WINDOWEXPRESS

ONLINE WINDOW ORDERING SYSTEM

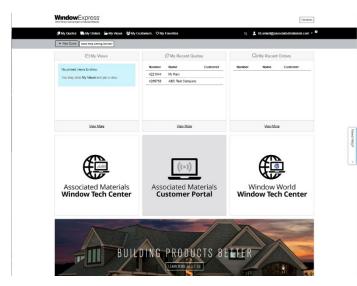
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INTRODUCTION

HOME SCREEN

After logging in, you will no longer see the message of the day. It will take you directly to the home screen.



You can enter in your own customer with your own unique customer ID by clicking on "My Customers"

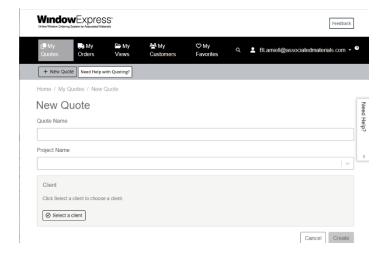


NEW QUOTE

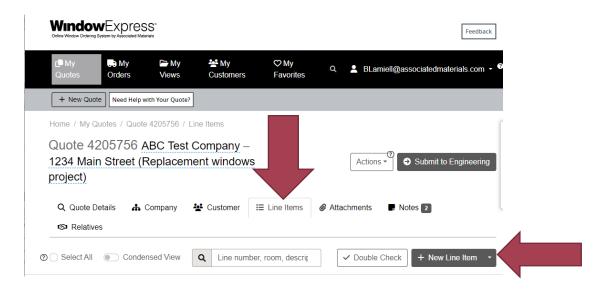
To create a new quote, click on the "New Quote" button.



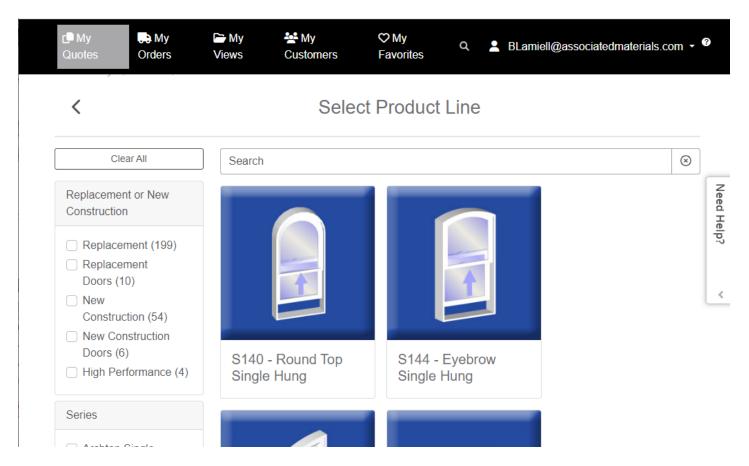
The new quote window should prompt you to add a quote and a project name.



A random number will get generated as your quote number. A new tool bar will be displayed under the quote number. Click on the "List Items" to add new line items.



+ New Line Item Then click on and start selecting the product line you would like to use on this project.



LINE ITEMS

You can add notes, edit the line item, copy the line item, or delete the line item.

