

# INTRODUCTION TO QUICK QUOTE



RUTT'S PROPRIETARY ORDER ENTRY SYSTEM



# ACCESSING QUICK QUOTE

## How to get access to Quick Quote.



Log into VM that has been set up for dealership

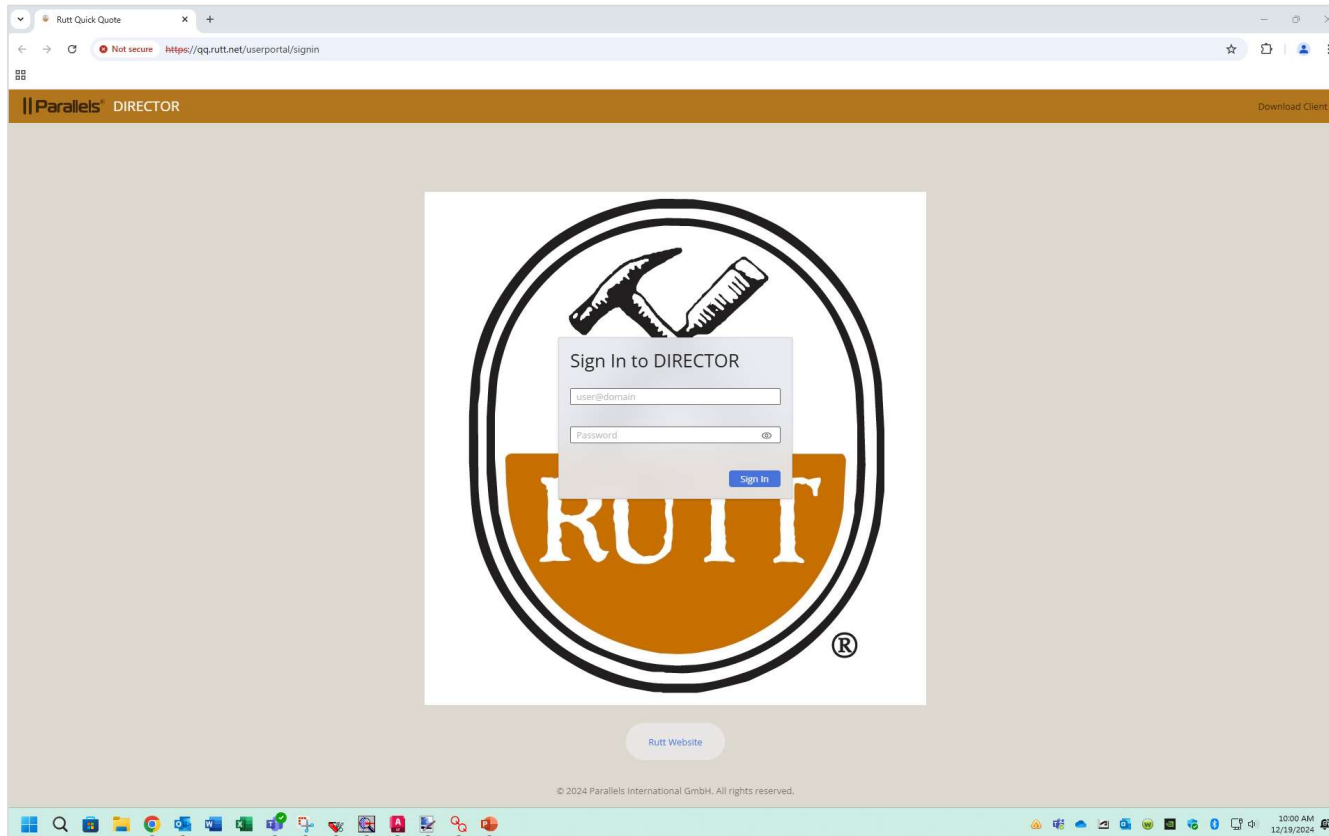
- URL: <http://qq.rutt.net>
- Username for dealer ship: \*\*\*\*@[vcg.int](mailto:vcg.int)
- Password: D, \*\*\*\*\*

Contact Shawn Adams@ [sadams@RuttCabinetry.com](mailto:sadams@RuttCabinetry.com) to get a VM set up for dealership

Contact Jason Forrester @ [jforrester@RuttCabinetry.com](mailto:jforrester@RuttCabinetry.com) if there are any opportunities accessing the VM after it has been set up



# ACCESSING QUICK QUOTE



# ACCESSING QUICK QUOTE

The image shows a browser window displaying the 'Rutt Quick Quote' sign-in page. The page features the Parallels DIRECTOR logo at the top left and a 'Download Client' link at the top right. The main content area contains a circular logo with crossed hammers and the word 'RUTT' below it. Overlaid on this logo is a 'Sign In to DIRECTOR' form with fields for 'user@domain' and 'Password', and a 'Sign In' button. A blue-bordered callout box on the left provides a larger view of the 'Log in to DIRECTOR' form, showing the same fields and a 'Login' button. An orange arrow points from the callout box to the sign-in form on the page. A grey text box on the right contains the instruction: 'Log in with the assigned Domain (sample: Rutt-Dealer-ID@VCG.INT)'. An orange arrow points from this text box to the 'user@domain' field in the callout box. The browser's address bar shows 'https://qq.rutt.net/userportal/signin'. The footer of the page includes '© 2024 Parallels International GmbH. All rights reserved.' and the system tray shows the time '10:00 AM 12/19/2024'.

Log in to DIRECTOR

user@domain

Password

Login

Sign In to DIRECTOR

user@domain

Password

Sign In

Log in with the assigned Domain  
(sample: Rutt-Dealer-ID@VCG.INT)

Rutt Website

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10:00 AM  
12/19/2024



# ACCESSING QUICK QUOTE

The image shows a browser window displaying the 'Sign In to DIRECTOR' page for Parallels. The page features a large 'RUTT' logo with crossed hammers. A smaller, semi-transparent version of the sign-in form is overlaid on the logo. A blue-bordered box highlights the main sign-in form, which includes fields for 'user@domain' and 'Password', and a 'Login' button. An orange arrow points from the highlighted form to the semi-transparent one. A grey callout box with the text 'Use assigned Password (sample: D,017557)' has an orange arrow pointing to the password field. The browser's address bar shows 'https://qq.rutt.net/userportal/signin'. The footer contains '© 2024 Parallels International GmbH. All rights reserved.' and the system tray shows the date '12/19/2024' and time '10:00 AM'.

Log in to DIRECTOR

user@domain

Password

Login

Sign In to DIRECTOR

user@domain

Password

Sign In

Use assigned Password  
(sample: D,017557)

Rutt Website

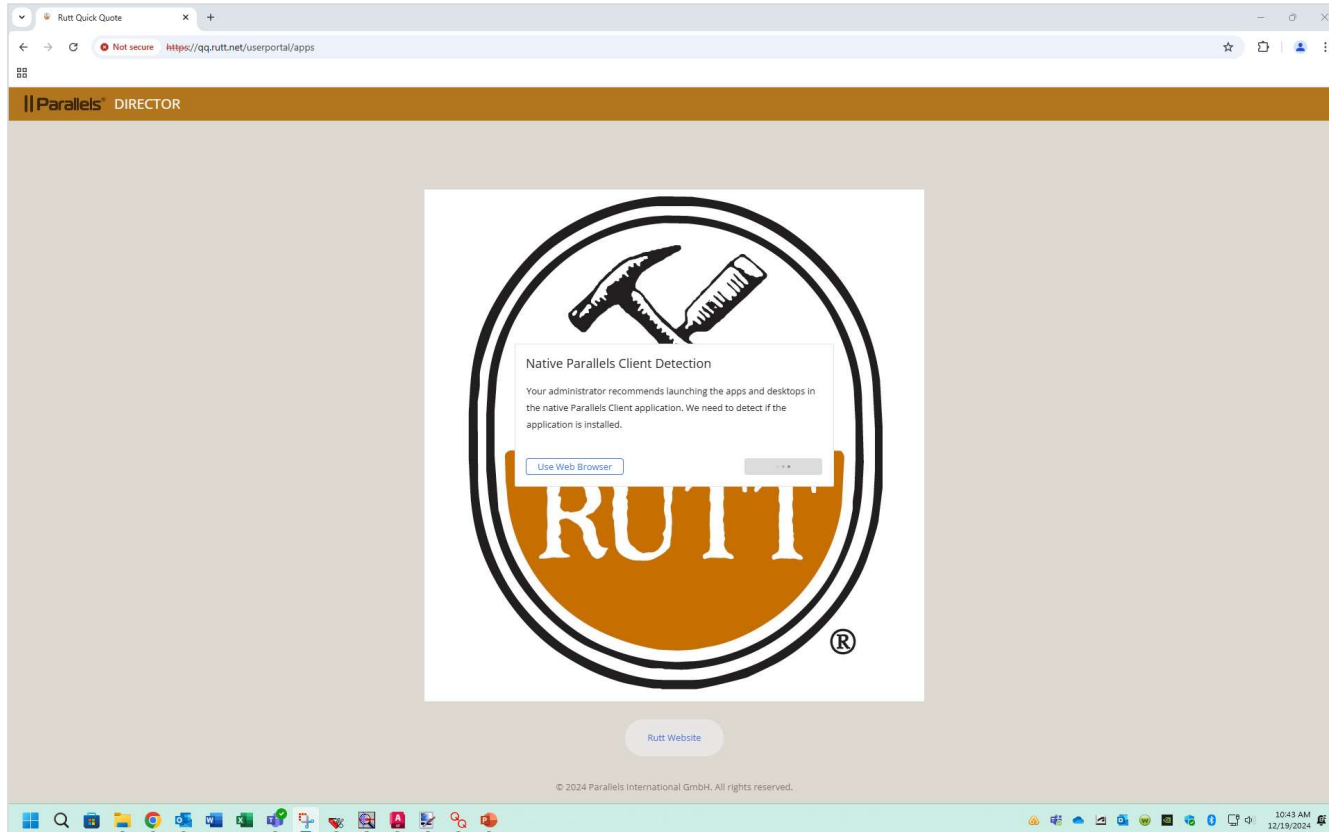
© 2024 Parallels International GmbH. All rights reserved.

10:00 AM  
12/19/2024



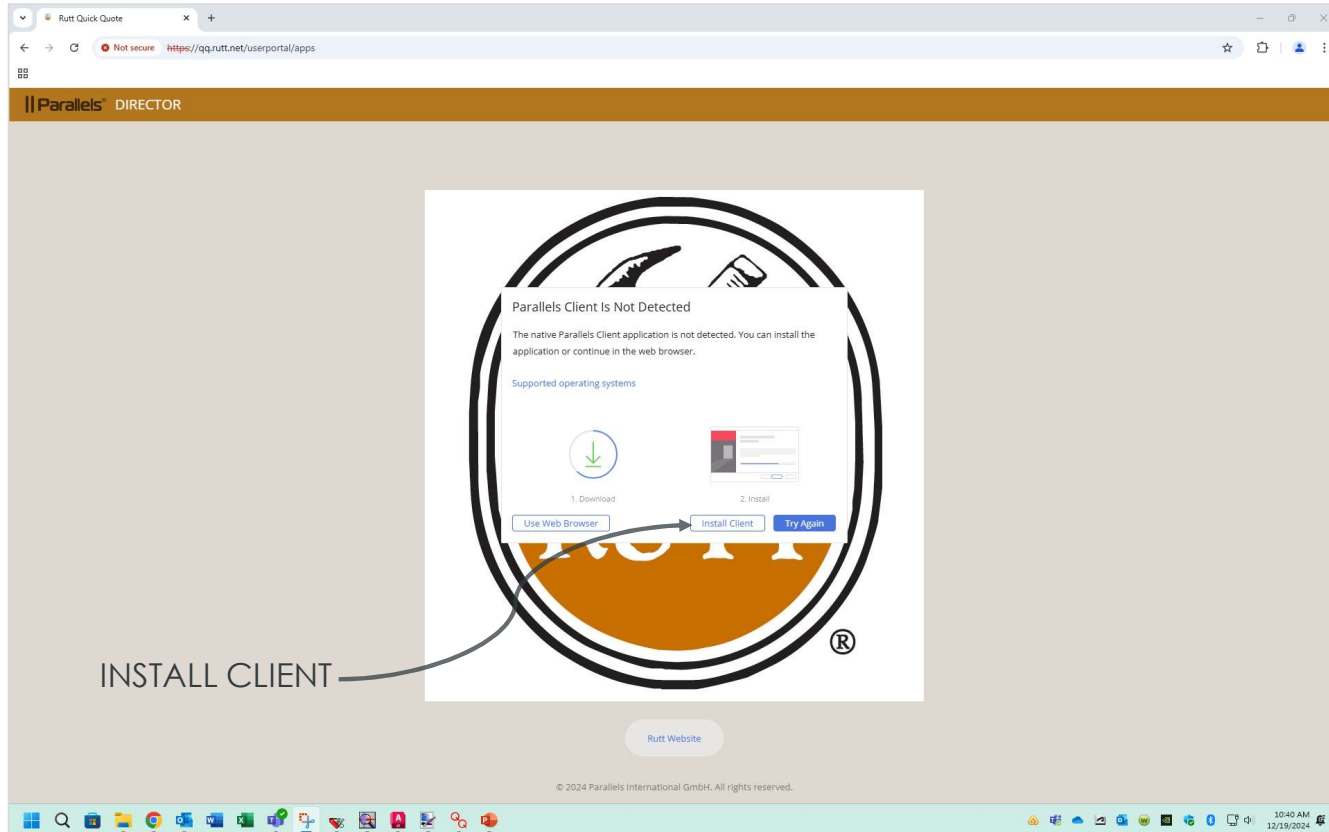
# ACCESSING QUICK QUOTE

## FOR THE FIRST TIME



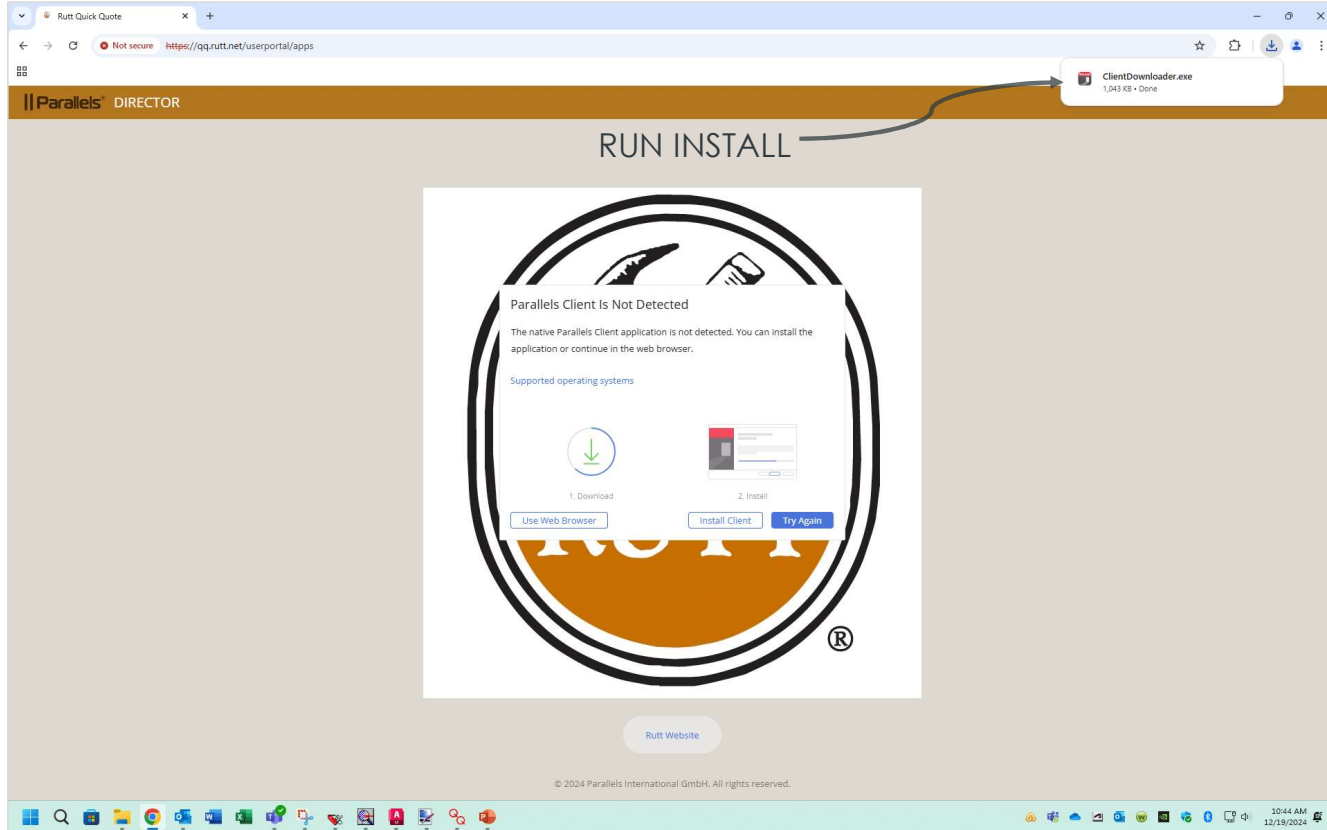
# ACCESSING QUICK QUOTE

## FOR THE FIRST TIME



# ACCESSING QUICK QUOTE

FOR THE FIRST TIME





# ACCESSING QUICK QUOTE

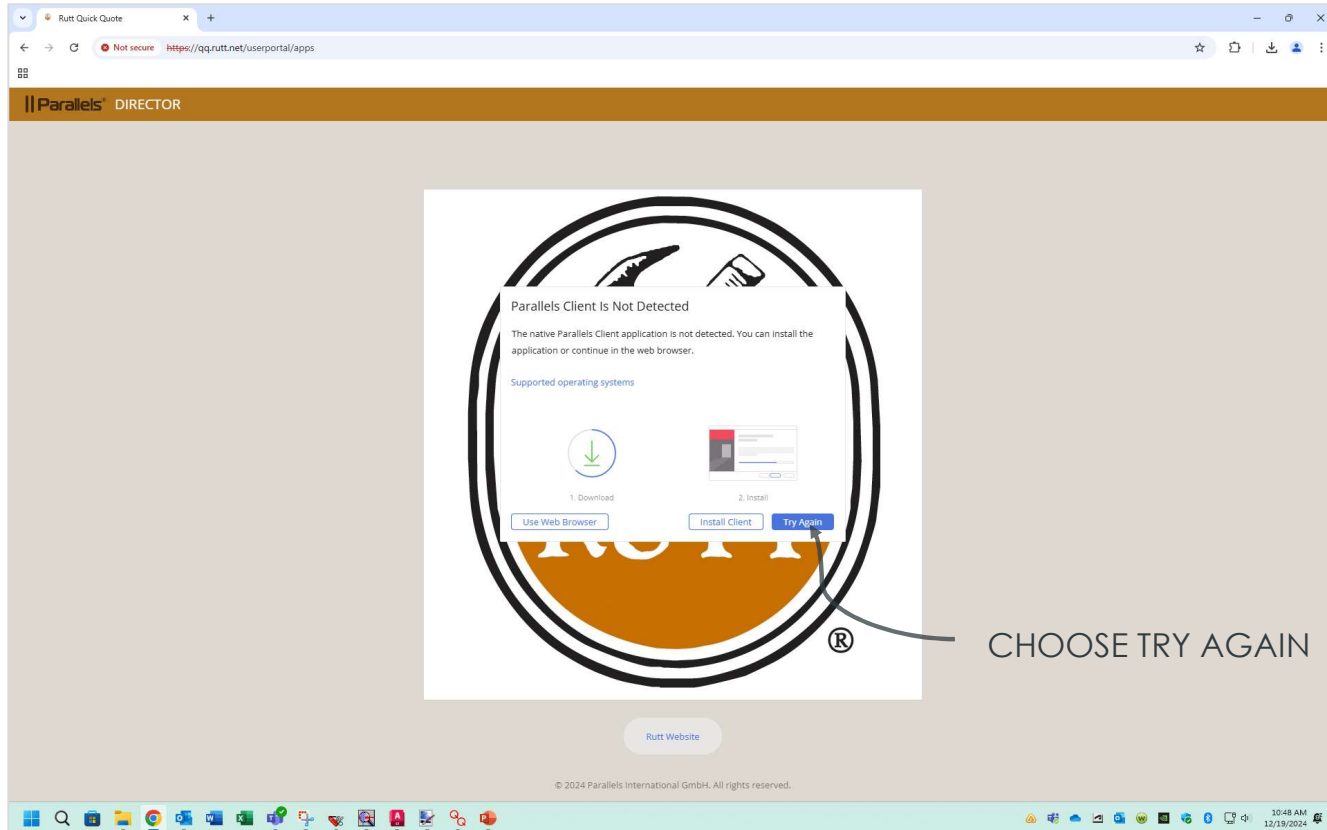
FOR THE FIRST TIME

The screenshot shows a web browser window with the URL <https://qq.rutt.net/userportal/apps>. The page header displays the Parallels logo and the word "DIRECTOR". The main content area features a large circular graphic with a hammer and pickaxe icon, and the text "CHOOSE BASIC INSTALL" with an arrow pointing to the "Install Basic Client" button in the Parallels Client installation dialog box. The dialog box contains the following text: "Parallels Client is Not Detected", "Parallels Client Downloader", "Parallels", "Detected 64 bit operating system. To install Parallels Client (Full) you might be prompted to enter an administrator password.", and buttons for "Install Full Client", "Install Basic Client", and "Close". Below the dialog box, there are buttons for "Use Web Browser", "Install Client", and "Try Again". At the bottom of the browser window, the taskbar shows the time as 10:46 AM on 12/19/2024.



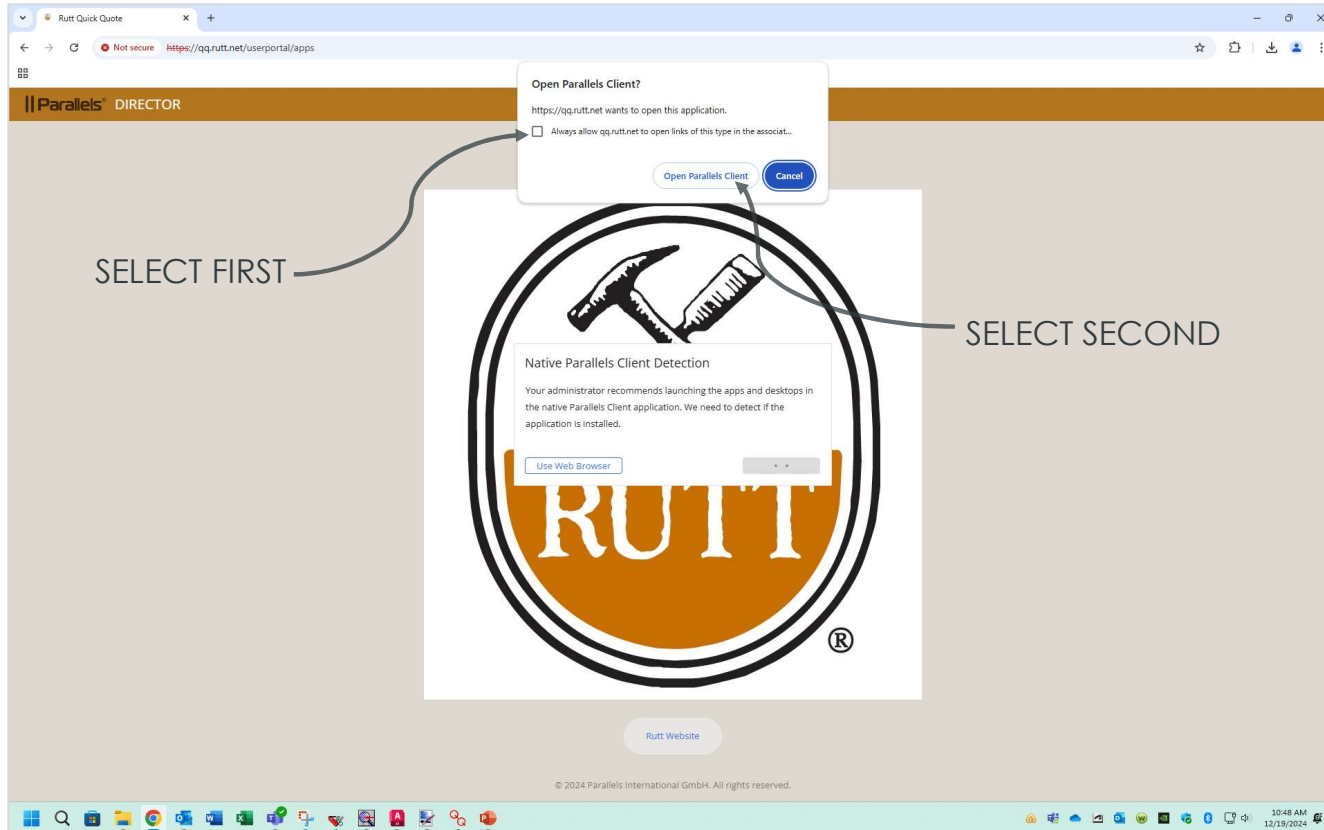
# ACCESSING QUICK QUOTE

## FOR THE FIRST TIME



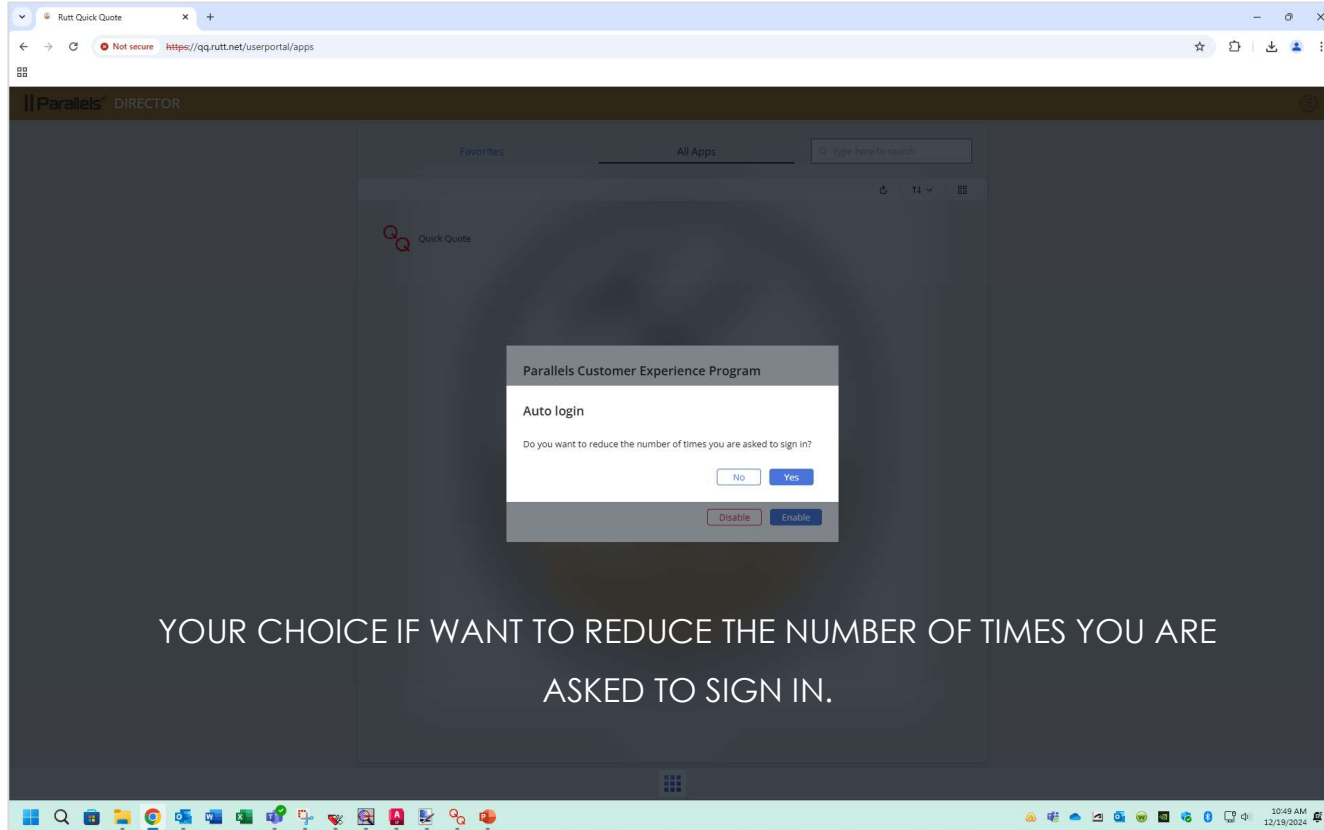
# ACCESSING QUICK QUOTE

## FOR THE FIRST TIME



# ACCESSING QUICK QUOTE

FOR THE FIRST TIME

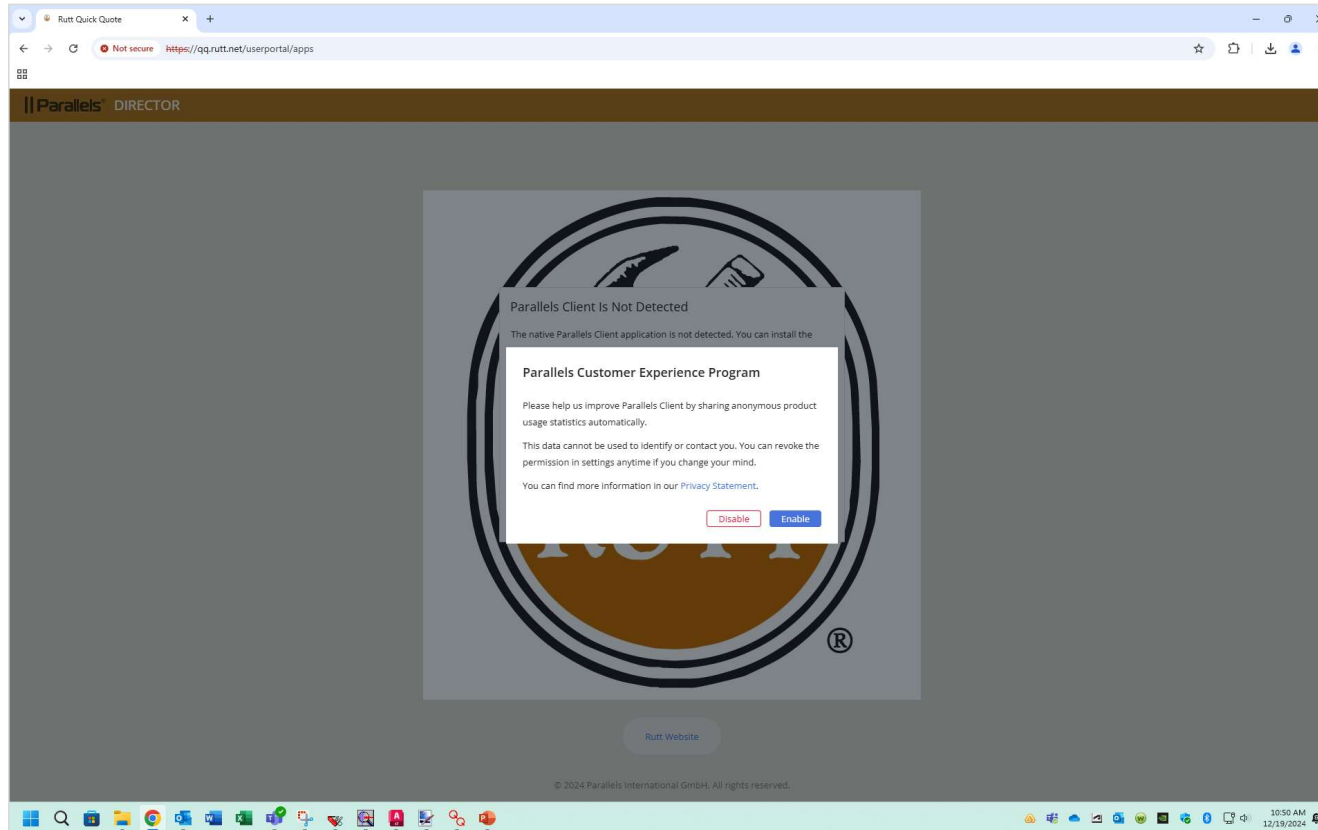


YOUR CHOICE IF WANT TO REDUCE THE NUMBER OF TIMES YOU ARE  
ASKED TO SIGN IN.



# ACCESSING QUICK QUOTE

FOR THE FIRST TIME

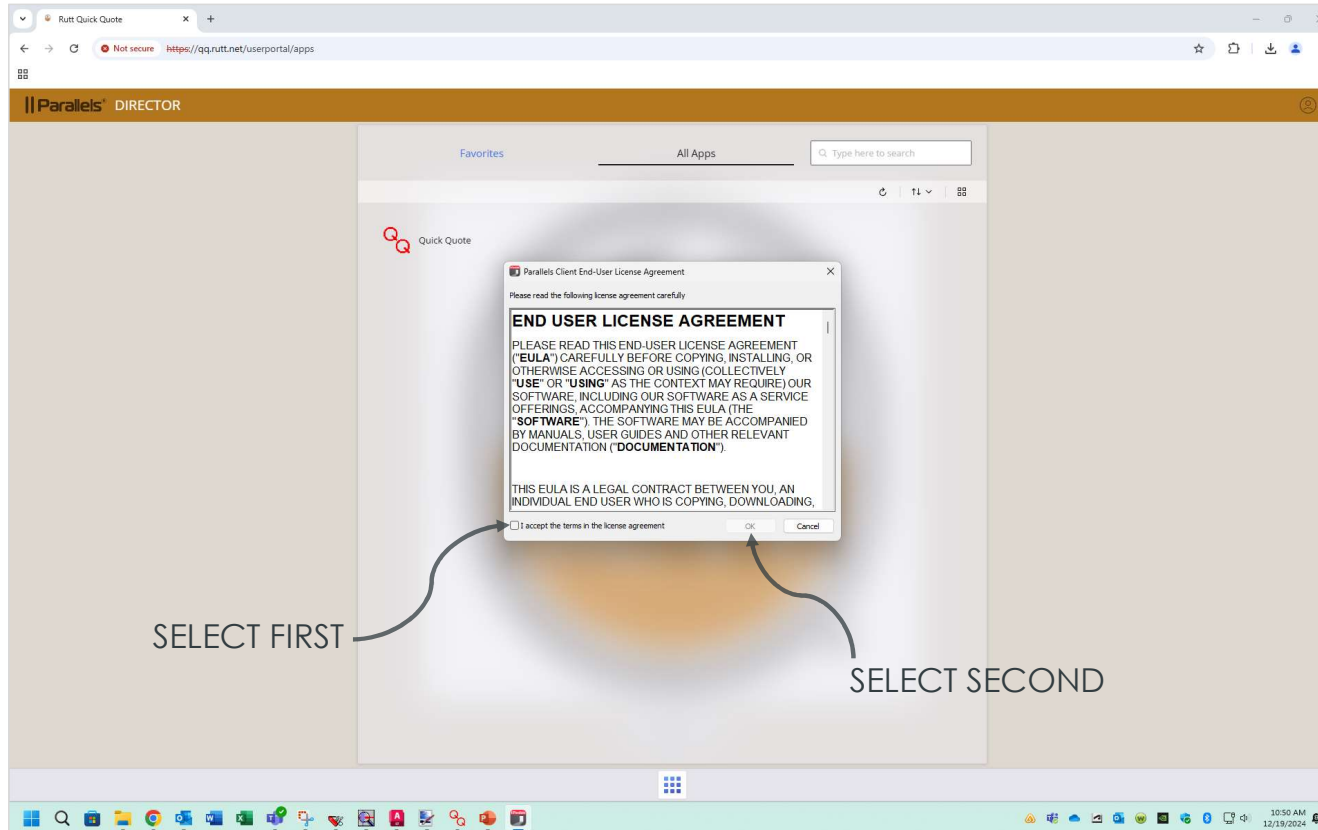


YOUR CHOICE IF WANT TO ENABLE OR DISABLE

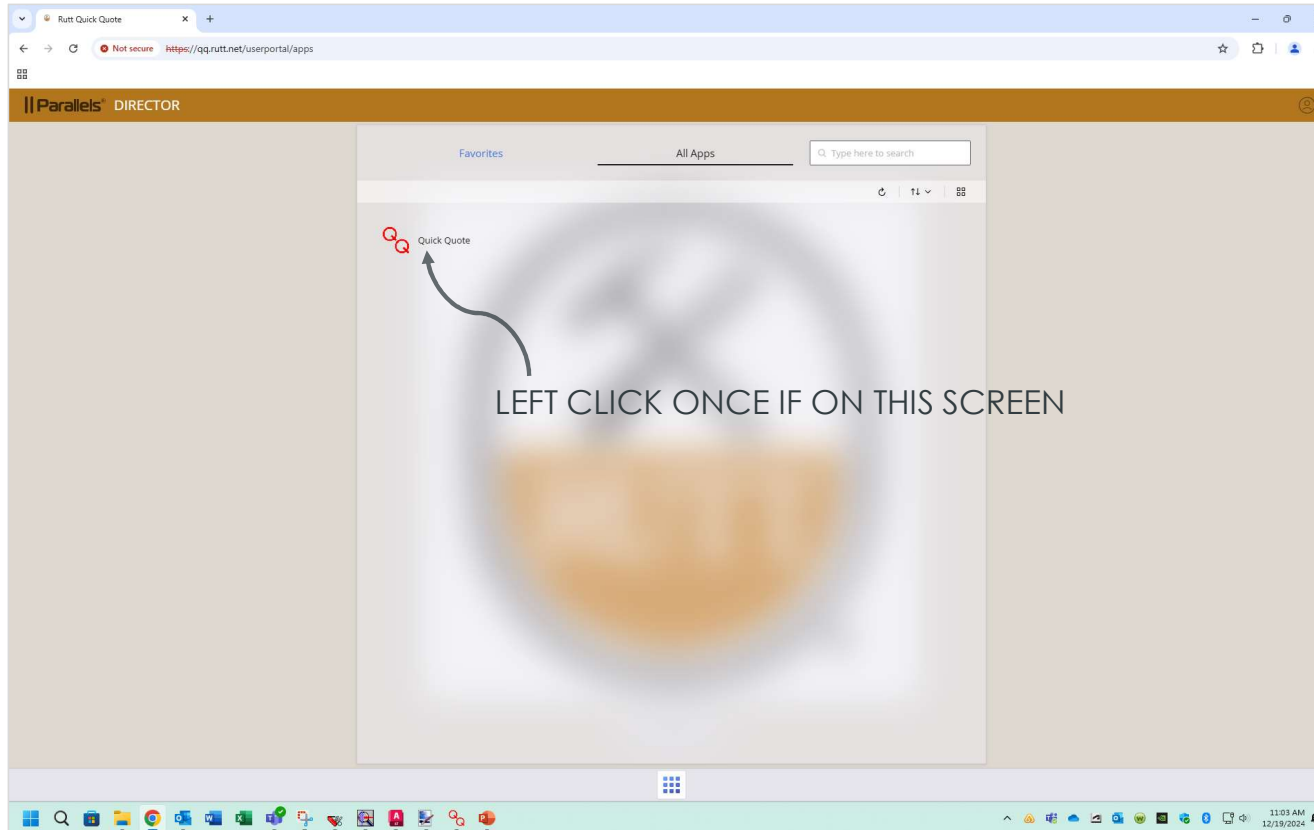


# ACCESSING QUICK QUOTE

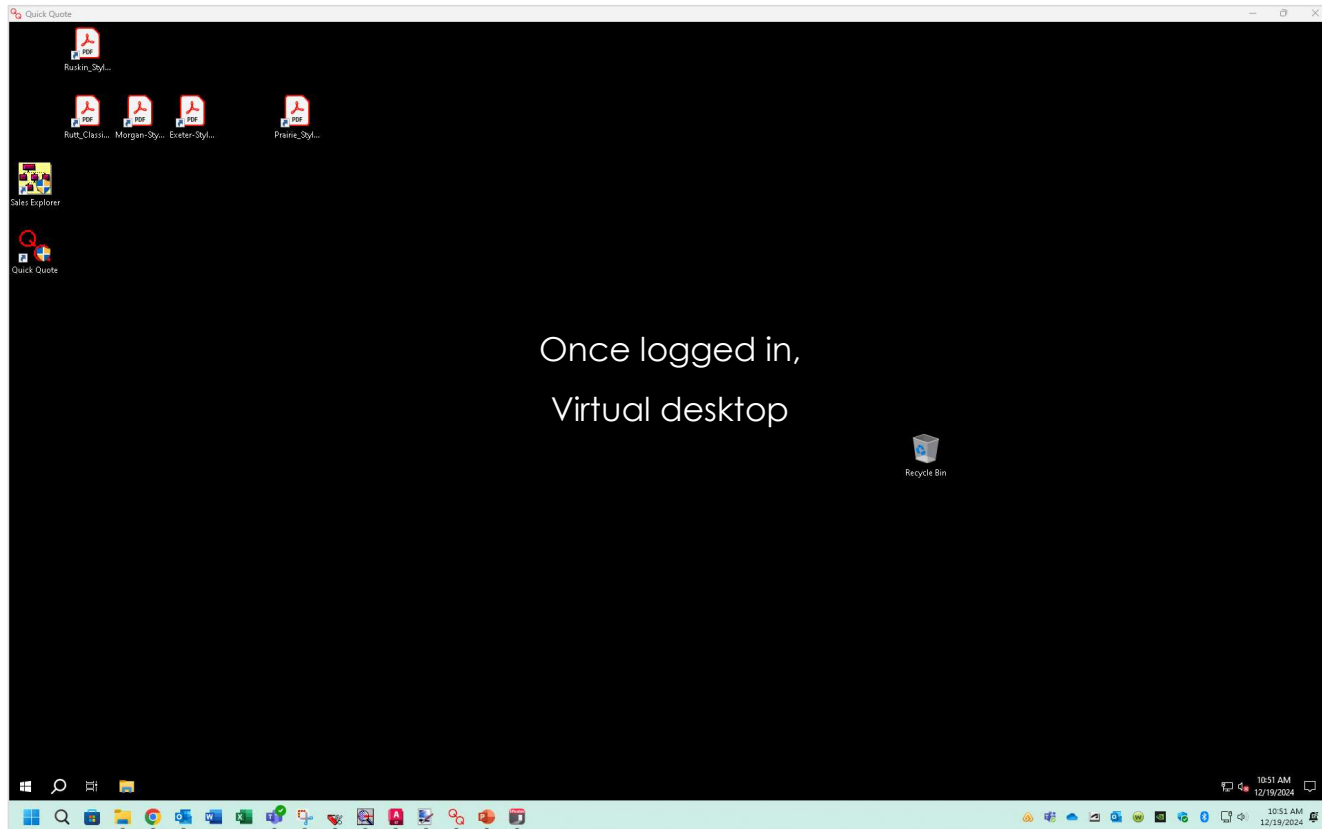
## FOR THE FIRST TIME



# ACCESSING QUICK QUOTE

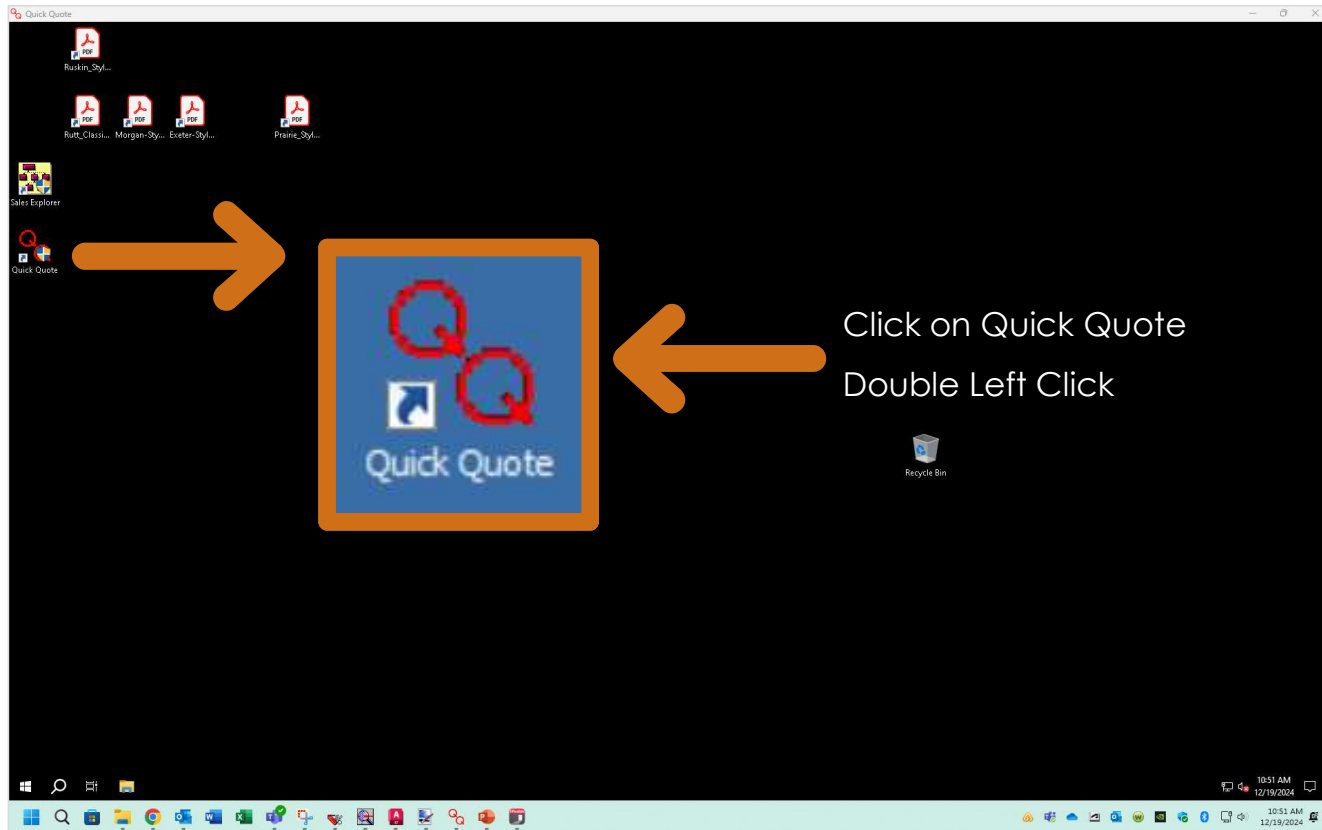


# ACCESSING QUICK QUOTE

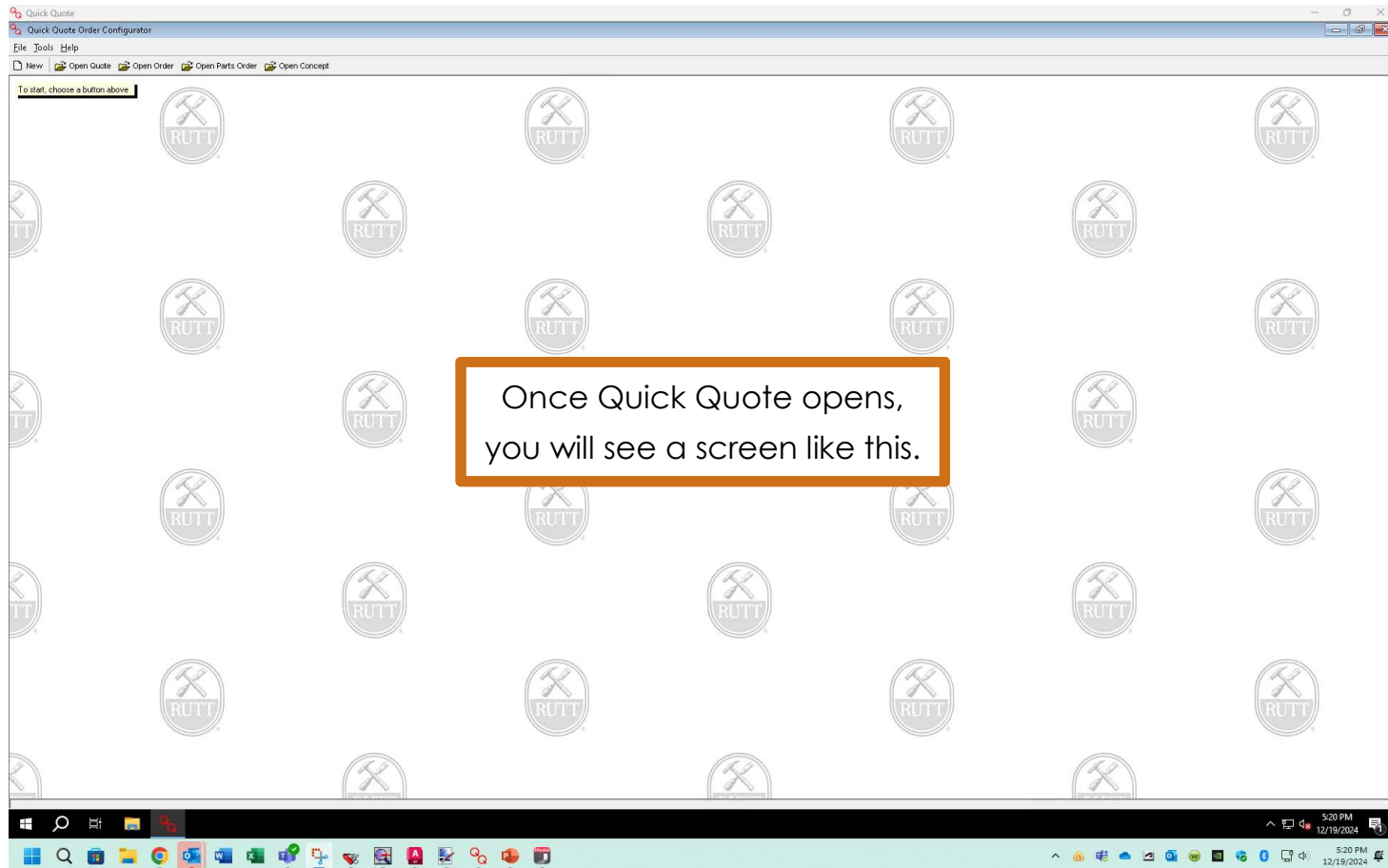




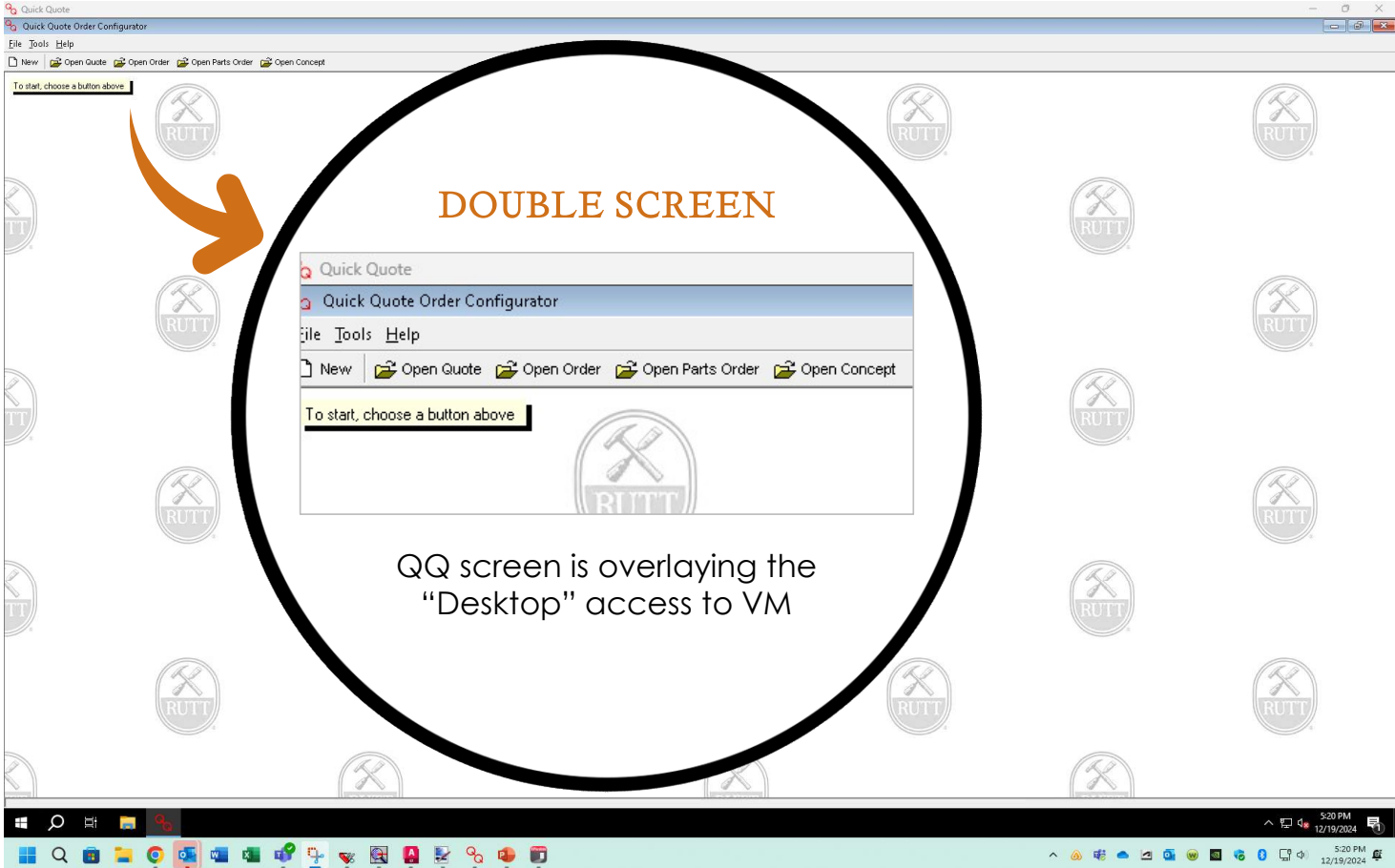
# ACCESSING QUICK QUOTE



# ACCESSING QUICK QUOTE



# SOME THINGS TO LOOK FOR



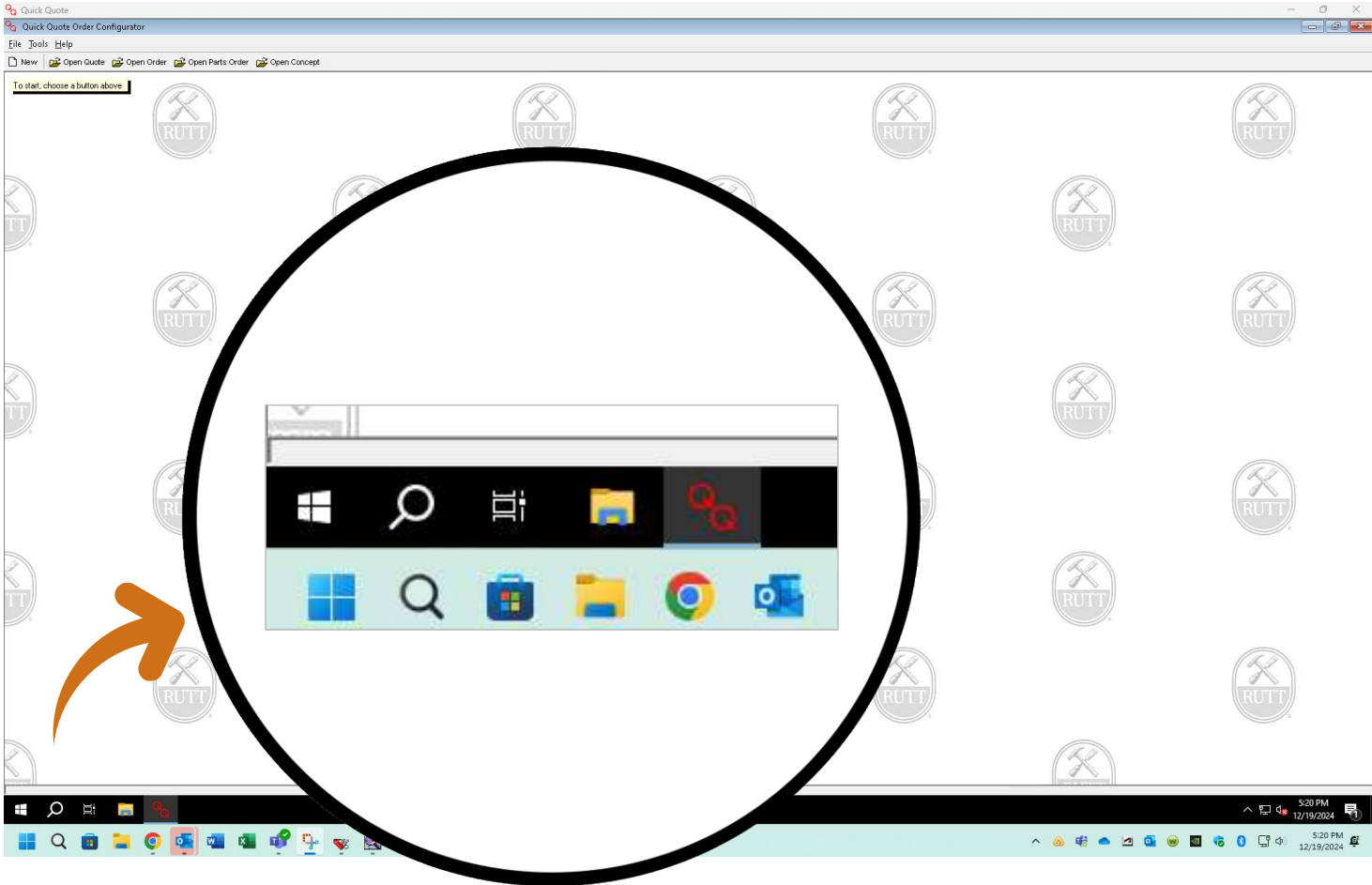
# SOME THINGS TO LOOK FOR

The screenshot shows the 'Quick Quote Order Configurator' application window. The title bar includes 'Quick Quote' and 'Quick Quote Order Configurator'. The menu bar has 'File', 'Tools', and 'Help'. The toolbar contains 'New', 'Open Quote', 'Open Order', 'Open Parts Order', and 'Open Concept'. Below the toolbar is the instruction 'To start, choose a button above'. The main workspace is filled with a repeating pattern of the RUTT logo. A large red prohibition sign (a circle with a diagonal slash) is overlaid on the right side of the screen. Inside this sign is a smaller image of a window's title bar with the close button (an 'X') highlighted by two orange arrows. To the left of the prohibition sign is an orange-bordered text box containing the instruction: 'Do not click on the top "X" it will close VM Access to Quick Quote'. The Windows taskbar is visible at the bottom, showing the time as 5:20 PM on 12/19/2024.

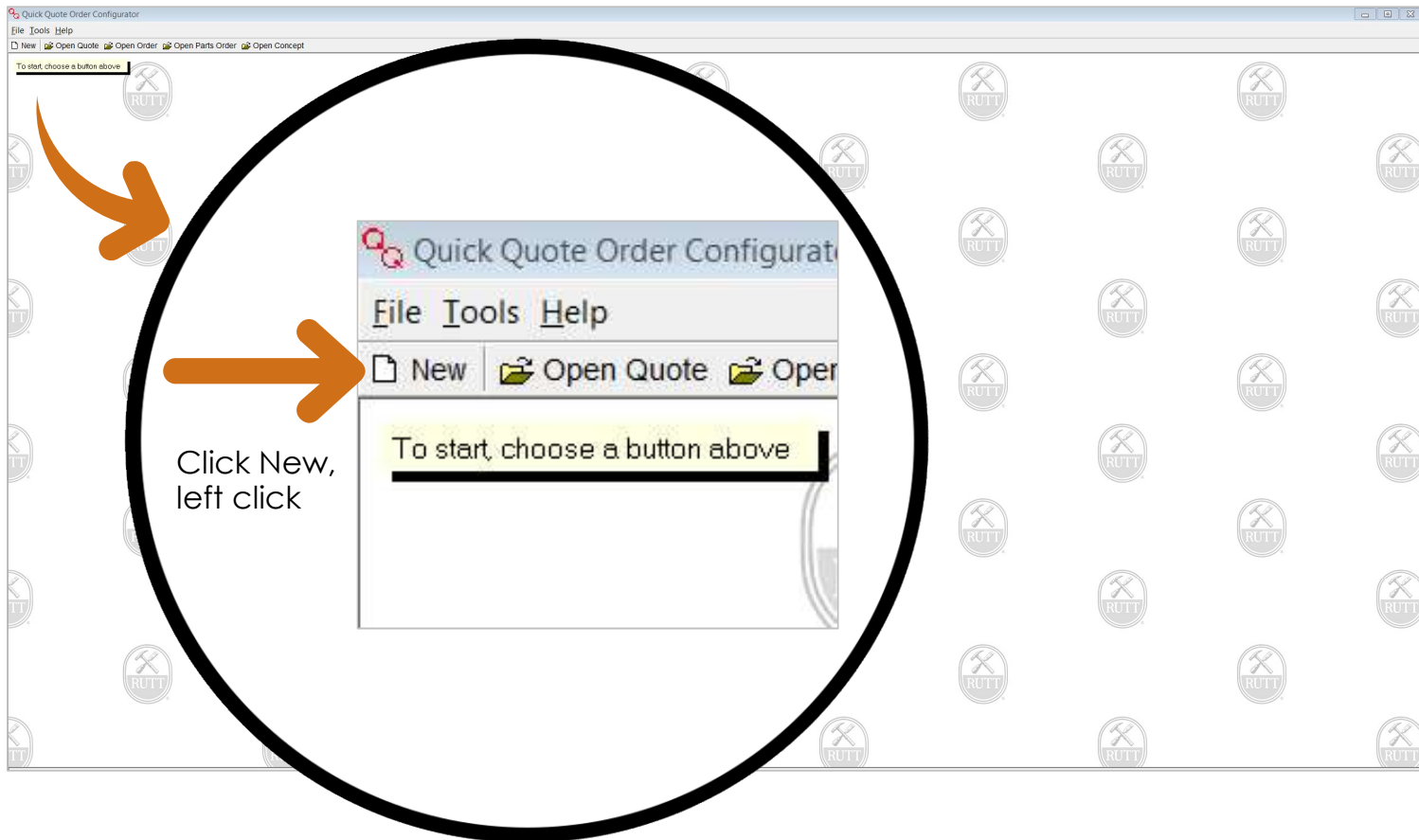
Do not click on the top "X" it will close VM Access to Quick Quote



# SOME THINGS TO LOOK FOR



# CREATING A NEW QUOTE



# CREATING A NEW QUOTE

- Select catalog
- Enter file name (PO#)
- Click OK

New Quote/Concept

Please specify a few items of information for your new quote/concept.

Select a Catalog:

Rutt Classic Contemporary JUL-24  
Rutt Classic Traditional JUL-24

File Type:  
 Quote  
 Parts Order  
 Concept

Dealer #: 220430 - File Name:

Enter a name for this quote/order/concept. The name can be up to 100 characters long but cannot contain the characters: \ / : \* "" < > |

Help Borrow > OK Cancel



# CREATING A NEW QUOTE

## FILL IN

- Client information
- Ship To information
- Warranty information
- Dealer information
- Important to fill in all info
- 1 phone number is fine

The screenshot shows the 'Quick Quote Order Configurator' application window. The title bar indicates the file name is '000021-TEST.quo'. The main window has a menu bar with 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Customer Information' and includes a 'Next >' and 'Last >|' button. A yellow highlighted instruction reads: 'Enter the information for the customer you are quoting or selling to:'. Below this, there are two tabs: 'Client / Shipping Information' (selected) and 'Notes / Comments'. On the left side, there is a vertical navigation menu with icons and labels for 'Customer', 'Client', 'Ship To', 'Warranty', and 'Dealer'. The 'Client' section is active and contains the following fields: 'Company:', 'Contact:', 'Address:', 'City:', 'State/Cnt:' (dropdown), 'Zip:', 'Country:' (dropdown, currently set to 'UNITED STATES'), 'Phone:', 'Fax:', 'Mobile:', and 'Pager:'. To the right of these fields is a 'Salesperson:' field and a checked checkbox labeled 'Quiet Mode - Suppress unnecessary prompts'. At the bottom right of the form area are 'Copy' and 'Paste' buttons. The status bar at the bottom of the window shows '\$ 0.00' and 'F3=Recalc'.





# CREATING A NEW QUOTE



Click LAST: To get to Shipping Method/ Select wrapping



# CREATING A NEW QUOTE

Quick Quote Order Configurator - [000021-TEST.quo]

File Edit View Tools Window Help

Summary |< First < Prev

Group Summary | Final Summary |

Select a Group to view summary information: 1

Enter discount and freight information.

Enter tax and upcharge information.

Base Price:	\$	0.00	Lead Time:	Standard	Cubic Feet:	0.00
Your Discount:	%	0	0.00	Shipping Method:	Factory Delivery	
Additional Discount:	%		0.00	Customer Discount:	%	0 0.00
Freight Factor:		2.43		Customer Upcharge:	\$	0.00
Fuel Surcharge:	%	5		Customer Tax 1:	%	
Total Freight:	\$	0.00		Customer Tax 2:	%	
Total Fuel Surcharge:	\$	0.00		Customer Tax 3:	%	
Wrapping Charge:	\$	0.00		Total Tax:	\$	0.00
Factory Price:	\$	0.00		Final Customer Price:	\$	0.00

Press [TAB] or [ENTER] to update Final Group Price.

Wrapping:

## FILL IN

- Lead Time
- Shipping Method
- Select Wrapping



# CREATING A NEW QUOTE

Quick Quote Order Configurator - [000021-TEST.quo]

File Edit View Tools Window Help

Summary |< First < Prev

Group Summary | **Final Summary**

Purchase Order #:  Order Number:

Total Base Price:  Total Cubes:

Total Dealer Discount:

Total Additional Discount:

Total Freight:

Total Fuel Surcharge:

Total Upcharge:

Total Tax:

Total Wrapping:

Final Price:

Requested Delivery Date:

Click Final Summary Tab

Enter your desired PO#  
(ie. Smith-Island)

and

Requested Delivery Date  
(as per published lead time)



# CREATING A NEW QUOTE

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPORARY JULY 24.quo]

File Edit View Tools Window Help

Group [ ] [First] [Prev] [Next] [Last]

Catalog: **Rutt Classic Contemporary JUL-24** Door Style:

Specifications	Choices
Job Type	
CARB	
FSC-Certified	
Special Factory Upcharge	
Casework	
***DOOR***	
Door Style	
Accoutrement Trim Moulding	
Door Construction	
Door Thickness	
Door Sill Width or Mitered Frame Size	
Door Top Rail Width	
Door Bottom Rail Width	
Door Center Sill & Rail Width	
Door Inside Profile	
Door Inside Moulding	
Door Center Panel	
Door Outside Profile	
***MULTIPLE PANEL DOOR***	
Wall Doors, Multiple Panel - Center Rail	

Keyboard Hint: Use [ENTER] to enter your selection from available choices. Use [TAB] to move to the next Spec Choice. Use [SHIFT+TAB] to move to previous Spec Choice.

Spec View

- Wall Cabinets
  - Square Wall Cabinets
  - End Wall Cabinets
  - What Nots
  - Corner Wall Cabinets
  - Appliance Wall Cabinets
  - Styled Wall Cabinets
  - Curved Wall Cabinets
  - Bay Front Wall Cabinets
- Hoods & Valances
  - Valances
  - Hoods
- Base Cabinets
  - Square Base Cabinets
  - Full Height Base Cabinets
  - Sink Base Cabinets
  - Drawer Base Cabinets
  - What Not Base Units

Name | Description

Item Preview...

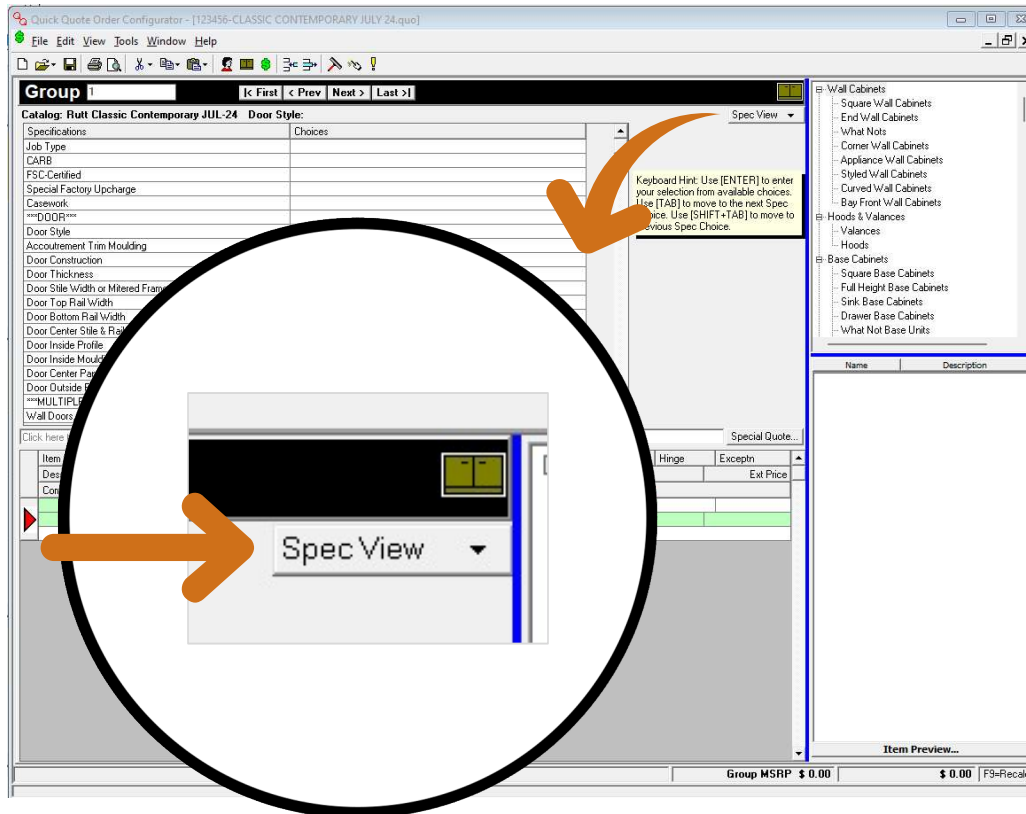
Item #	Qty	Item Name	Width	Height	Depth	Fin Side	Hinge	Excerpt	Ext Price
Click here to add a new item.									
Description			Information						
Comment									

Special Quote...

Group MSRP \$ 0.00 \$ 0.00 F9=Recalc



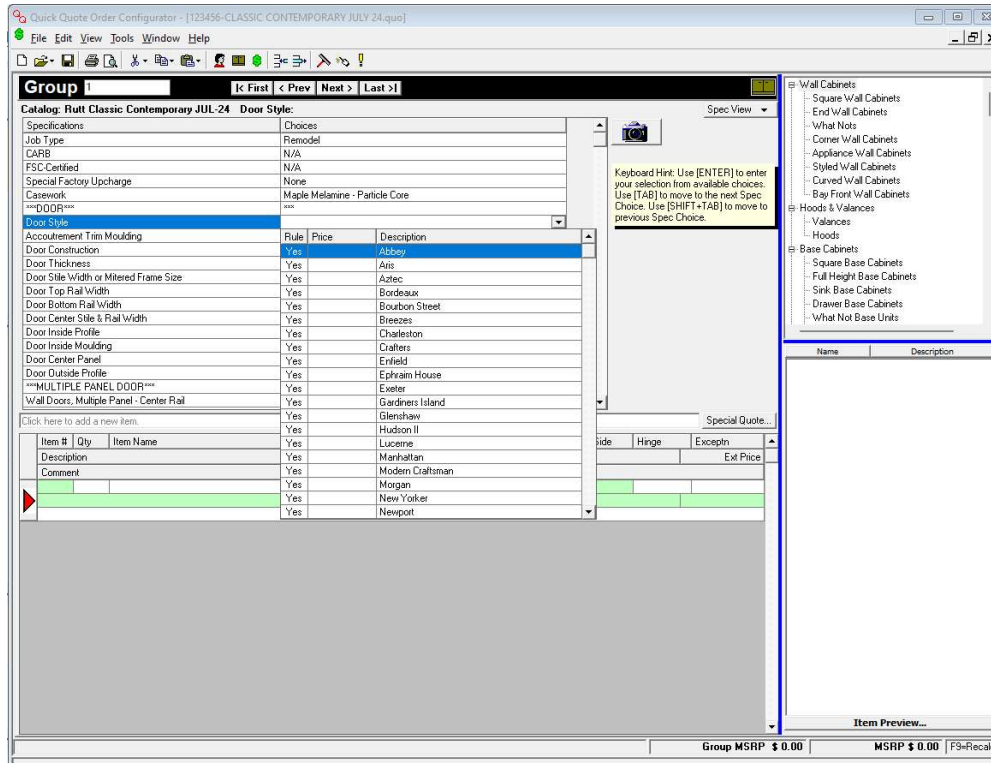
# CREATING A NEW QUOTE



- Fill in Specifications Choices, Spec View
- Left Click to have full Specs



# CREATING A NEW QUOTE



## SELECT CHOICES

- Left click to show available options with each Specification.
- **Important to Complete all Specifications Starting at the Top to the Bottom!!**



# CREATING A NEW QUOTE

Select the door style

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPORARY JULY 24.quo]

File Edit View Tools Window Help

Group 1 |< First < Prev Next > Last >|

Catalog: **Rutt Classic Contemporary JUL-24** Door Style:

Specifications

Job Type	Remodel
CARB	N/A
FSC-Certified	N/A
Special Factory Upcharge	None
Casework	Maple Melamine - Particle Core
***DOOR***	---

Door Style

Rule	Price	Description
Yes		Abbey
Yes		Ais
Yes		Aztec
Yes		Bordeaux
Yes		Bourbon Street
Yes		Breezes
Yes		Charleston
Yes		Crafters
Yes		Enfield
Yes		Ephraim House
Yes		Exeter
Yes		Gardiners Island
Yes		Glenshaw
Yes		Hudson II
Yes		Lucerne
Yes		Manhattan
Yes		Modern Craftsman
Yes		Morgan
Yes		New Yorker
Yes		Newport

Keyboard Hint: Use [ENTER] to enter your selection from available choices. Use [TAB] to move to the next Spec Choice. Use [SHIFT+TAB] to move to previous Spec Choice.

Wall Cabinets

- Square Wall Cabinets
- End Wall Cabinets
- Whisk Not
- Corner Wall Cabinets
- Appliance Wall Cabinets
- Stylish Wall Cabinets
- Curved Wall Cabinets
- Bay Front Wall Cabinets

Hoods & Valances

- Valances
- Hoods

Base Cabinets

- Square Base Cabinets
- Full Height Base Cabinets
- Sink Base Cabinets
- Drawer Base Cabinets
- Whisk Not Base Units

Name | Description

Item Preview...

Group MSRP \$ 0.00 | MSRP \$ 0.00 | F9=Recalc



# CREATING A NEW QUOTE

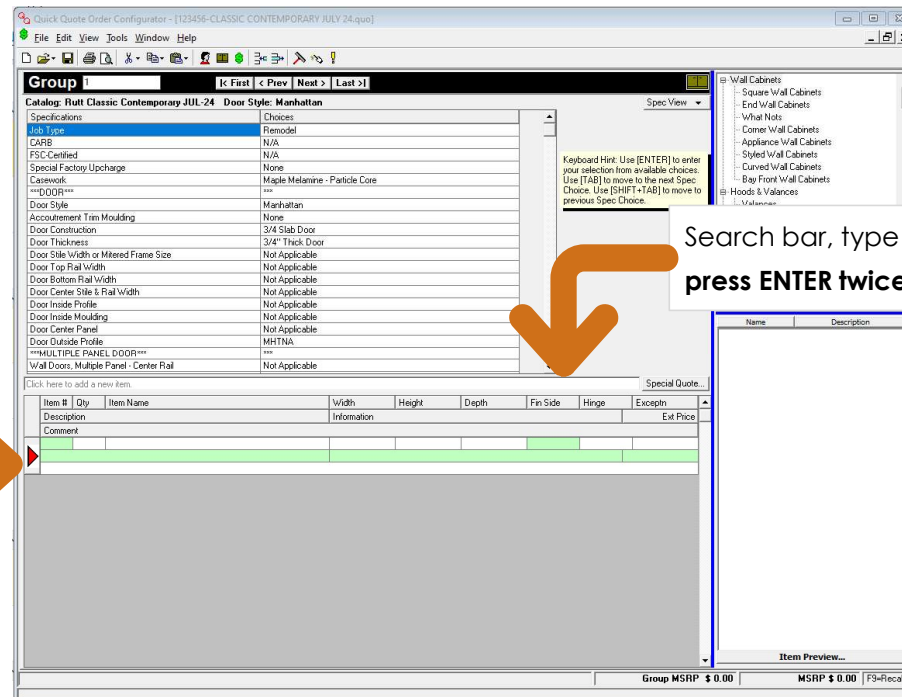


After you select the Door Style,  
left click the “MAGIC” wand button  
to fill in default door specifications





# CREATING A NEW QUOTE



Fill in items



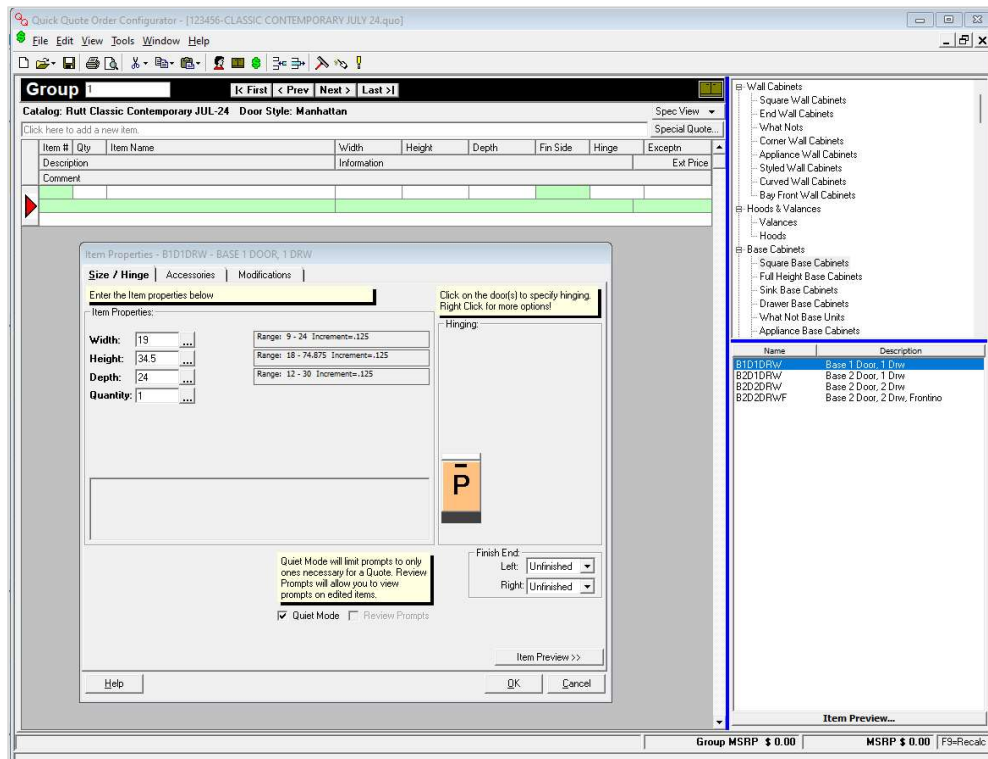
Search bar, type in a keyword and press **ENTER** twice to find the item.



# SELECTING ITEMS



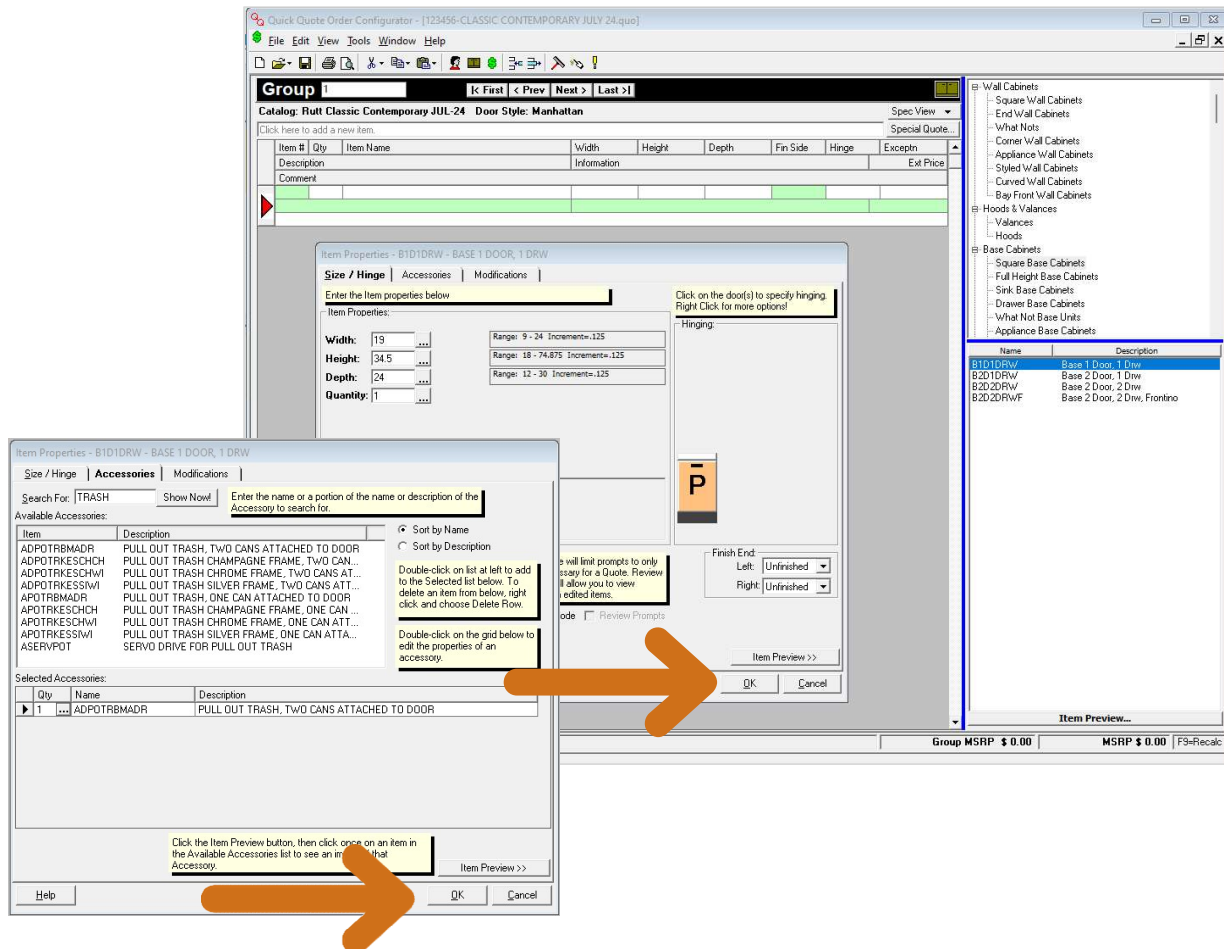
# SELECT STANDARD CABINET



- Select cabinet family (wall, base, etc.)
- Select cabinet (ie. square base)
- Select specific cabinet (ie. Base 1 Door, 1 Drw)
- Enter desired cabinet dimensions, hinging, finished ends



# SELECT ACCESSORIES/MODIFICATIONS



- Select Accessories or Modifications tab
- Enter search term (ie. trash)
- Double click to select desired item
- Click OK to add item to cabinet
- Click OK when all accessories and/or modifications have been added to cabinet



# CABINET WITH ACCESSORIES/MODIFICATIONS

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPORARY JULY 24.quo]

File Edit View Tools Window Help

Group 1 [First < Prev Next > Last >]

Catalog: Rutt Classic Contemporary JUL-24 Door Style: Manhattan

Spec View Special Quote

Item #	Qty	Item Name	Width	Height	Depth	Fin Side	Hinge	Excep	Ext Price
Description Information									
Comment									
1	1	B1D1DRW	19	34.5	24	U-F	.P		\$1,444.00
BASE 1 DOOR, 1 DRW									
1.01	1	ADPOTRBMADR	0	0	0		P@#		\$853.00
PULL OUT TRASH, TWO CANS ATTACHED TO DOOR									
1.02	1	FE	24	34.5	0				\$0.00
FINISHED END									

- Wall Cabinets
  - Square Wall Cabinets
  - End Wall Cabinets
  - What Not
  - Corner Wall Cabinets
  - Appliance Wall Cabinets
  - Styled Wall Cabinets
  - Curved Wall Cabinets
  - Bay Front Wall Cabinets
- Hoods & Valances
  - Valances
  - Hoods
- Base Cabinets
  - Square Base Cabinets
  - Full Height Base Cabinets
  - Sink Base Cabinets
  - Drawer Base Cabinets
  - What Not Base Units
  - Appliance Base Cabinets

Name	Description
B1D1DRW	Base 1 Door, 1 Drw
B2D1DRW	Base 2 Door, 1 Drw
B2D2DRW	Base 2 Door, 2 Drw
B2D2DRWF	Base 2 Door, 2 Drw, Frontno

Item Preview...

Group MSRP \$ 2,297.00 MSRP \$ 2,297.00 F3-Recalc



# REQUESTING SPECIAL ITEMS

For any specialty items not in our catalogs please submit the appropriate forms to obtain price quote and authorization number.

- Quote – Submit form to Rutt
- PQA – Price Quote Authorization provided by Rutt
- SQI – Special Quoted Item (ie. hood)
- SQM – Special Quoted Modification (ie. arched top frame rail)
- SQA – Special Quoted Accessory (ie. non-standard hardware)



# ENTERING SPECIAL QUOTE ITEM

Type **\$sqi\$** to add special cabinet



Enter PQA#



Item #	Qty	Item Name	Width	Height	Depth	Fin Side	Hinge	Ext Price
1	1	B1D1DRW	19	34.5	24	U-F	.P	\$1,444.00
BASE 1 DOOR, 1 DRW								
1.01	1	ADPOTRBMADR	0	0	0		P@#	\$853.00
PULL OUT TRASH, TWO CANS ATTACHED TO DOOR								
1.02	1	FE	24	34.5	0			\$0.00
FINISHED END								
		\$SQIS						

Item Properties - \$SQIS -

Enter the item properties below

Item Properties:  2nd Width/Depth same as 1st

Width: 42  
Height: 36  
Depth: 21  
Quantity: 1  
Price: 6329  
Desc: CUSTOM FREE-STANDING SLANT HOOD

L-Left Hinge  
R-Right Hinge  
U-Top Up  
D-Top Down  
P=Pullout  
O=Open  
N=None

Hinging for SQI:  
Xtra High:   
Upper:   
Lower:

Finish End:  
Left: Finished  
Right: Finished

Apply Spec Charges  
 Apply Door Charges  
 Apply Cabinet Charges

Item Preview >>

Help OK Cancel

Group MSRP \$ 2,297.00 MSRP \$ 2,297.00 F9=Recalc



# STANDARD & SPECIAL CABINET

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPORARY JULY 24.quo]

File Edit View Tools Window Help

Group 1 | < First | Prev | Next > | Last > |

Catalog: **Rutt Classic Contemporary JUL-24** Door Style: **Manhattan** | Spec View | Special Quote...

Item #	Qty	Item Name	Width	Height	Depth	Fin Side	Hinge	Excerptn	Ext Price
1	1	B1D1DRW BASE 1 DOOR, 1 DRW	19	34.5	24	U-F	.P		\$1,444.00
1.01	1	ADPOTRBMADR PULL OUT TRASH, TWO CANS ATTACHED TO DOOR	0	0	0		P@#		\$853.00
1.02	1	FE FINISHED END	24	34.5	0				\$0.00
2	1	SSQIS CUSTOM FREE-STANDING SLANT HOOD	42	36	21	F-F	.		\$6,329.00
2.01	1	ABSSHDLINREC BRUSHED STAINLESS STEEL HOOD LINER - RECTANGULAR HOOD	42	3	21				\$1,885.00
2.02	2	FE FINISHED END	21	36	0				\$0.00

- Wall Cabinets
  - Square Wall Cabinets
  - End Wall Cabinets
  - What Nots
  - Corner Wall Cabinets
  - Appliance Wall Cabinets
  - Styled Wall Cabinets
  - Curved Wall Cabinets
  - Bay Front Wall Cabinets
- Hoods & Valances
  - Valances
  - Hoods
- Base Cabinets
  - Square Base Cabinets
  - Full Height Base Cabinets
  - Sink Base Cabinets
  - Drawer Base Cabinets
  - What Not Base Units
  - Appliance Base Cabinets

Name	Description
B1D1DRW	Base 1 Door, 1 Drw
B2D1DRW	Base 2 Door, 1 Drw
B2D2DRW	Base 2 Door, 2 Drw
B2D2DRWF	Base 2 Door, 2 Drw, Frontino

Item Preview...

Group MSRP \$ 10,511.00    MSRP \$ 10,511.00    F9=Recalc





# HOW TO BORROW FROM AN EXISTING FILE

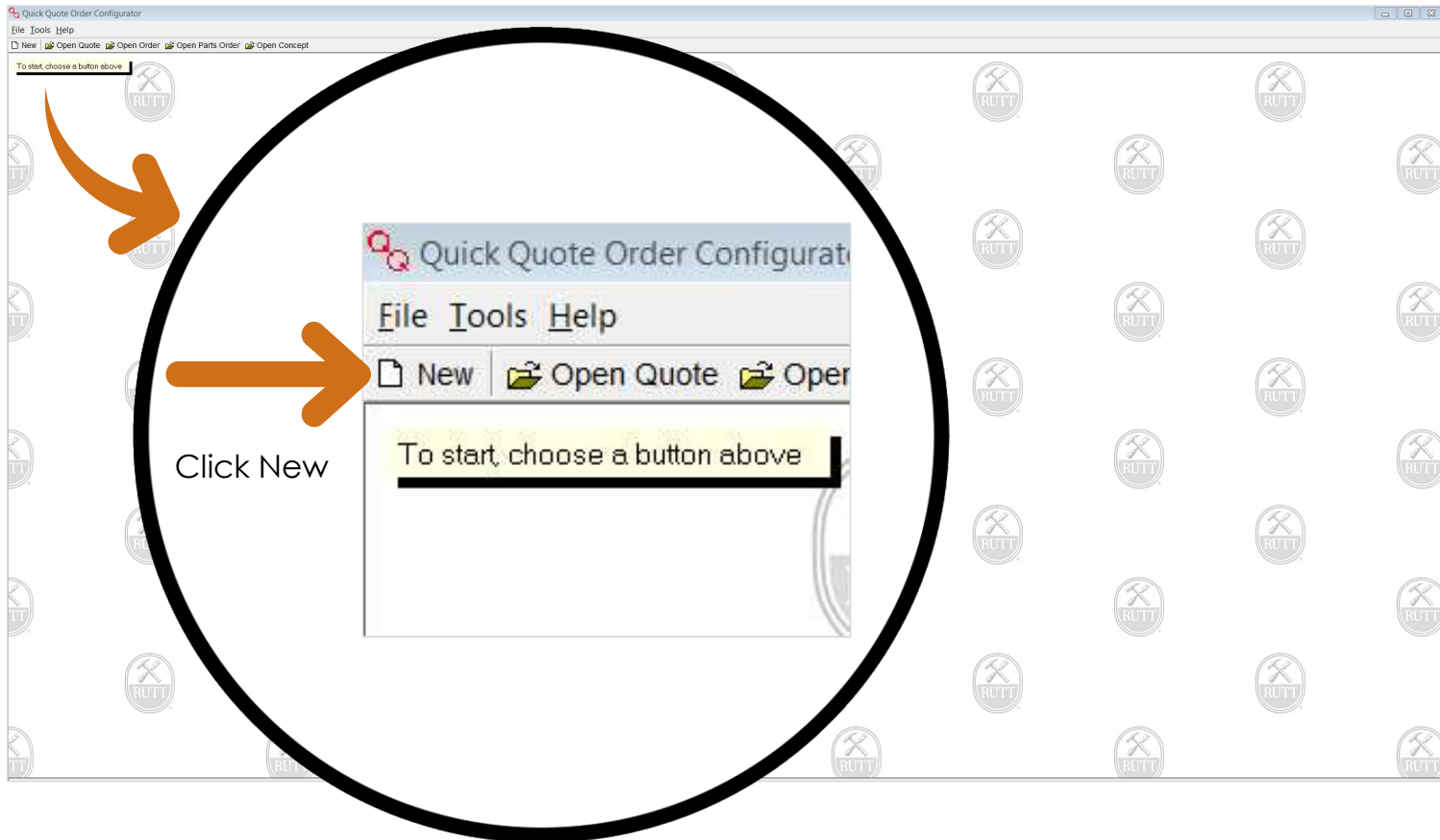


## Common reasons for borrowing from existing file:

- Parts orders to an original order
- Multi rooms/colors/etc.



# BORROW FROM AN ORDER



# BORROW FROM AN ORDER

Select catalog

New Quote/Concept

Please specify a few items of information for your new quote/concept.

Select a Catalog:

- Rutt Classic Contemporary JUL-24
- Rutt Classic Traditional JUL-24

File Type:

- Quote
- Parts Order
- Concept

Dealer #: 220430 - File Name: |

Enter a name for this quote/order/concept. The name can be up to 100 characters long but cannot contain the characters: \ / : \* ' " < > |

Help Borrow > OK Cancel



# BORROW FROM AN ORDER

New Quote/Concept

Please specify a few items of information for your new quote/concept.

Select a Catalog:

- Rutt Classic Contemporary JUL-24
- Rutt Classic Traditional JUL-24

File Type:

- Quote
- Parts Order
- Concept

Dealer #: 220430 - File Name: [ ]

Enter a name for this quote/order/concept. The name can be up to 100 characters long but cannot contain the characters: \ / : \* " ' < > |

Help Borrow > OK Cancel



- Type in your File Name (Could be your PO#)
- Click Borrow



# BORROW FROM AN ORDER

New Quote/Concept

Please specify a few items of information for your new quote/concept.

Select a Catalog:

- Rutt Classic Contemporary JUL-24
- Rutt Classic Traditional JUL-24

File Type:

- Quote
- Parts Order
- Concept

Dealer #: 220430    File Name: TEST

Enter a name for this quote/order/concept. The name can be up to 100 characters long but cannot contain the characters: \ / : \* ' " < > |

Help    Borrow <    OK    Cancel

Please specify a quote/order from which to borrow information.

Browse...

What to Borrow?

- Customer Information

Group Name	Specs	Items
------------	-------	-------

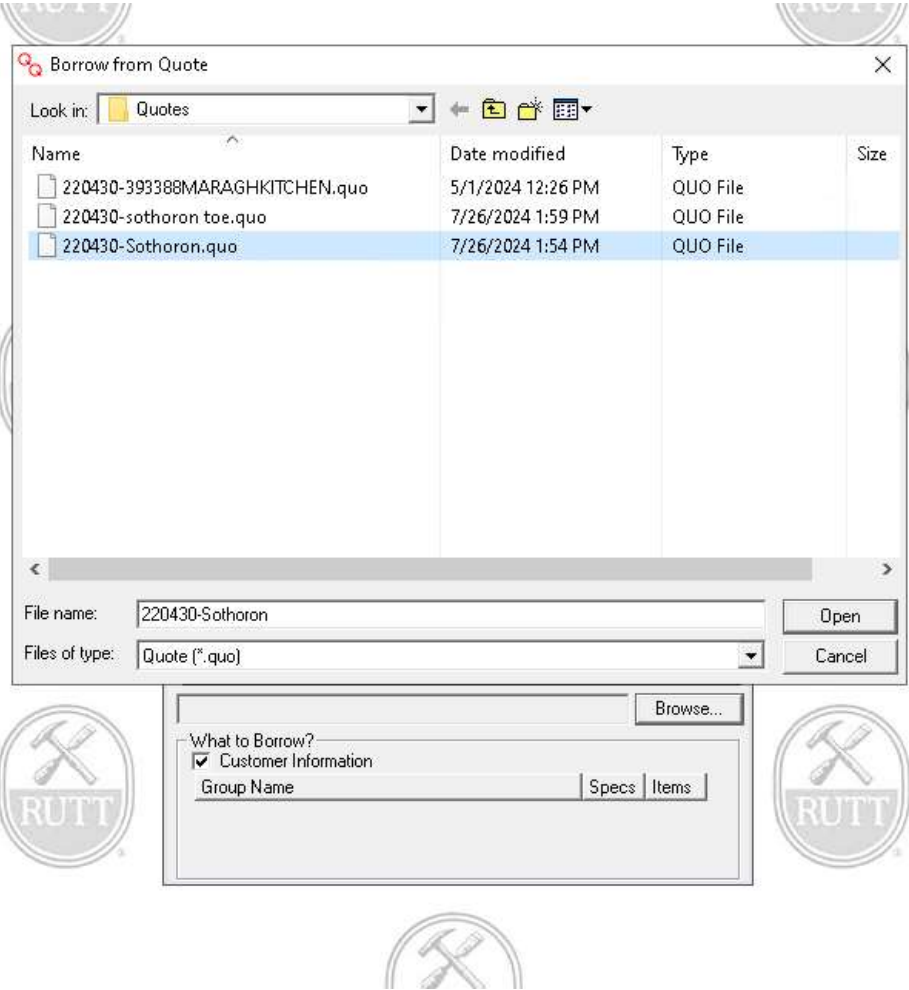


Click Browse



# BORROW FROM AN ORDER

Search for the quote you want to borrow from



# BORROW FROM AN ORDER

New Quote/Concept

Please specify a few items of information for your new quote/concept.

Select a Catalog:

Rutt Classic Traditional JUL-24

File Type:

Quote

Parts Order

Concept

Dealer #: File Name:

220430 - TEST

Enter a name for this quote/order/concept. The name can be up to 100 characters long but cannot contain the characters: \ / : \* "" < > |

Help Borrow < OK Cancel

Please specify a quote/order from which to borrow information.

U:\Quotes\220430-Sothoron.quo Browse...

What to Borrow?

Customer Information

Group Name	Specs	Items
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Choose

- Quote for new order
- Parts Order for previously transmitted order

Select Specs and/or Items to Borrow

Click OK



# BORROW FROM AN ORDER

## DOUBLE CHECK INFO

- Client
- Ship To
- Warranty
- Dealer

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPORARY JULY 24.quo]

File Edit View Tools Window Help

Customer Information **Next >** **Last >|**

Enter the information for the customer you are quoting or selling to:

Client / Shipping Information **Notes / Comments**

Customer **Client**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Cnt: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: UNITED STATES

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Pager: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Quiet Mode - Suppress unnecessary prompts

Copy

Paste

MSRP \$ 10,511.00 | F9=Recalc





# BORROW FROM AN ORDER

## DOUBLE CHECK

- Select wrapping
  - Premium wrapping for cabinetry
  - Samples and parts
- Shipping method

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPORARY JULY 24.quo]

File Edit View Tools Window Help

### Summary

Group Summary | Final Summary

Select a Group to view summary information: 1

Enter discount and freight information. | Enter tax and upcharge information.

Base Price:	\$	10,511.00	Lead Time:	Standard	Cubic Feet:	27.48
Your Discount:	%	0	\$	0.00	Shipping Method:	Factory Delivery
Additional Discount:	%		\$	0.00	Customer Discount:	% 0 \$ 0.00
Freight Factor:					Customer Upcharge:	\$ 0.00
Fuel Surcharge:	%	0			Customer Tax 1:	%
Total Freight:	\$	0.00			Customer Tax 2:	%
Total Fuel Surcharge:	\$	0.00			Customer Tax 3:	%
Wrapping Charge:	\$	0.00			Total Tax:	\$ 0.00
Factory Price:	\$	10,511.00			Final Customer Price:	\$ 10,511.00

Press [TAB] or [ENTER] to update Final Group Price.

Wrapping: [ ]

MSRP \$ 10,511.00 | F9=Recalc



# BORROW FROM AN ORDER

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPORARY JULY 24.quo]

File Edit View Tools Window Help

Summary First Prev \$

Group Summary | **Final Summary**

Purchase Order #:

Total Base Price: **10,511.00** Total Tubes:

Total Dealer Discount:

Total Additional Discount:

Total Freight:

Total Fuel Surcharge:

Total Upcharge:

Total Tax:

Total Wrapping:

Final Price: **10,511.00**

Requested Delivery Date:

MSRP \$ 10,511.00 F9=Recalc

Final Summary,  
Enter NEW PO#



# BORROW FROM AN ORDER

## DOUBLE CHECK

- Specs Choices
- Item's that were Borrowed

## CLICK SAVE

Quick Quote Order Configurator - [123456-CLASSIC CONTEMPO JULY 2024.quo]

File Edit View Tools Window Help

Group 1 | < First < Prev Next > Last > |

Catalog: Rutt Classic Contemporary JUL-24 Door Style: Manhattan

Specifications	Choices
CARB	N/A
FSC-Certified	N/A
Special Factory Upcharge	None
Casework	Maple Melamine - Particle Core
****DOOR****	****
Door Style	Manhattan
Accoutrement Trim Moulding	None
Door Construction	3/4 Slab Door
Door Thickness	3/4" Thick Door
Door Stile Width or Mitered Frame Size	Not Applicable
Door Top Rail Width	Not Applicable
Door Bottom Rail Width	Not Applicable
Door Center Stile & Rail Width	Not Applicable
<a href="#">Door Inside Profile</a>	Not Applicable
Door Inside Moulding	Not Applicable
Door Center Panel	Not Applicable
Door Outside Profile	MHTNA
****MULTIPLE PANEL DOOR****	****
Wall Doors, Multiple Panel - Center Rail	Not Applicable
Wall Doors, Multiple Panel - Center Stile	Not Applicable
Base Doors, Multiple Panel - Center Rail	Not Applicable
Base Doors, Multiple Panel - Center Stile	Not Applicable
Lower Tall Doors, Multiple Panel - Center Rail	Not Applicable
Lower Tall Doors, Multiple Panel - Center Stile	Not Applicable
Upper Tall Doors, Multiple Panel - Center Rail	Not Applicable
Upper Tall Doors, Multiple Panel - Center Stile	Not Applicable
****GLASS DOOR****	****

Click here to add a new item.

Item #	Qty	Item Name	Width	Height
Description				
Information				
Comment				
1	1	MHRD596	1.125	96
MEDIUM HALF ROUND & DOUBLE STEP				



# HOW TO CONVERT TO ANOTHER CATALOG



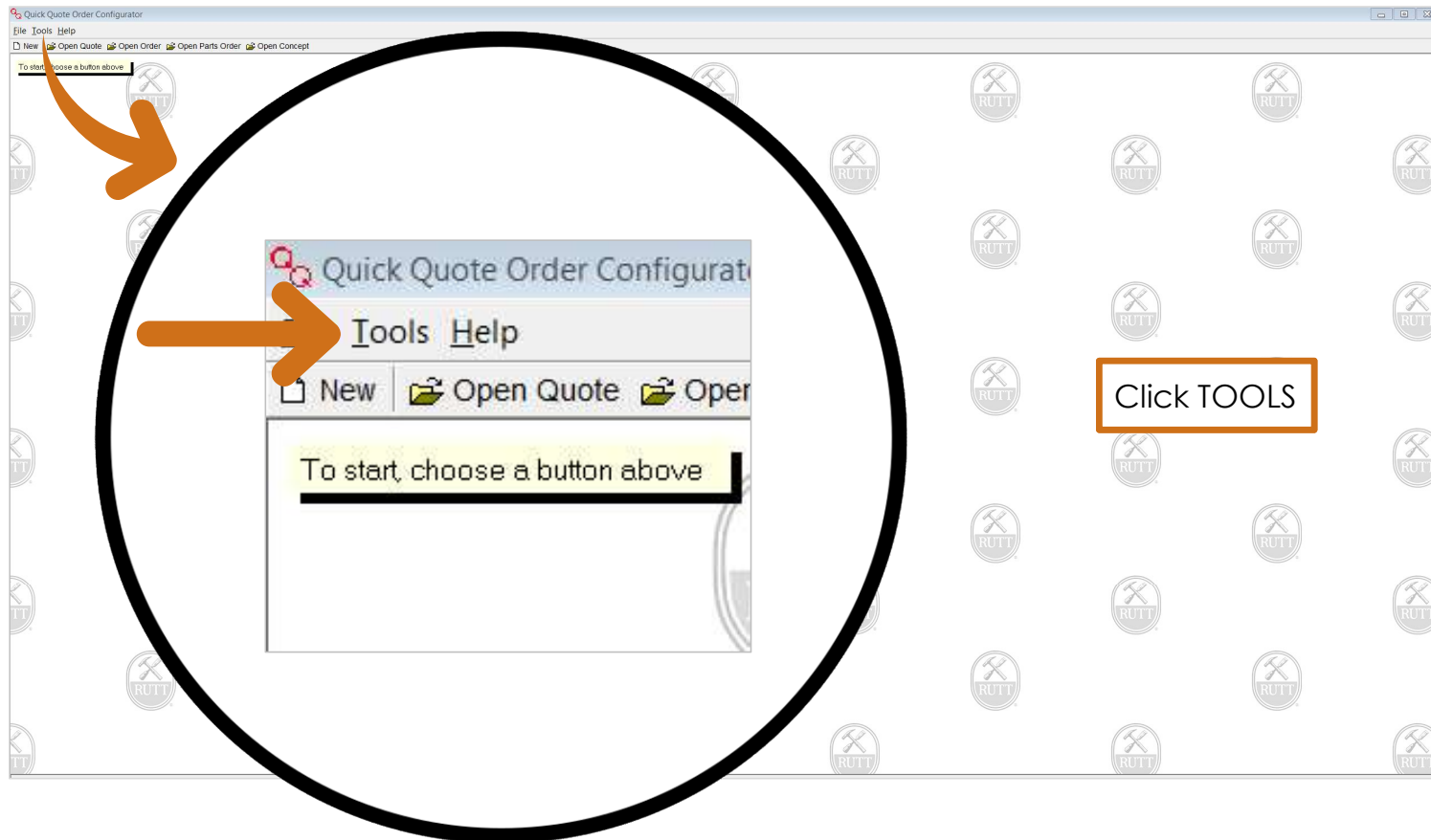
## Common reason to convert to another catalog:

- Update to current catalog

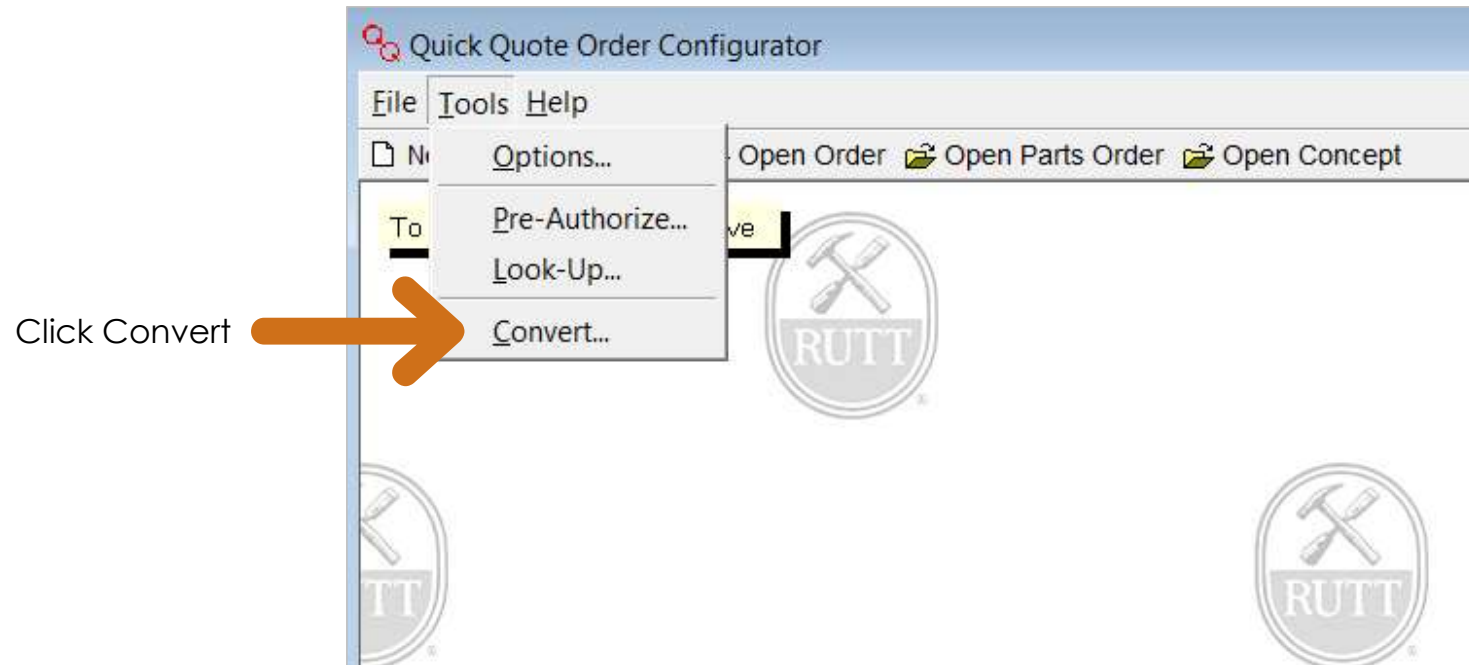
*\*Cannot switch between construction methods (ie. traditional to contemporary)*



# CONVERT TO ANOTHER CATALOG



# CONVERT TO ANOTHER CATALOG



# CONVERT TO ANOTHER CATALOG

AdGen - Convert Catalog for Quote/Order

1) Select a file to convert. 2) Select a catalog to convert it to. 3) Check the "Convert" box in the grid 4) Choose the Convert! button. NOTE: You can only convert between like catalogs (Traditional 1999 to Traditional 2000)

File to convert (use Browse to select the file)

Browse...

Groups to Convert			
Group Name	Current Catalog	Available Catalogs	Convert

Convert! Cancel



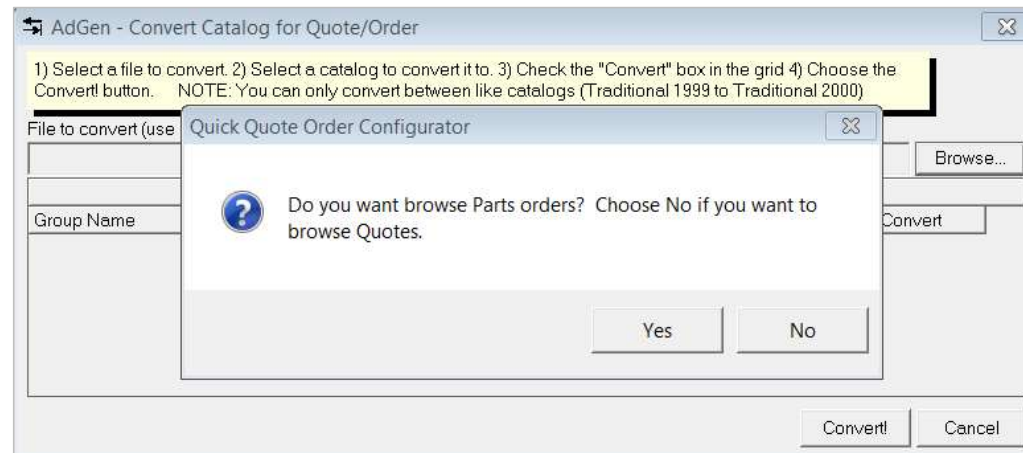
Click BROWSE to find Quote you want to convert.



# CONVERT TO ANOTHER CATALOG

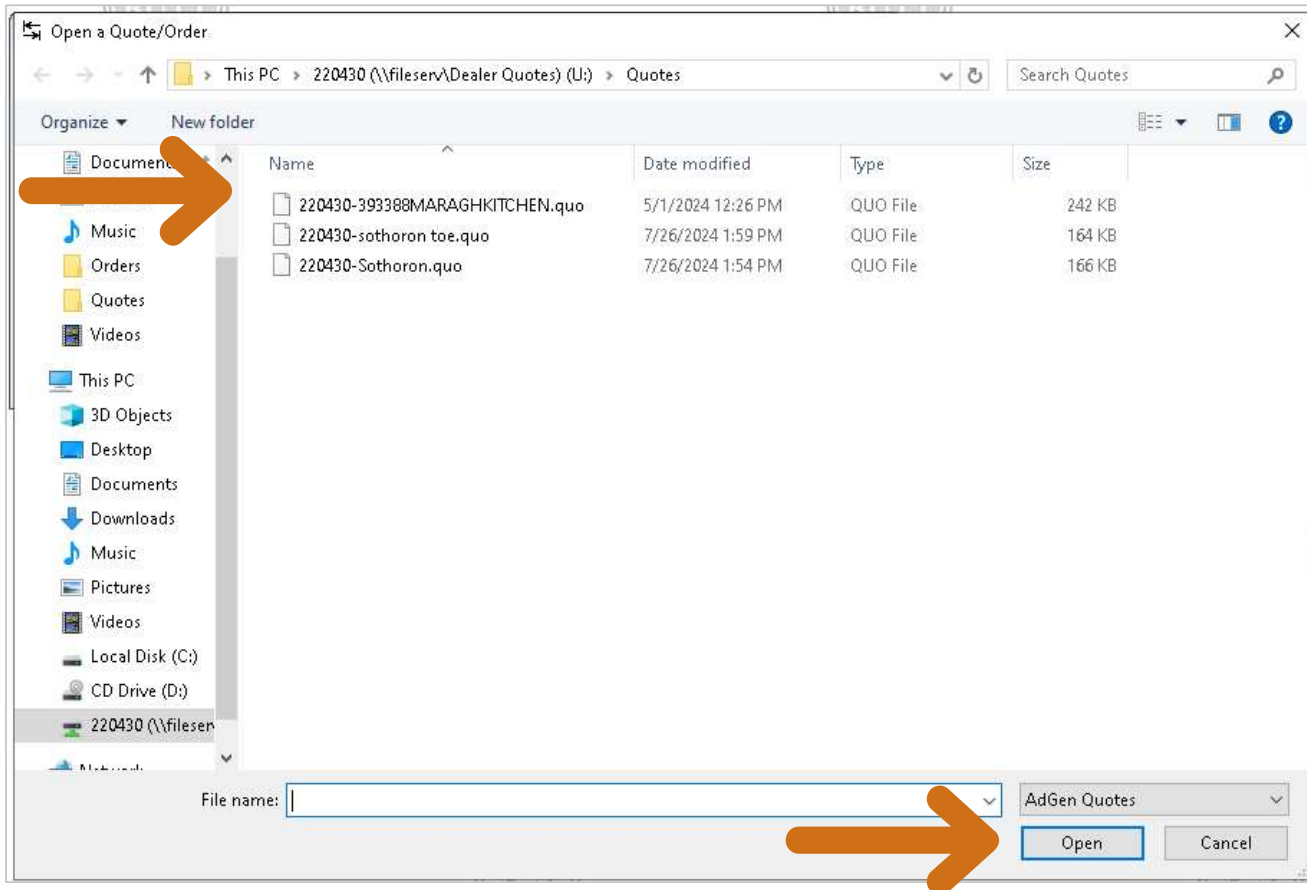
Click

- **Yes** if a Parts Order
- **No** if it's not





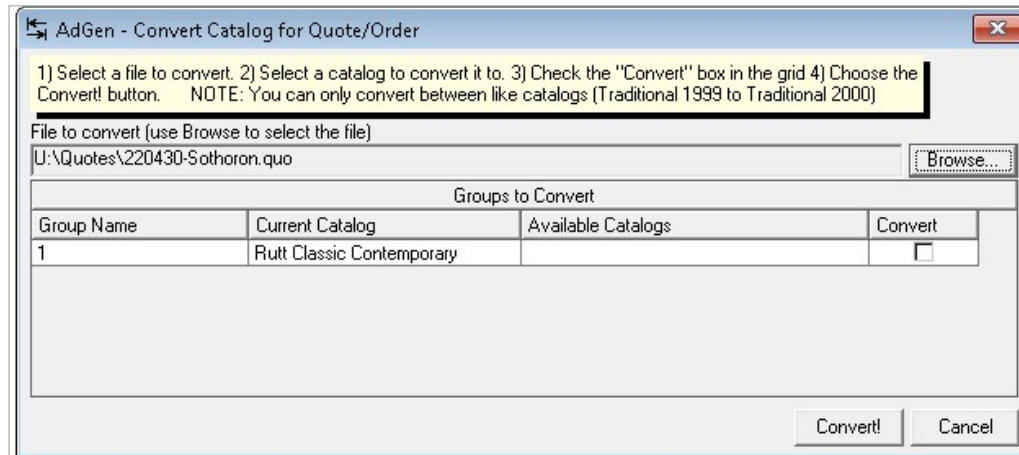
# CONVERT TO ANOTHER CATALOG



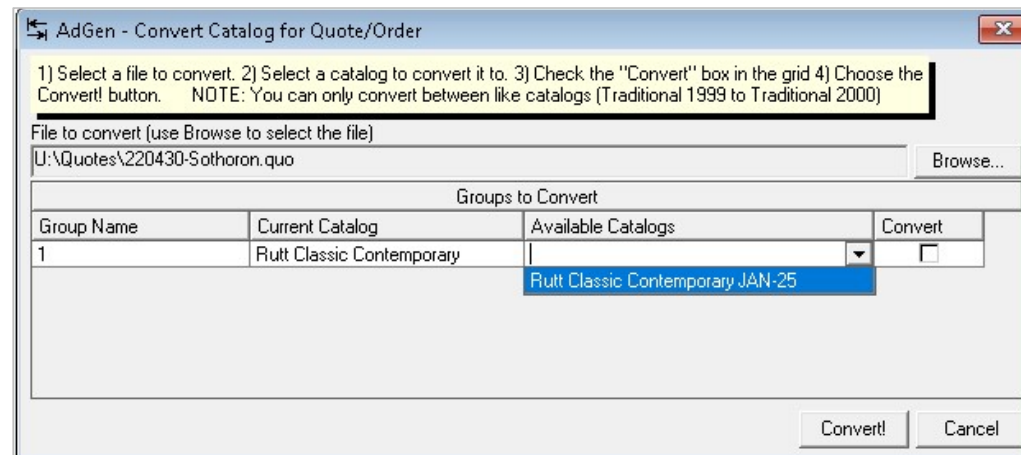
- Select File to Convert
- Click OPEN



# CONVERT TO ANOTHER CATALOG

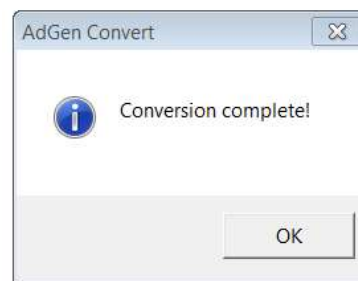
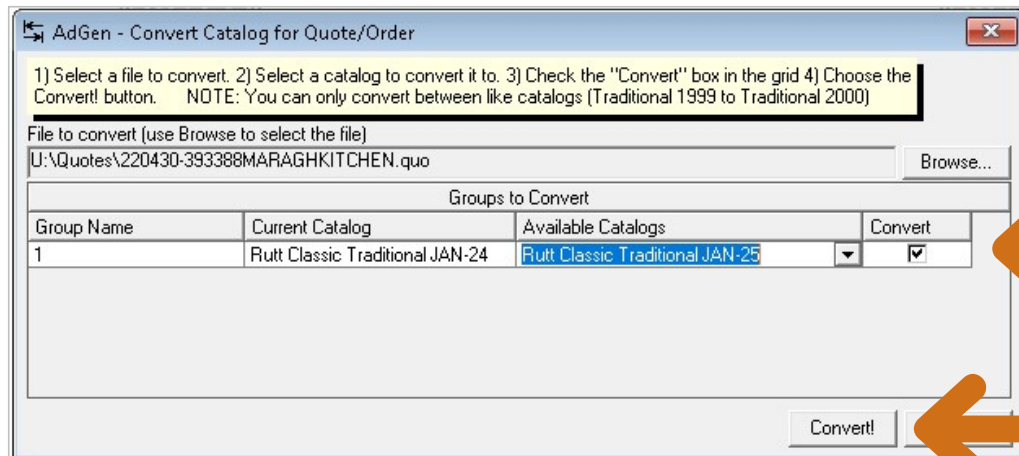


Find the current catalog



# CONVERT TO ANOTHER CATALOG

TO LOOK LIKE THIS



Click OK



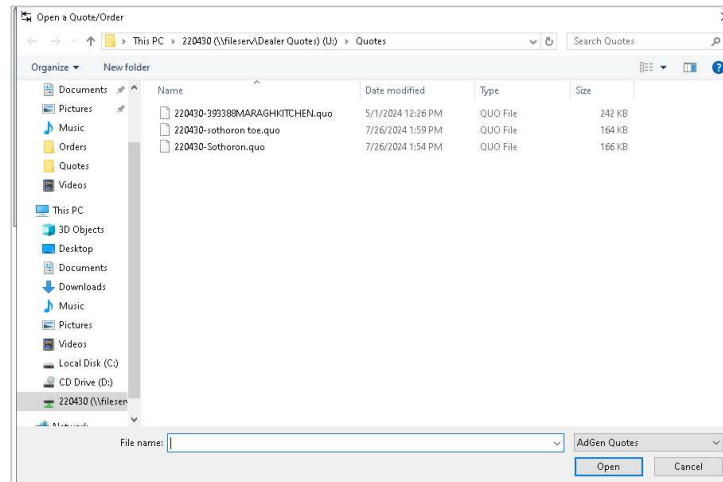
# CONVERT TO ANOTHER CATALOG

TO CHECK THE CONVERTED FILE

Click OPEN QUOTE

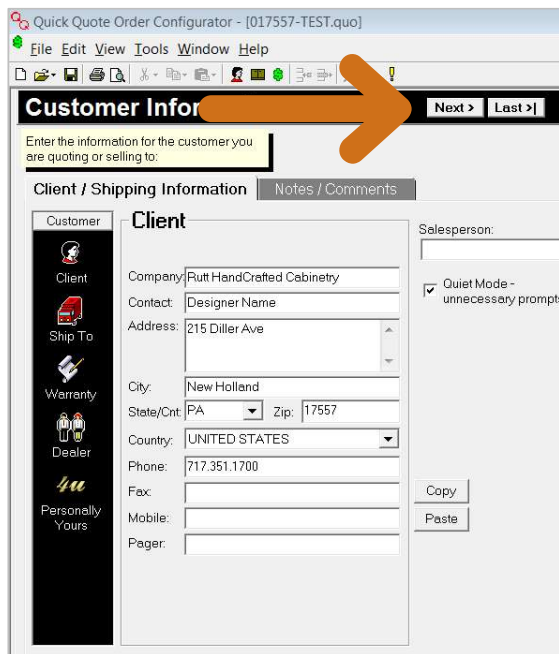


Find File and Double Click



# CONVERT TO ANOTHER CATALOG

Click NEXT



Quick Quote Order Configurator - [017557-TEST.quo]

File Edit View Tools Window Help

Customer Information **Next >** Last >

Enter the information for the customer you are quoting or selling to:

Client / Shipping Information Notes / Comments

Customer Client

Company: Ruttt HandCrafted Cabinetry

Contact: Designer Name

Address: 215 Diller Ave

City: New Holland

State/Cnt: PA Zip: 17557

Country: UNITED STATES

Phone: 717.351.1700

Fax:

Mobile:

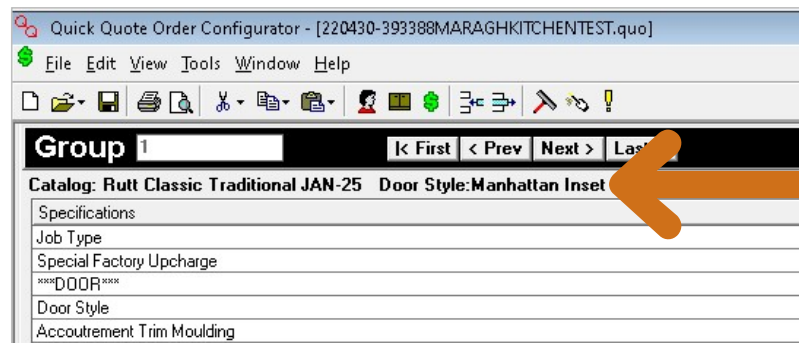
Pager:

Salesperson:

Quiet Mode - unnecessary prompts

Copy Paste

Double Check Converted Catalog



Quick Quote Order Configurator - [220430-393388MARAGHKITCHENTEST.quo]

File Edit View Tools Window Help

Group 1 **< First < Prev Next > Last**

Catalog: Ruttt Classic Traditional JAN-25 Door Style: Manhattan Inset

Specifications
Job Type
Special Factory Upcharge
***DOOR***
Door Style
Accoutrement Trim Moulding

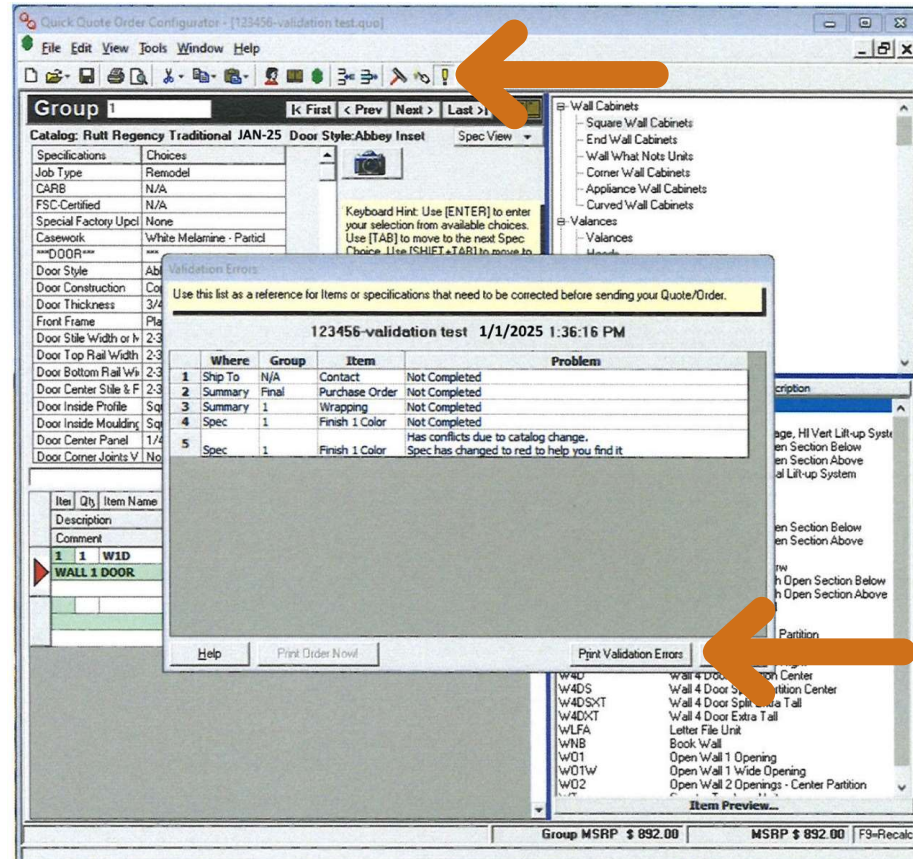


# HOW TO VALIDATE A QUOTE



# VALIDATING A QUOTE

- Validating a quote checks the quote file for errors
- Validation should be completed prior to submitting the quote
  - To validate a quote, click on the yellow exclamation point
  - “Validation Errors” box will appear if there are any errors in the quote
    - can be printed to help with fixing issues

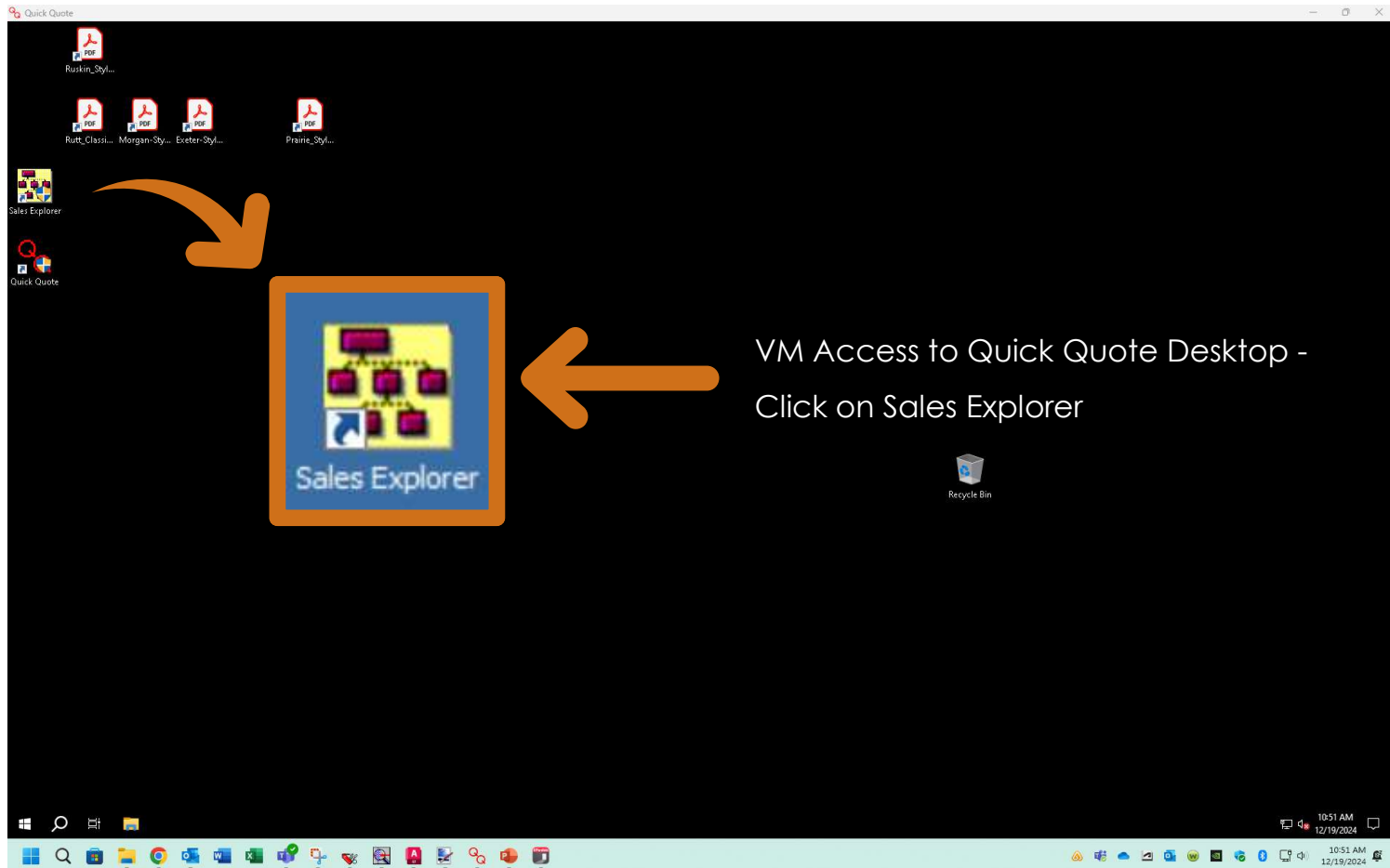


# HOW TO TRANSMIT AN ORDER

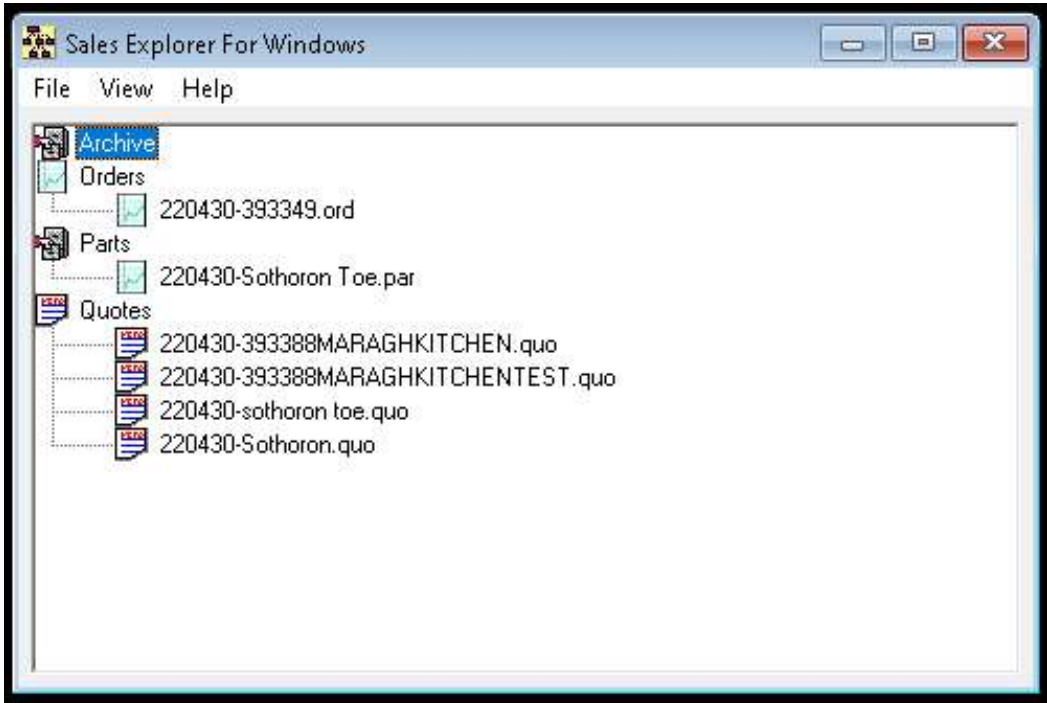




# TRANSMITTING AN ORDER

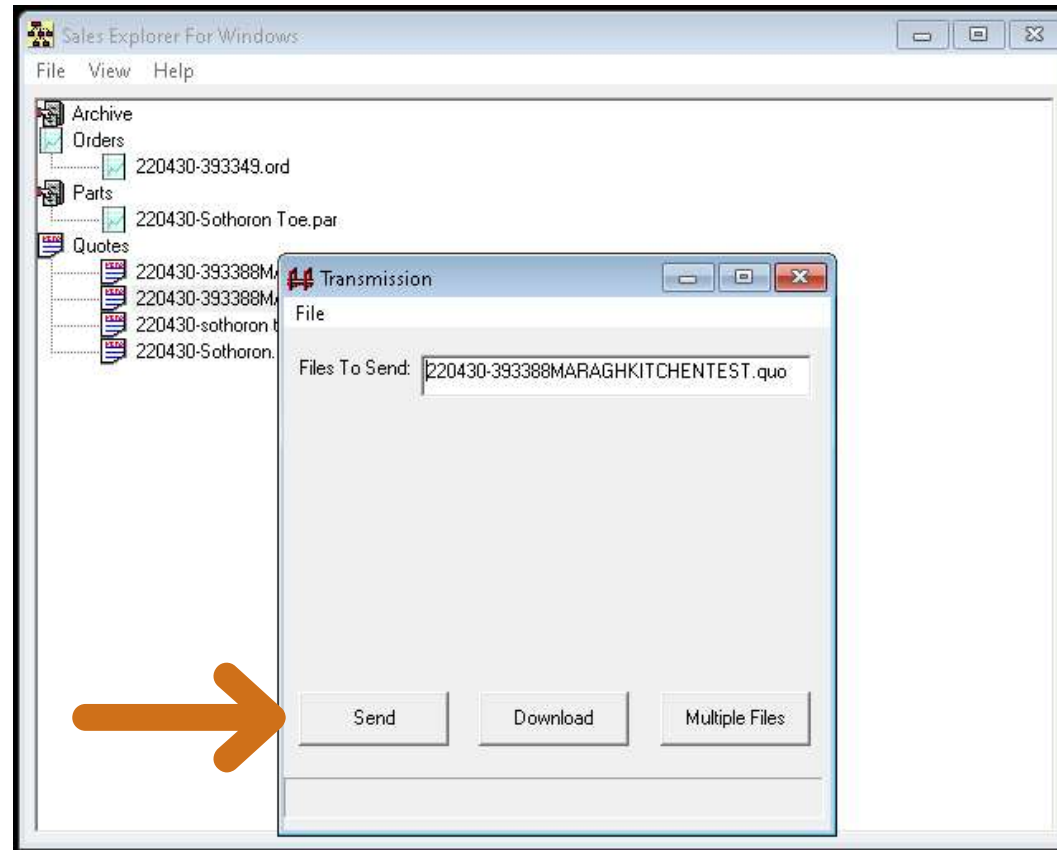


# FIND YOUR QUICK QUOTE

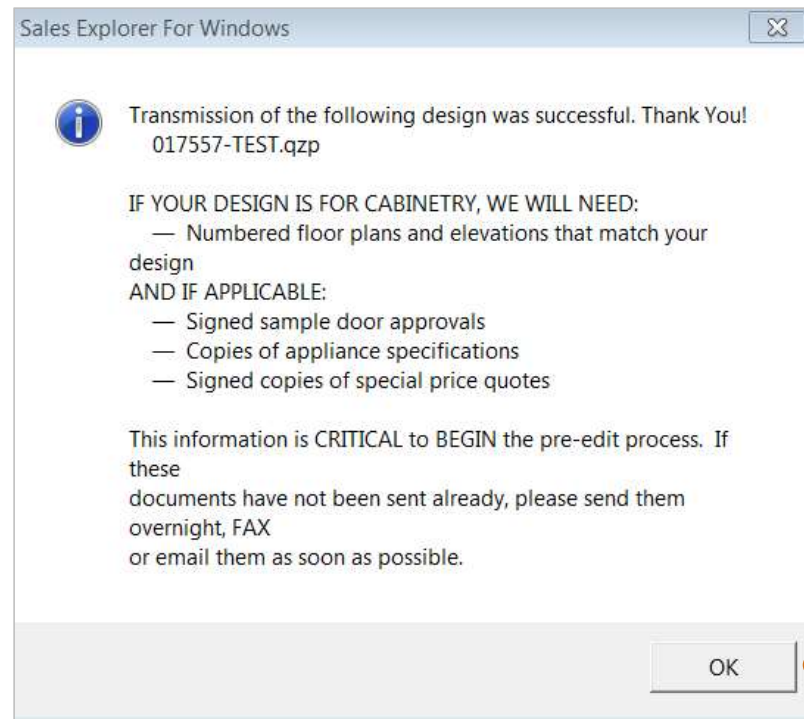


# TRANSMITTING AN ORDER

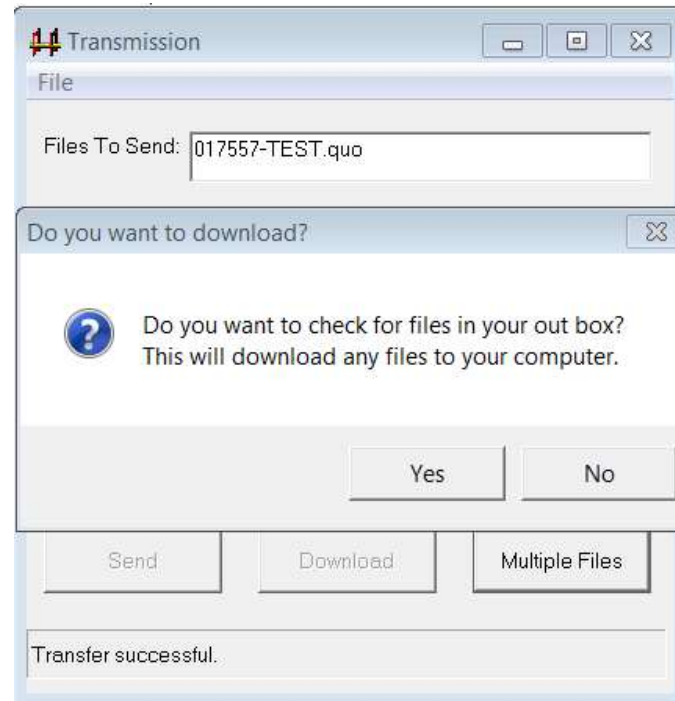
- Right Click on Quote
- Click on Transmit
- Click Send



# TRANSMITTING AN ORDER



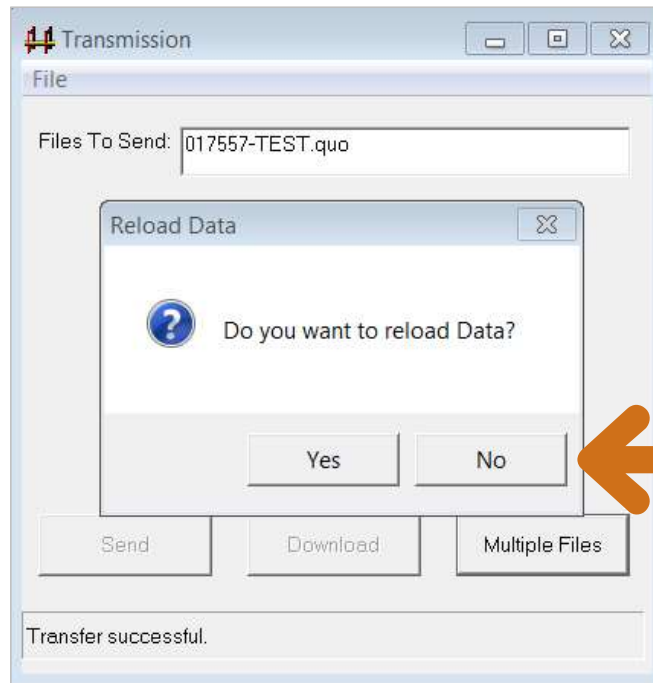
# TRANSMITTING AN ORDER



← Click No



# TRANSMITTING AN ORDER



Click No



# HOW TO DOWNLOAD ORDERS

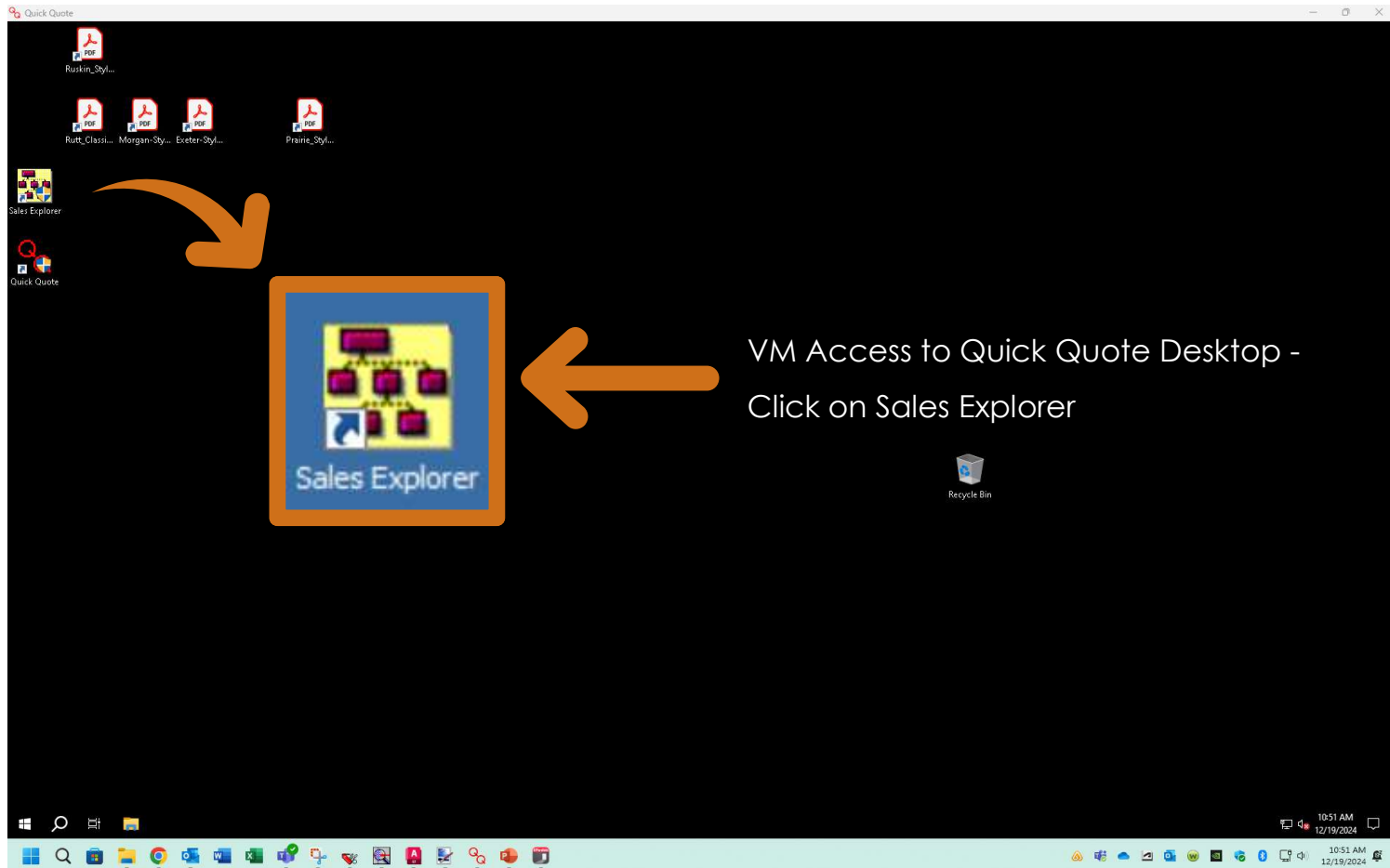


## Reasons for downloading an order:

- Provides current version for sign-off
- Allows for future borrowing from order



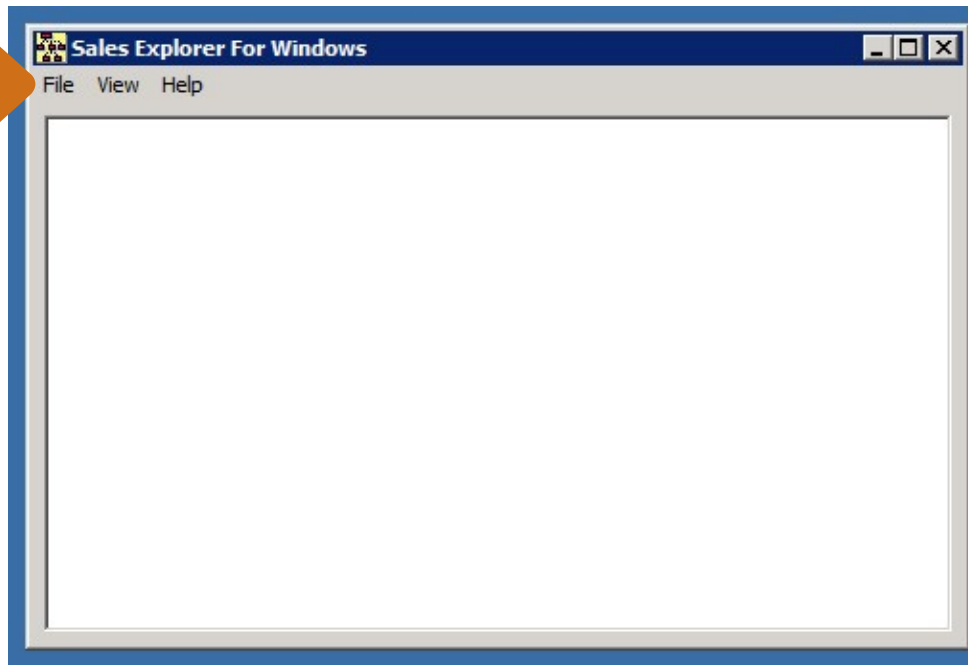
# TRANSMITTING AN ORDER





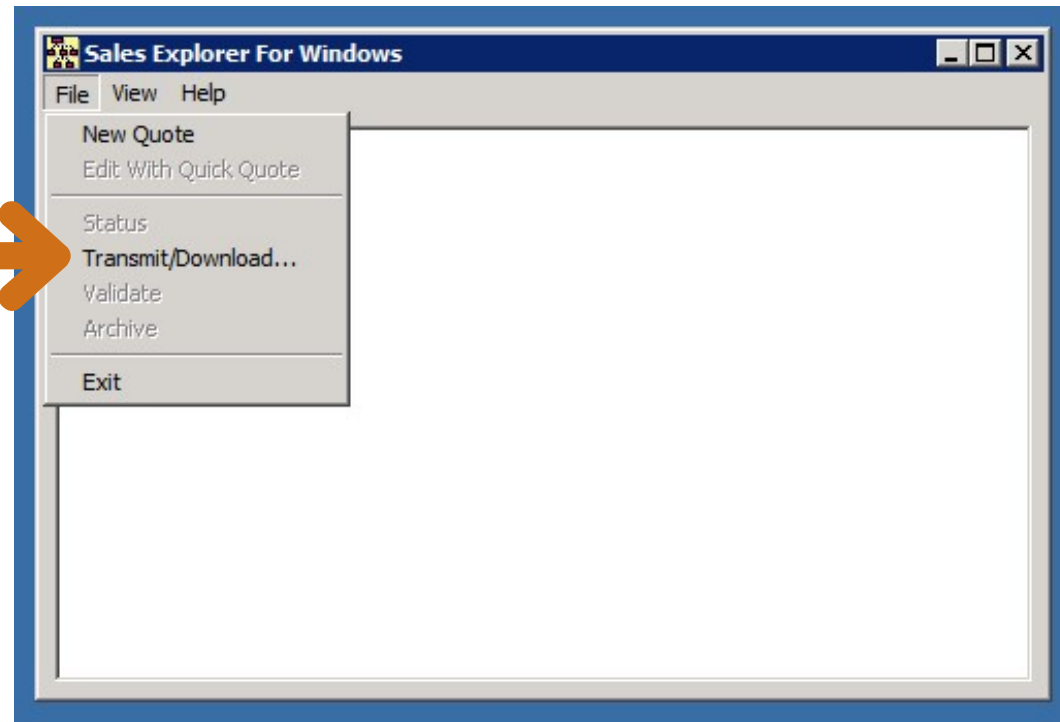
# DOWNLOADING ORDERS

Click: FILE

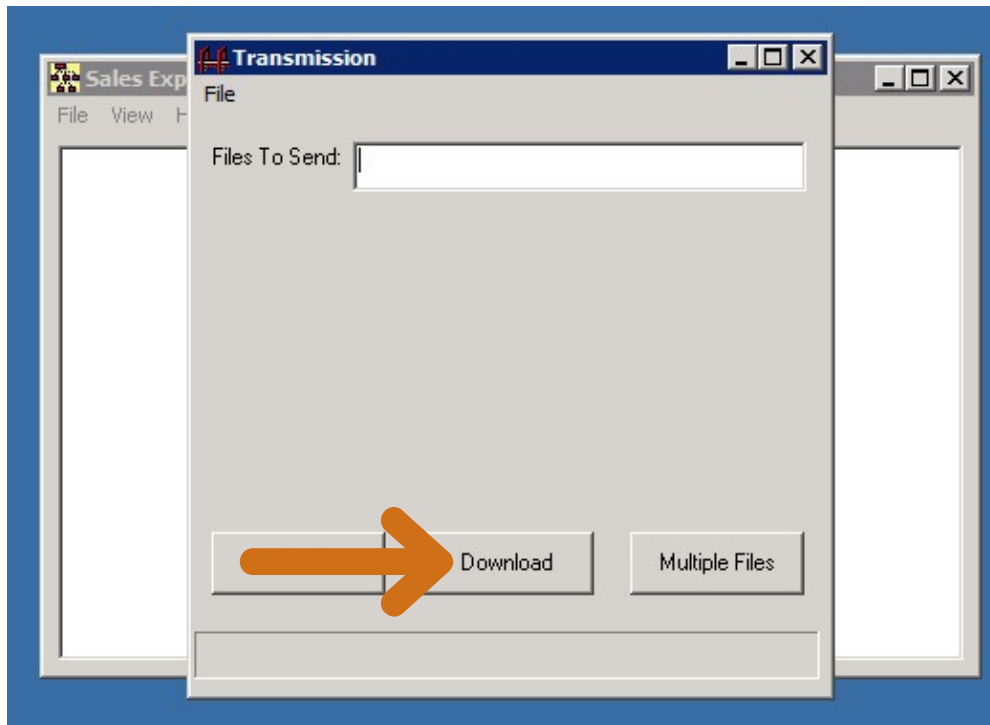


# DOWNLOADING ORDERS

Click  
Transmit/Download



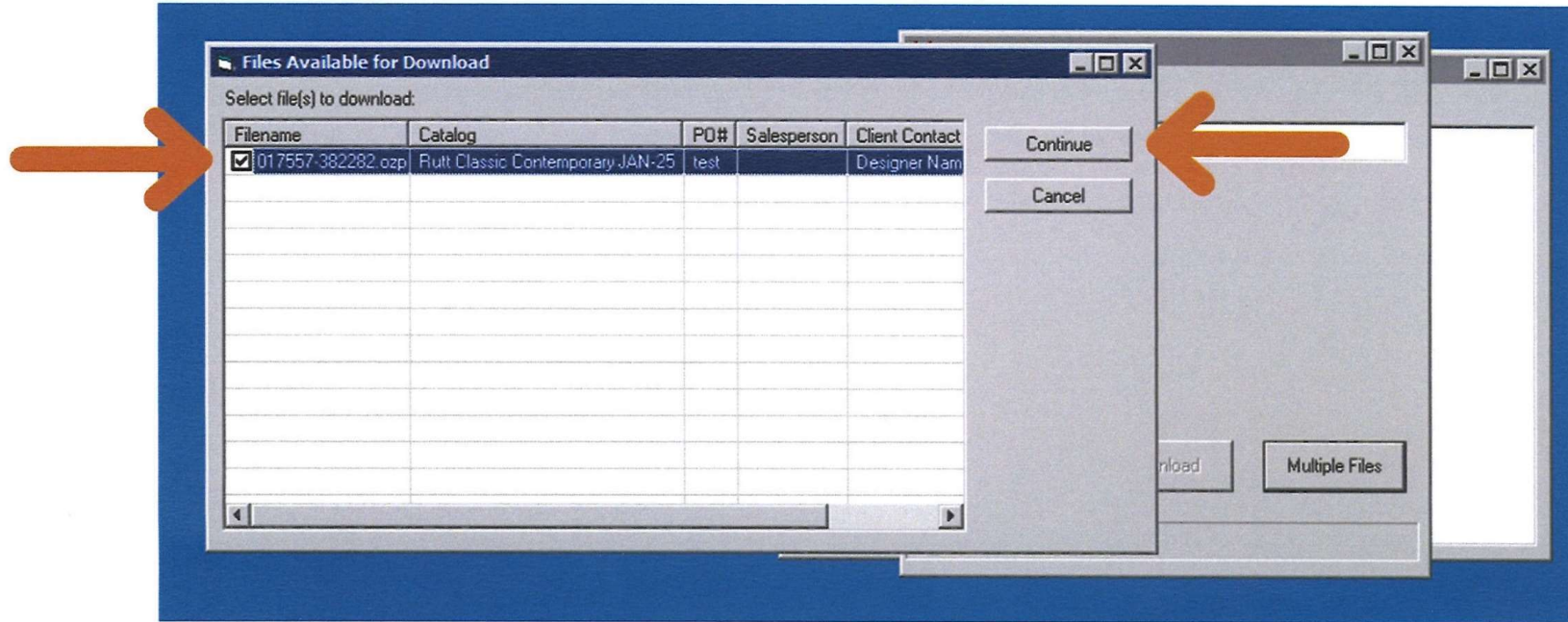
# DOWNLOADING ORDERS



Click: Download



# DOWNLOADING ORDERS



Click: CHECK BOX (Left Click)

Click: CONTINUE



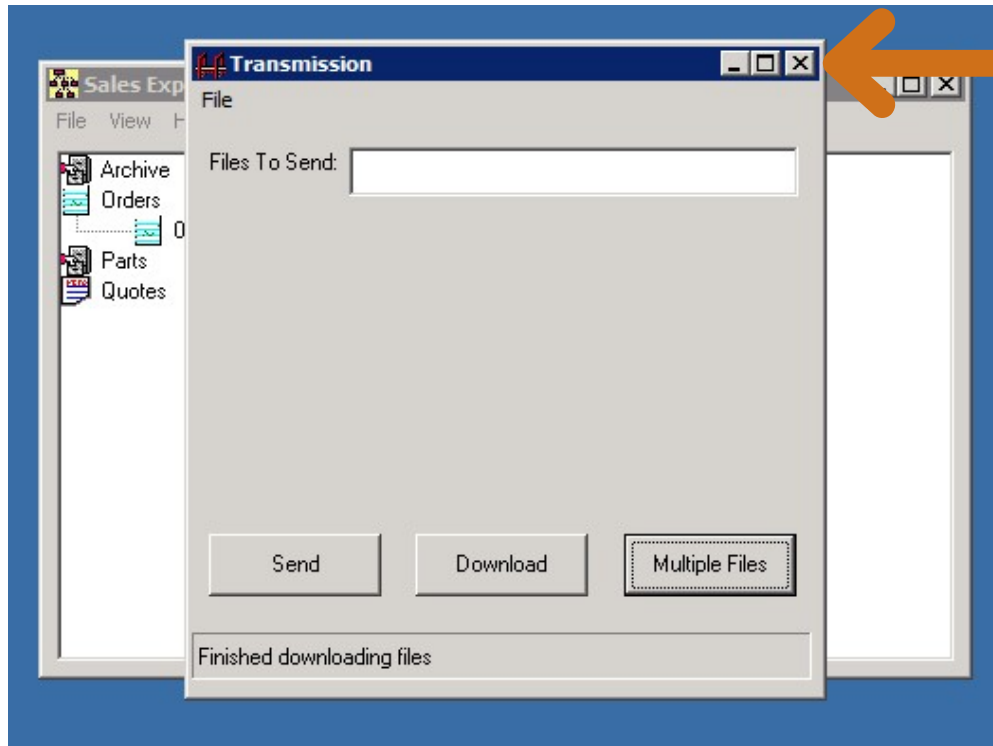
# DOWNLOADING ORDERS



Click: OK



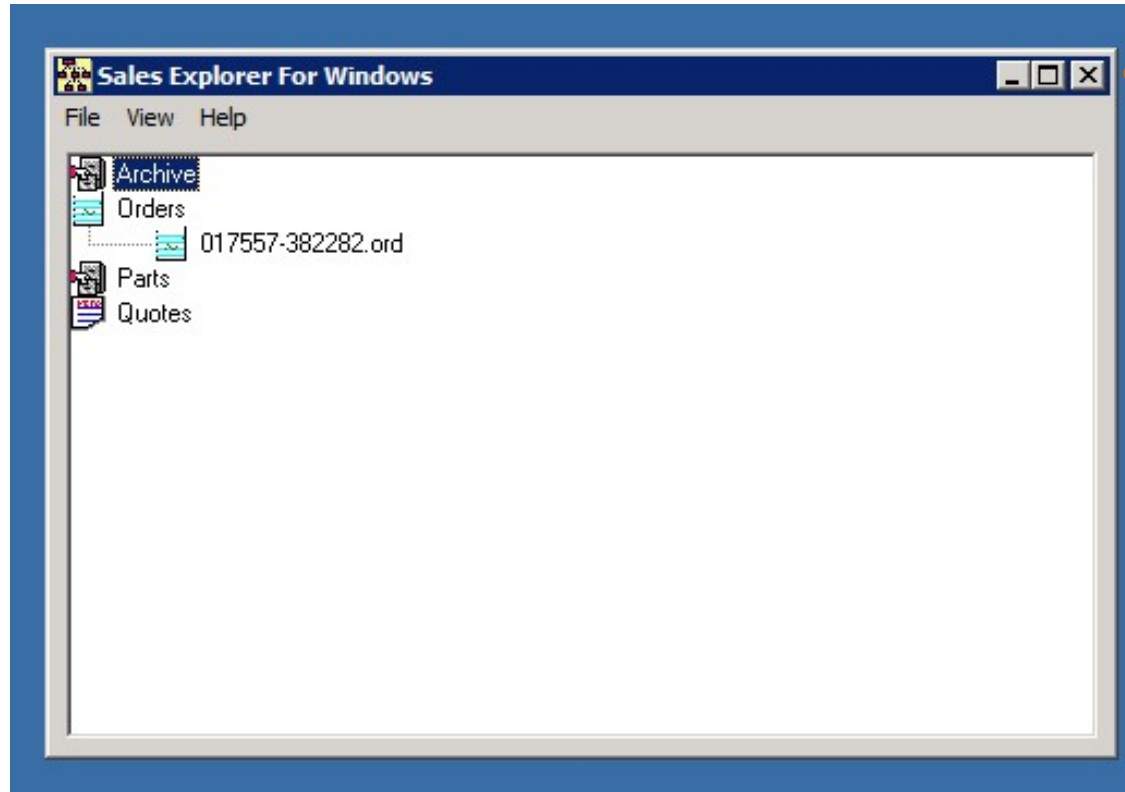
# DOWNLOADING ORDERS



Click: " X " to close out



# DOWNLOADING ORDERS



Click: " X " to close out

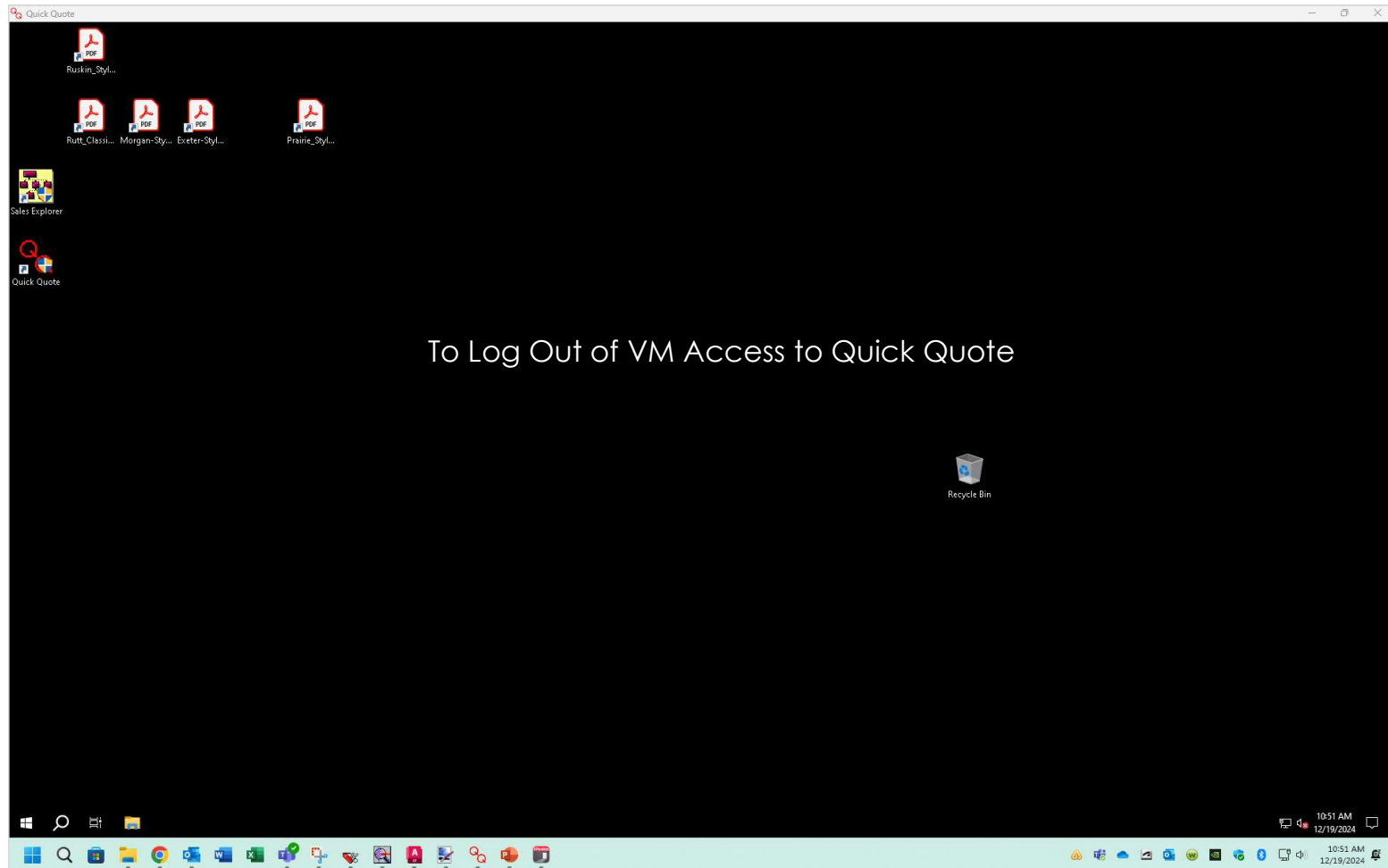


# PROPER WAY TO LOG OUT OF VM FOR QUICK QUOTE

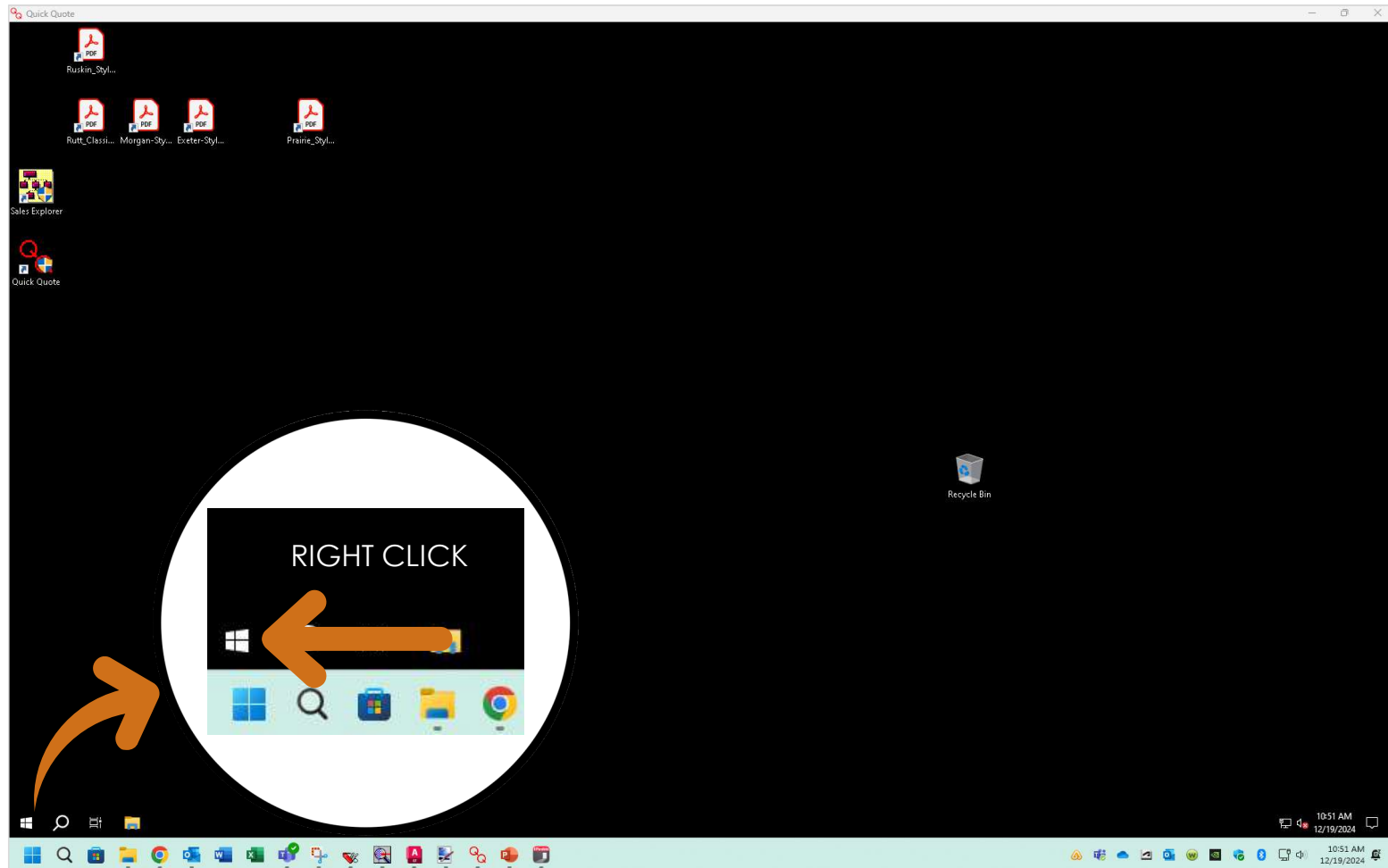




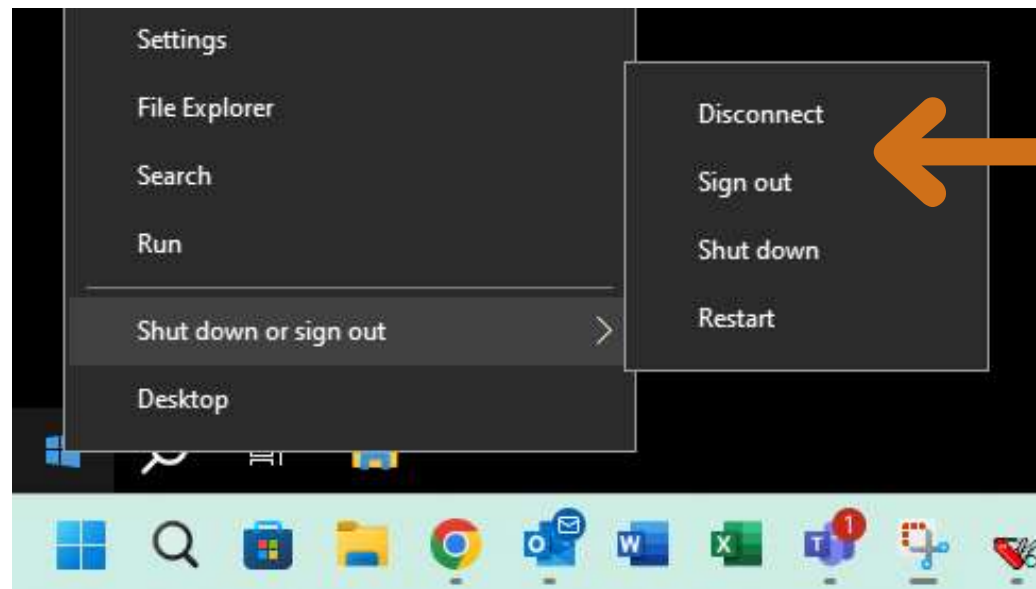
# LOGGING OUT



# LOGGING OUT



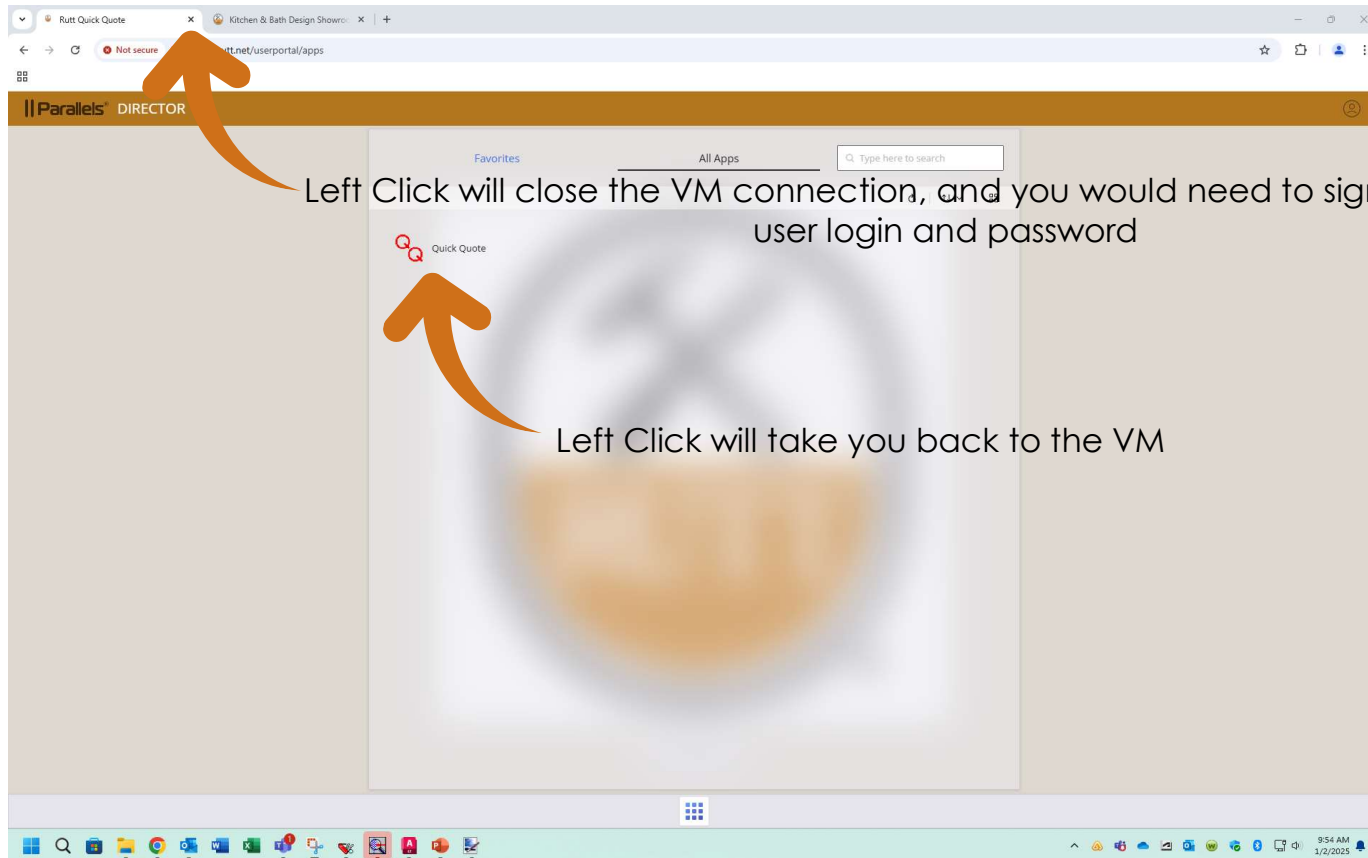
# LOGGING OUT



Click on Disconnect or Sign out



# LOGGING OUT



Left Click will close the VM connection, and you would need to sign back in with user login and password

Left Click will take you back to the VM

