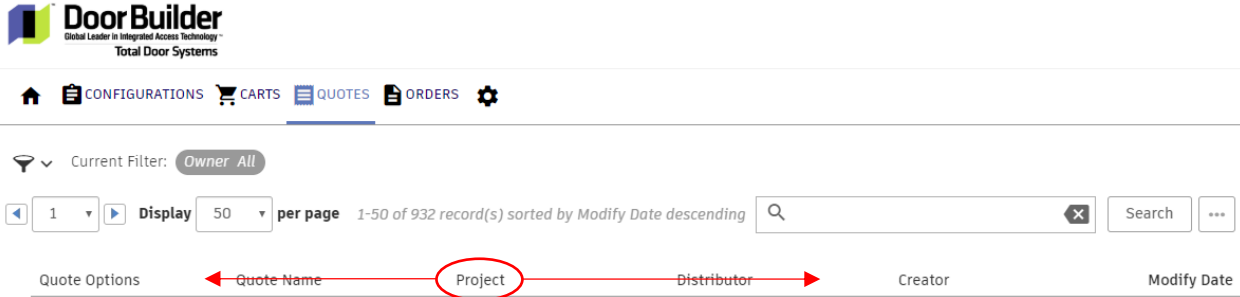


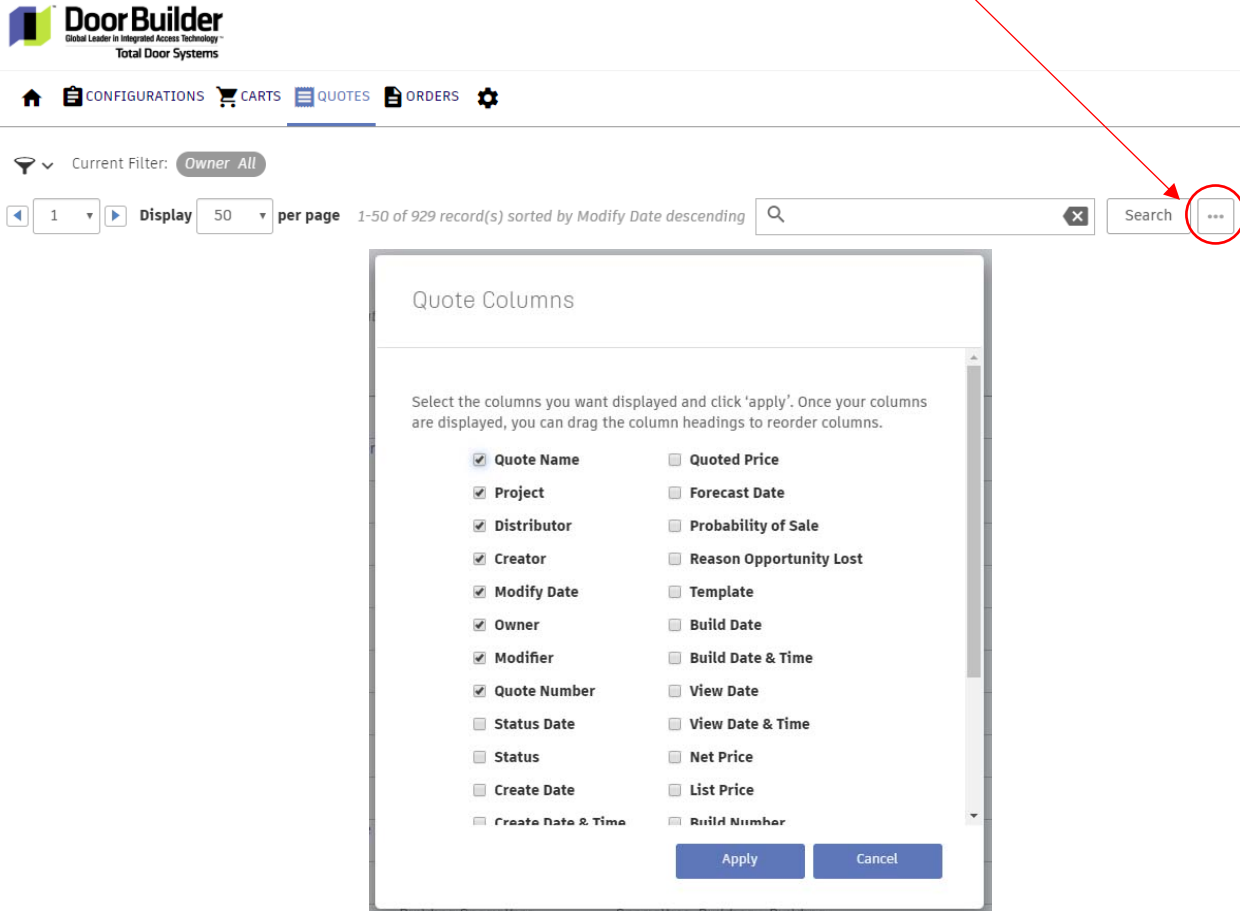
# Sales Rep View of Quotes & Quotes Page

What do you want to see?

You can move the column order by dragging. All columns can be ordered by clicking on the column name.

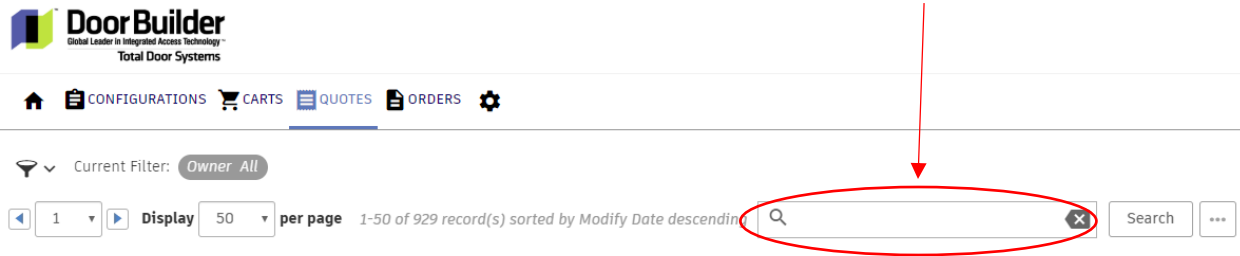


You can also add/subtract columns by clicking on the box with the 3 dots and selecting/deselecting what you would like.

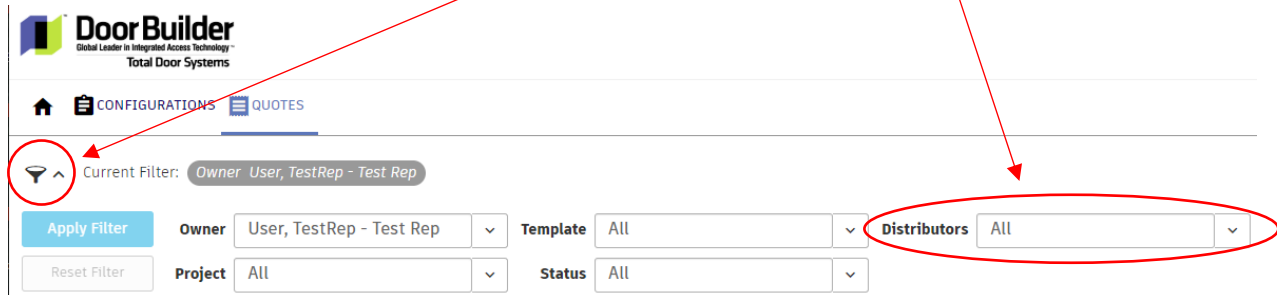


Fields you may find informative:  
Net Price, Forecast Date, Probability of Sale

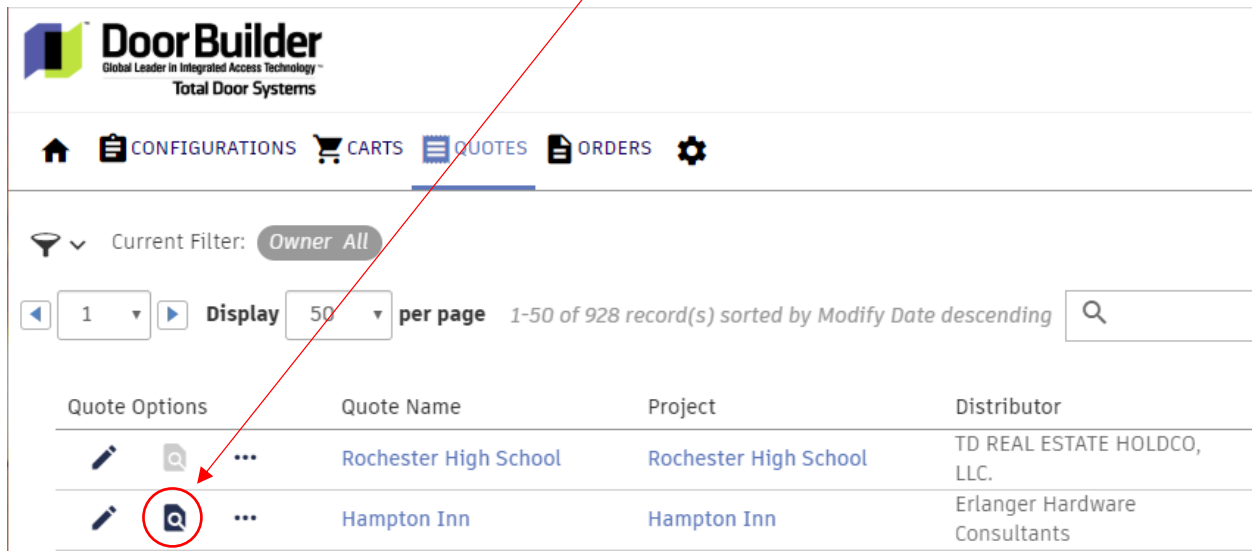
Search by key words (project name, quote #) by keying in the search field.



To search by distributors, click on the filter icon and then select the distributor from the dropdown list.



To properly view a quote, click on the blue magnify glass, **not** the pencil.







Once in the quote, click on **Total Door Quote (PDF)**, on the left side of the screen.

The screenshot shows the DoorBuilder interface. At the top left is the logo: **DoorBuilder** with the tagline "Global Leader in Integrated Access Technology" and "Total Door Systems". Below the logo is a navigation bar with icons for Home, CONFIGURATIONS, CARTS, and QUOTES. A dropdown menu is open, showing options: Promote, Summary, Send E-mail, Collaborate, History, Versions, and Rebuild Quote. Below this is a "Quote Links" section with a "Quote Documents" sub-section. Two items are listed: "Total Door Quote NCS (PDF)" and "Total Door Quote (PDF)", with the latter circled in red. At the bottom of the dropdown is an "Attachments" section with an "Upload Files" button.

If the magnify glass is gray, do **not** click on the pencil to go into the quote. The distributor may not be finished completing the quote.

The screenshot shows the DoorBuilder interface with a table of quotes. The navigation bar includes Home, CONFIGURATIONS, CARTS, QUOTES, ORDERS, and a settings gear. Below the navigation bar is a filter section: "Current Filter: Owner All". Below that is a pagination section: "Display 50 per page 1-50 of 928 record(s) sorted by Modify Date descending". The table has the following columns: Quote Options, Quote Name, Project, and Distributor. The first row is for "Rochester High School" with distributor "TD REAL ESTATE HOLDCO, LLC." The second row is for "Hampton Inn" with distributor "Erlanger Hardware Consultants". In the "Quote Options" column for the first row, a magnifying glass icon is circled in red.

Quote Options	Quote Name	Project	Distributor
  ...	Rochester High School	Rochester High School	TD REAL ESTATE HOLDCO, LLC.
  ...	Hampton Inn	Hampton Inn	Erlanger Hardware Consultants