INTRODUCTION TO QUICK QUOTE

RUTT'S PROPRIETARY ORDER ENTRY SYSTEM

ACCESSING QUICK QUOTE

How to get access to Quick Quote.

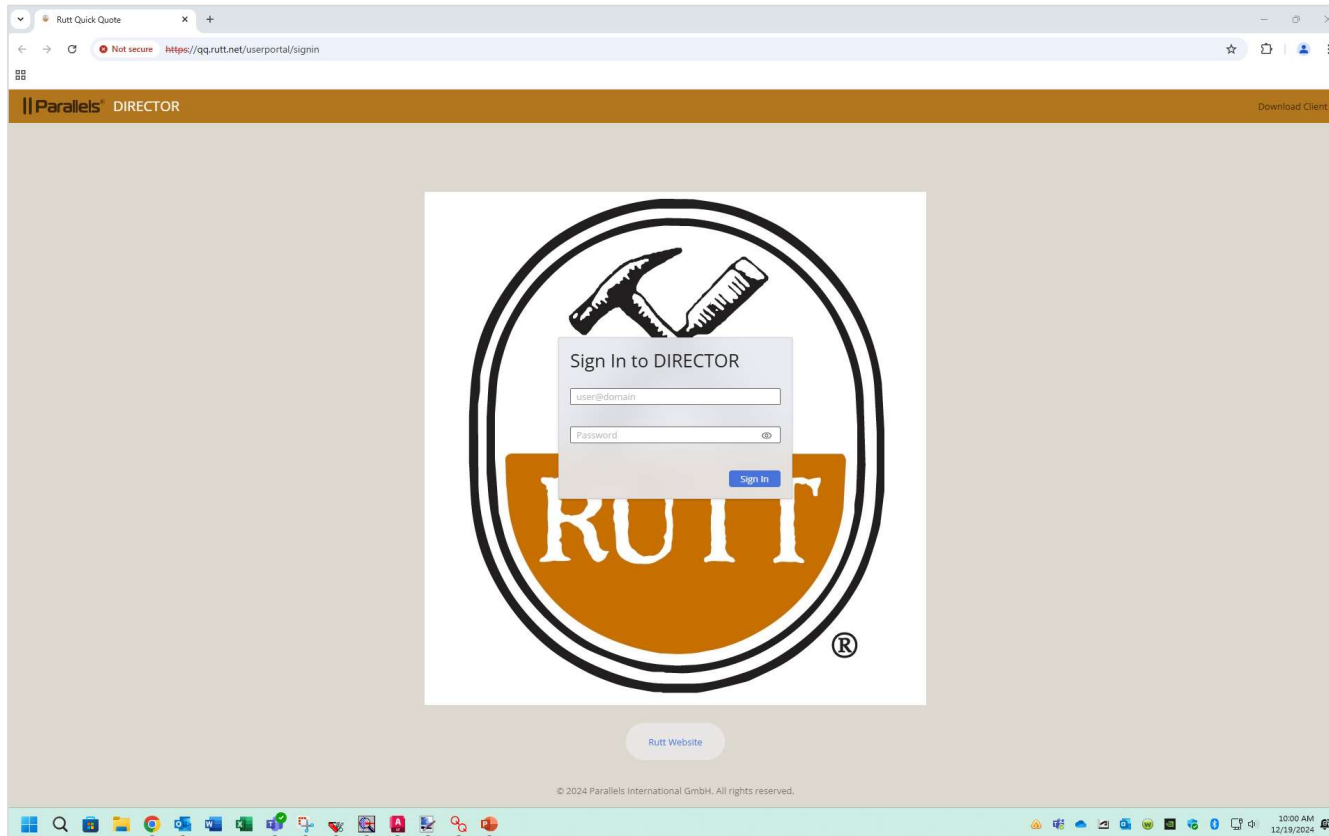Log into VM that has been set up for dealership
- URL: http://qq.rutt.net
- Username for dealer ship: ****@vcg.int
- Password: D, ******

Contact Shawn Adams@ sadams@RuttCabinetry.com to get a VM set up for dealership

Contact Jason Forrester @ jforrester@RuttCabinetry.com if there are any opportunities accessing the VM after it has been set up

ACCESSING QUICK QUOTE

ACCESSING QUICK QUOTE

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

ACCESSING QUICK QUOTE

ACCESSING QUICK QUOTE

FOR THE FIRST TIME

ACCESSING QUICK QUOTE

FOR THE FIRST TIME

INSTALL CLIENT

ACCESSING QUICK QUOTE

FOR THE FIRST TIME

ACCESSING QUICK QUOTE

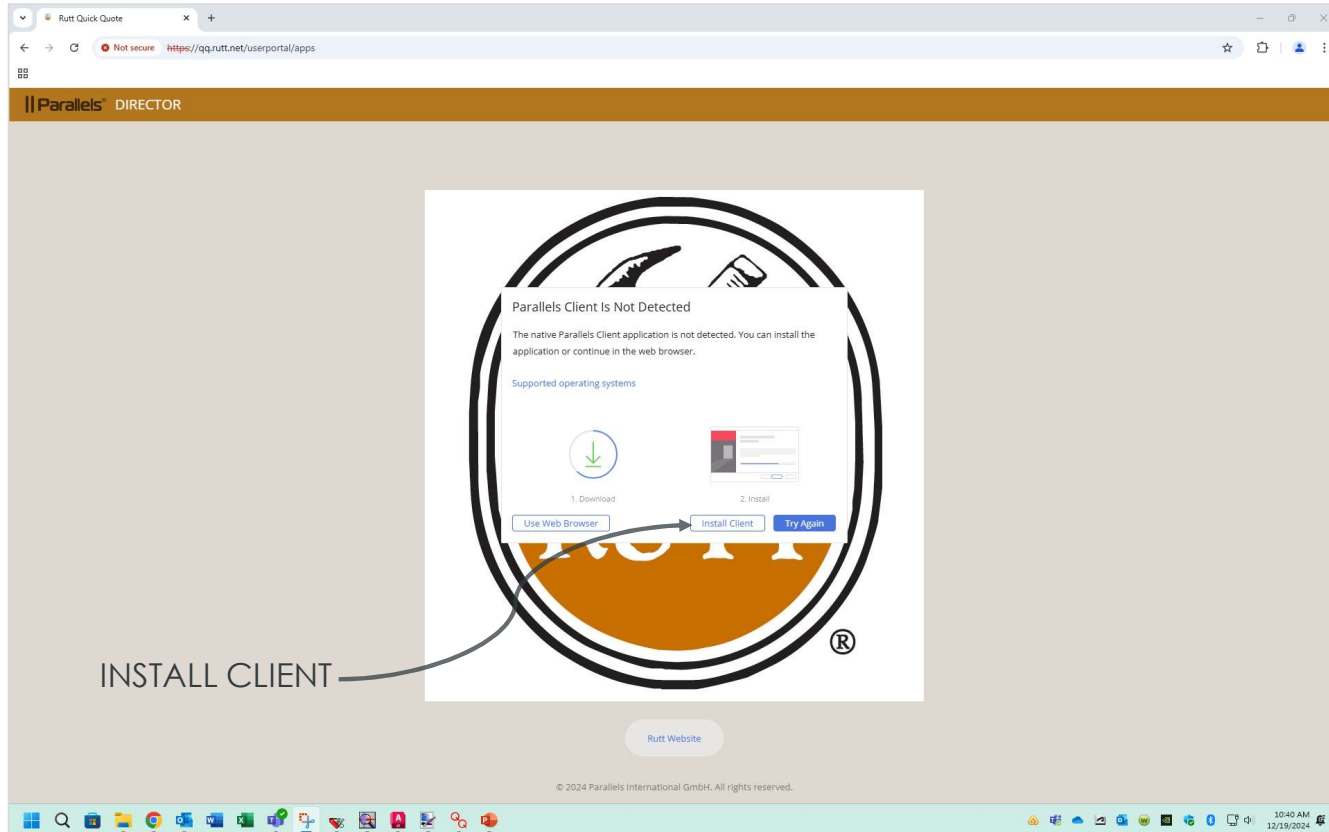## FOR THE FIRST TIME

CHOOSE BASIC INSTALL

ACCESSING QUICK QUOTE

FOR THE FIRST TIME

CHOOSE TRY AGAIN

ACCESSING QUICK QUOTE

FOR THE FIRST TIME

ACCESSING QUICK QUOTE

FOR THE FIRST TIME
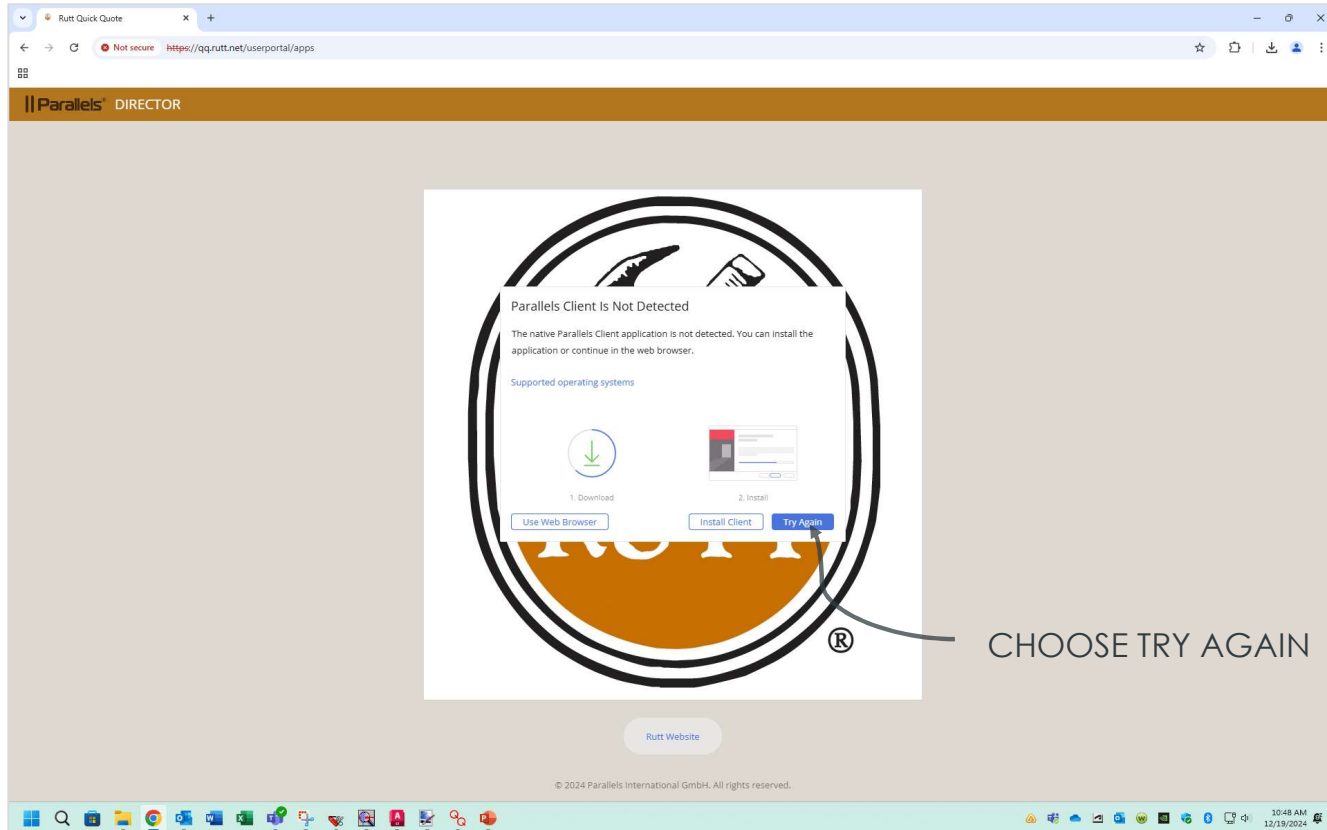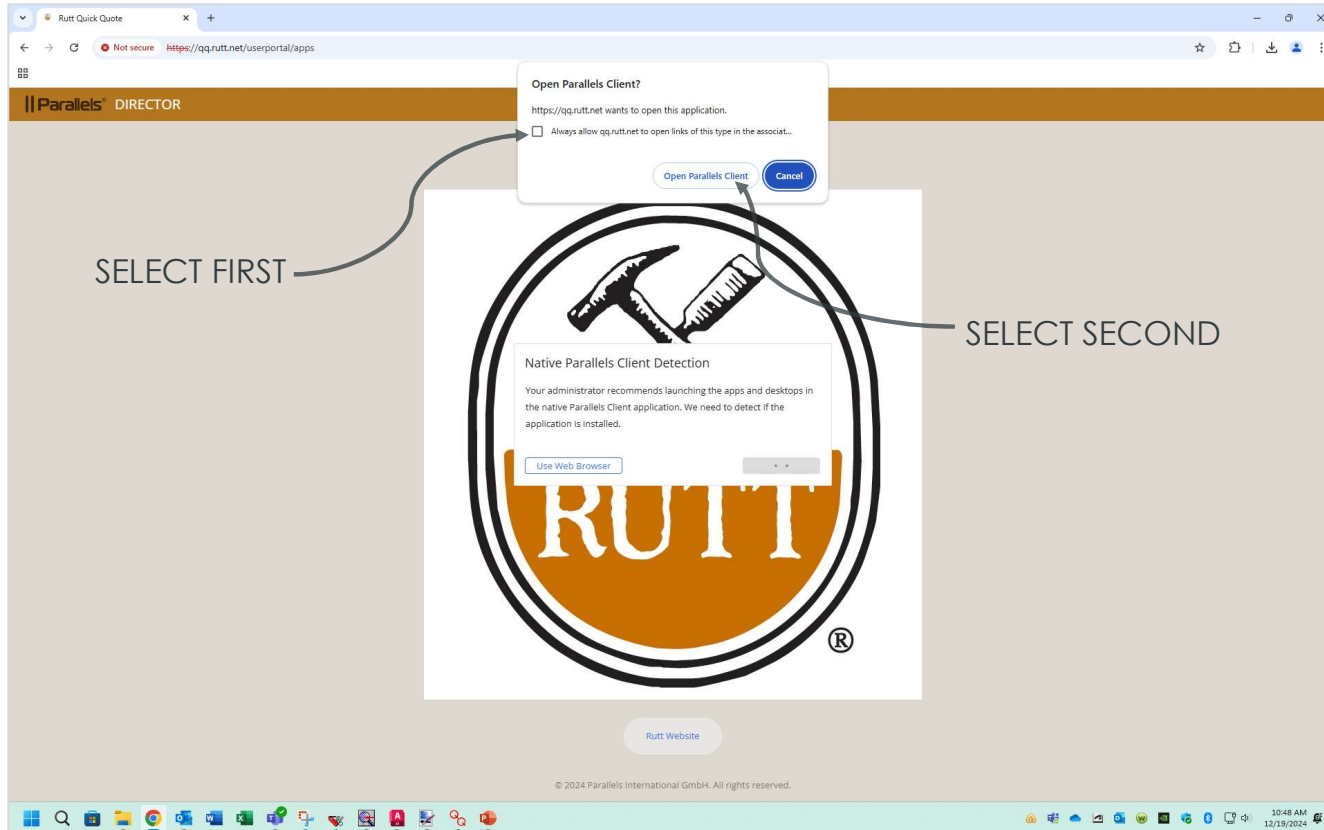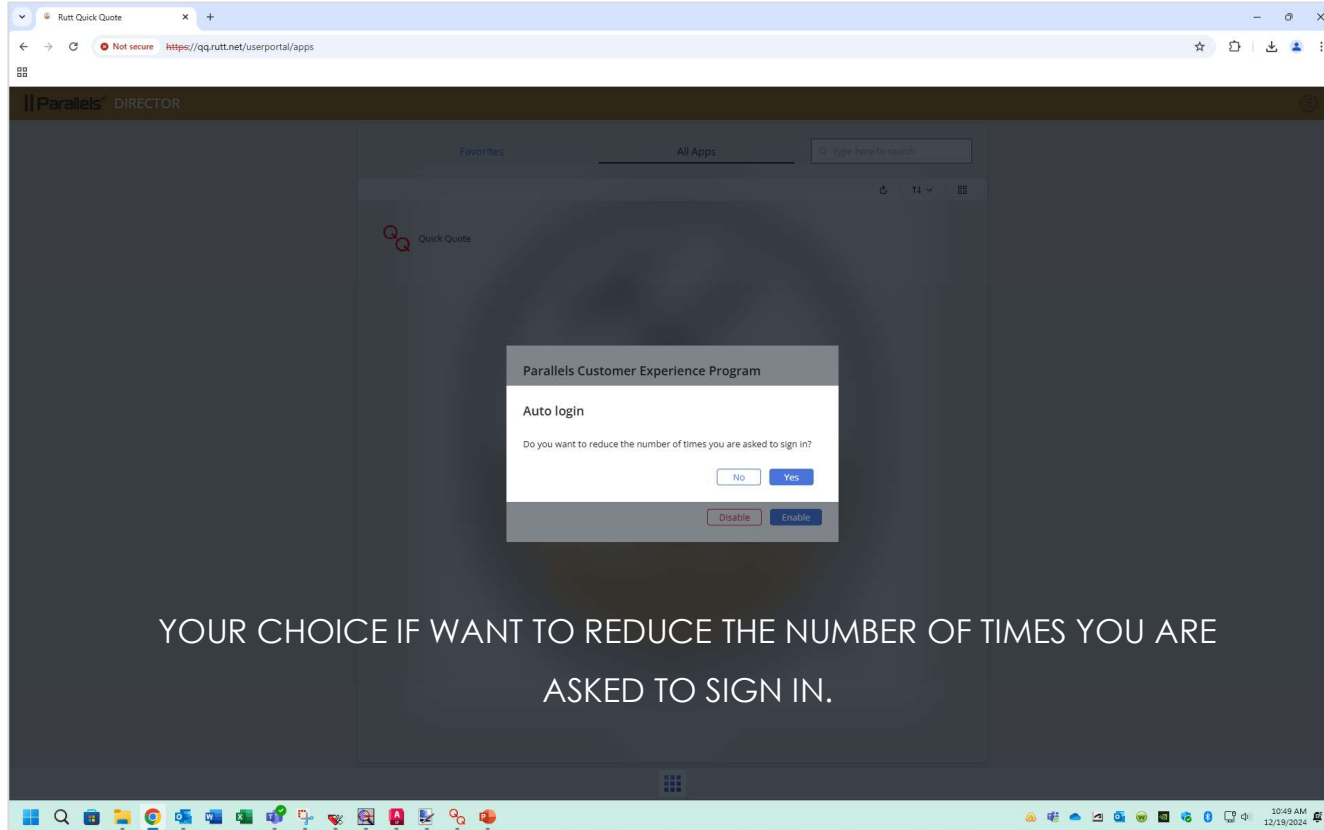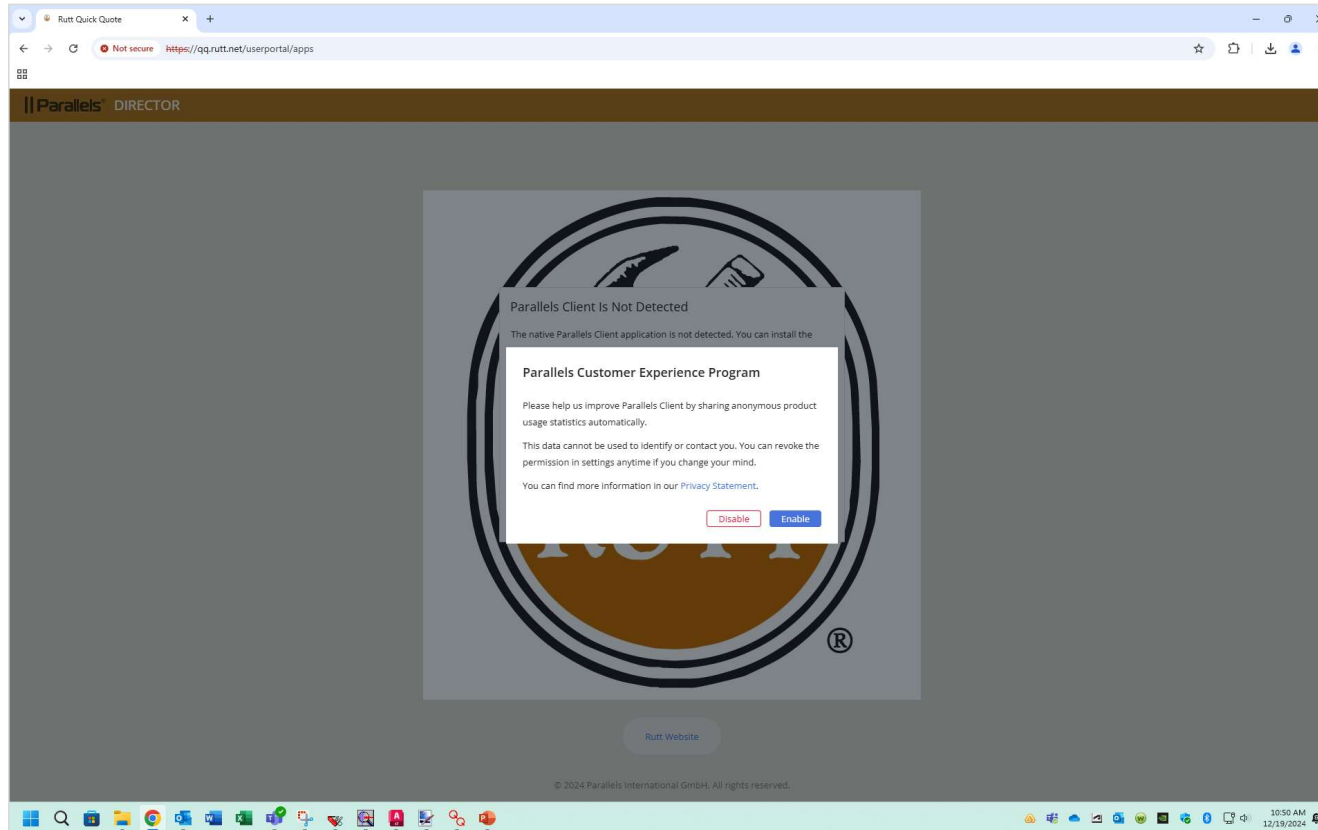

YOUR CHOICE IF WANT TO REDUCE THE NUMBER OF TIMES YOU ARE ASKED TO SIGN IN.
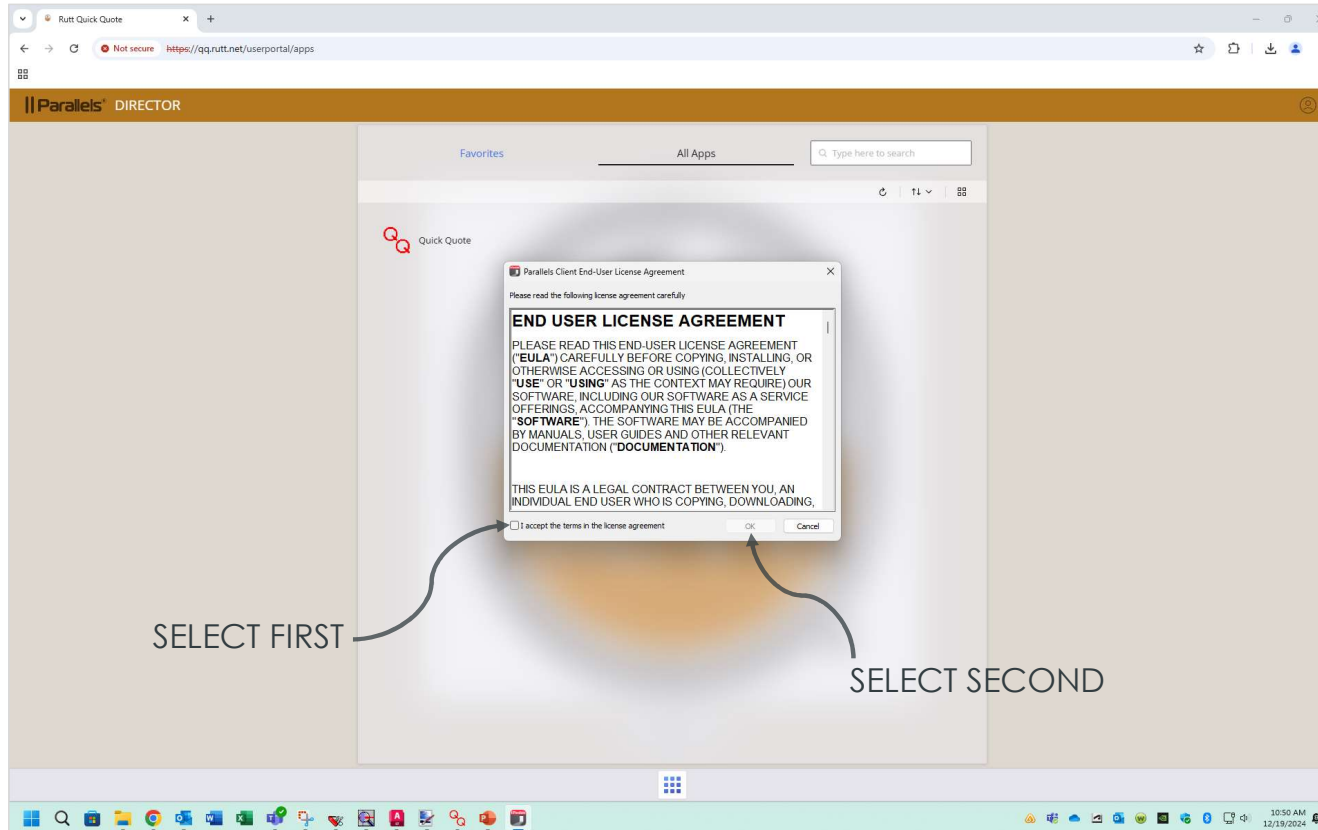
ACCESSING QUICK QUOTE

FOR THE FIRST TIME

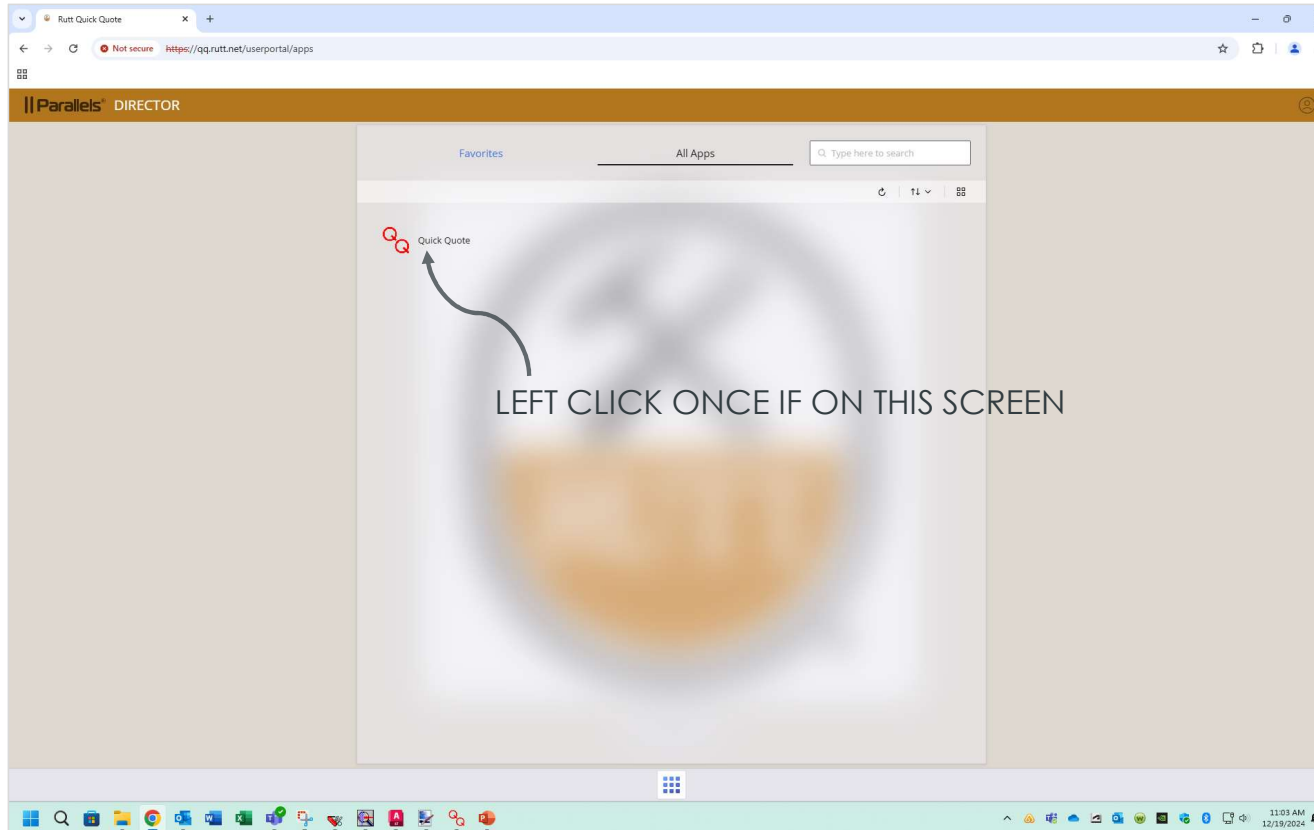YOUR CHOICE IF WANT TO ENABLE OR DISABLE
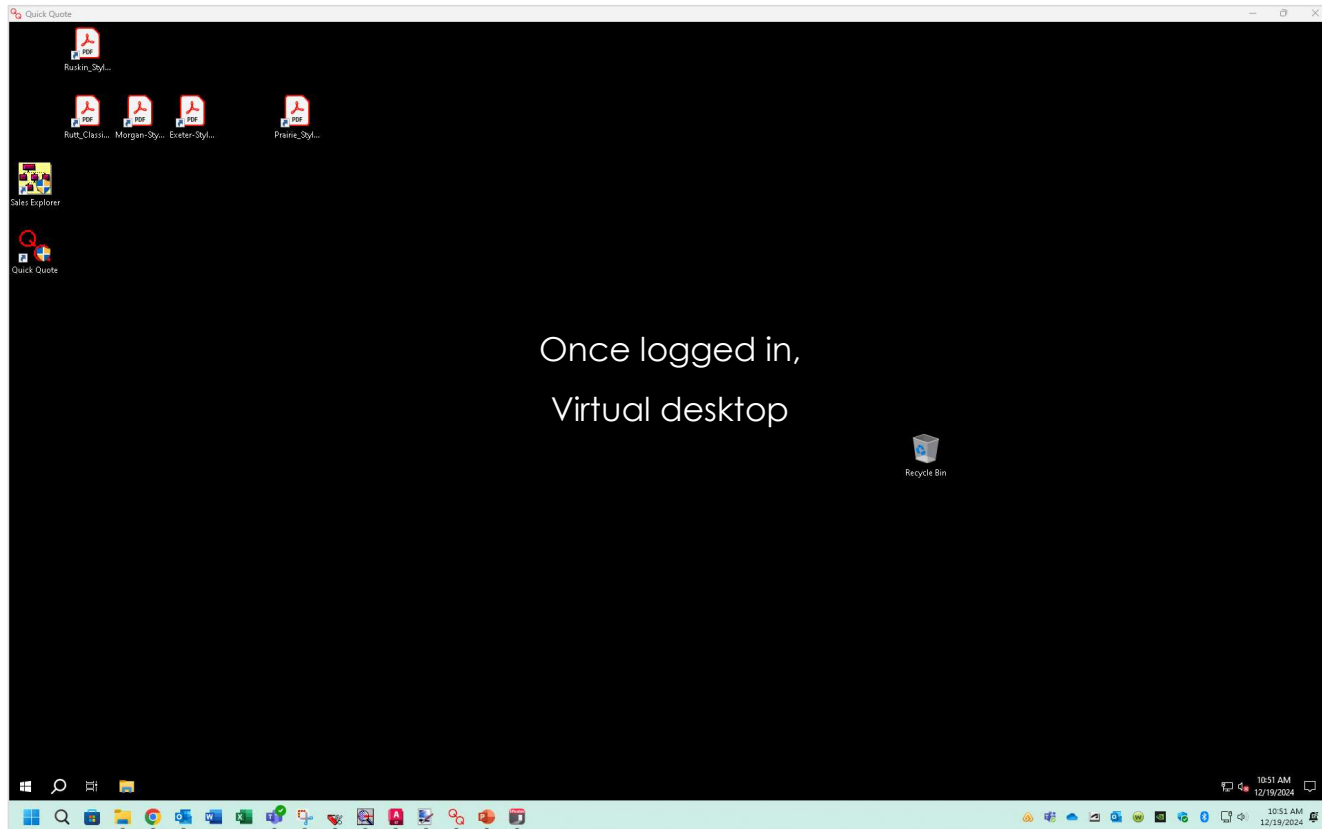
ACCESSING QUICK QUOTE

FOR THE FIRST TIME

SELECT FIRST

SELECT SECOND

ACCESSING QUICK QUOTE

LEFT CLICK ONCE IF ON THIS SCREEN

ACCESSING QUICK QUOTE

ACCESSING QUICK QUOTE

Click on Quick Quote

Double Left Click

ACCESSING QUICK QUOTE

Once Quick Quote opens,
you will see a screen like this.

SOME THINGS TO LOOK FOR

DOUBLE SCREEN

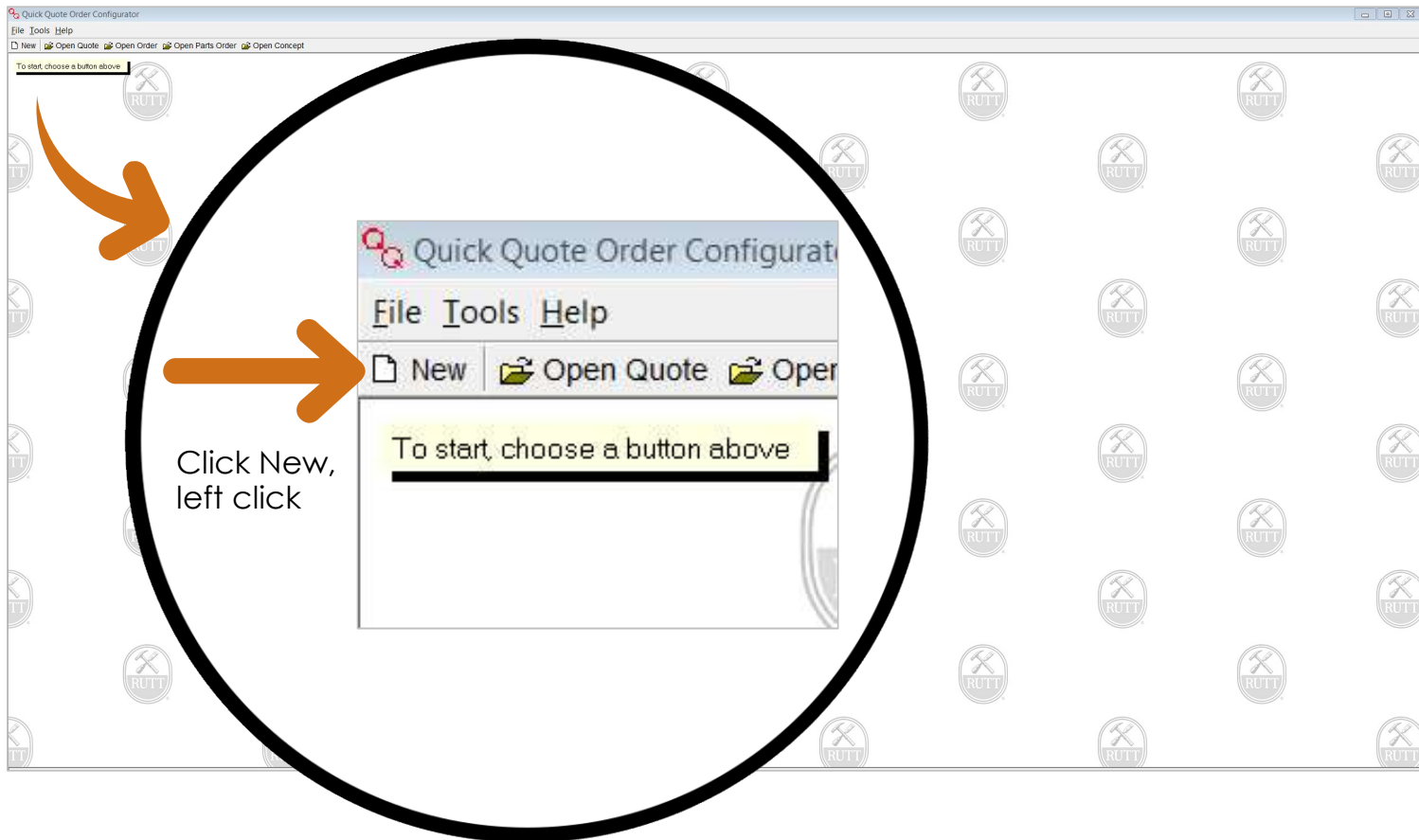QQ screen is overlaying the "Desktop" access to VM

SOME THINGS TO LOOK FOR
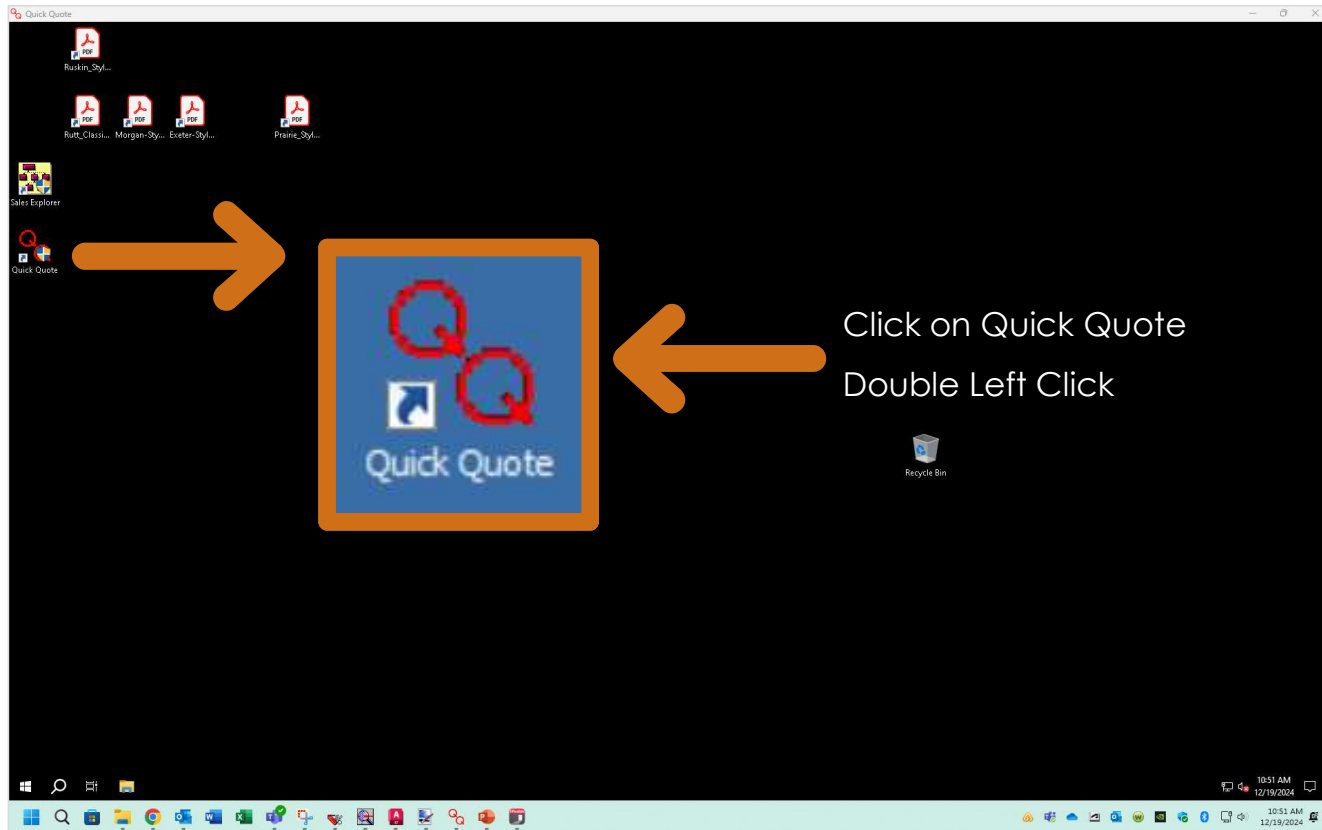
Do not click on the top "X" it will close VM Access to Quick Quote

SOME THINGS TO LOOK FOR

CREATING A NEW QUOTE

Click New,
left click

CREATING A NEW QUOTE

- Select catalog

- Enter file name (PO#)

- Click OK

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

CREATING A NEW QUOTE

Click LAST: To get to Shipping Method/ Select wrapping

CREATING A NEW QUOTE

FILL IN

- Lead Time
- Shipping Method
- Select Wrapping

CREATING A NEW QUOTE

Click Final Summary Tab

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

and

Requested Delivery Date
(as per published lead time)

CREATING A NEW QUOTE

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
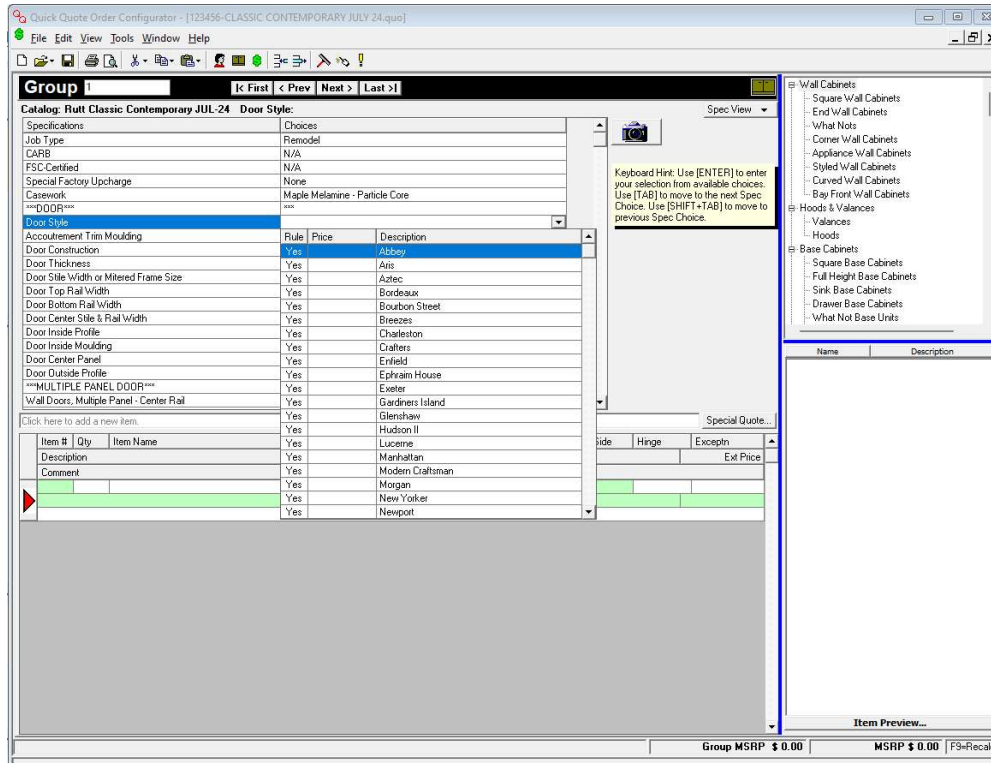
CREATING A NEW QUOTE
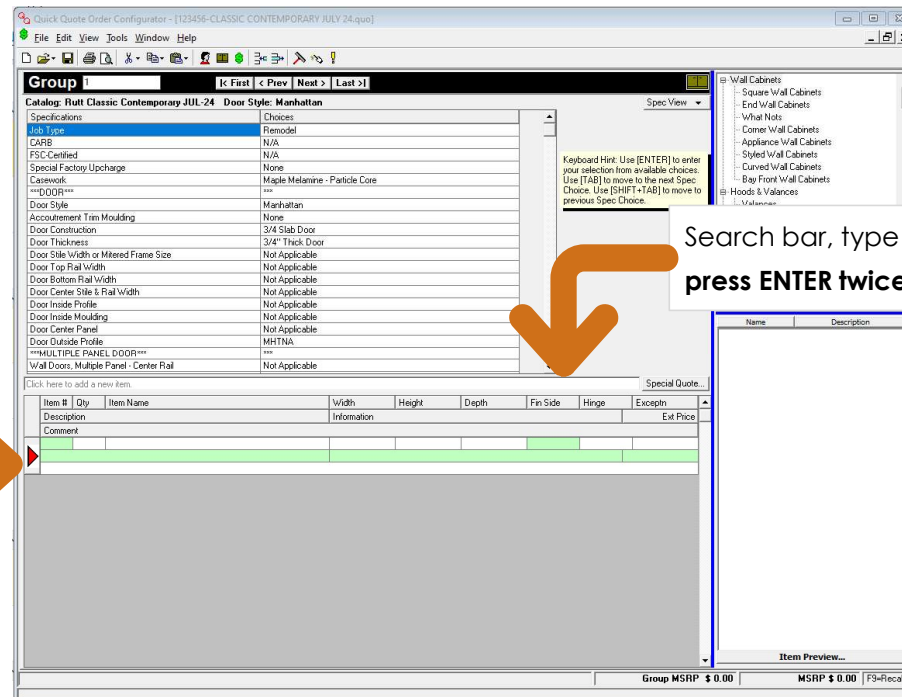

After you select the Door Style,

left click the "MAGIC" wand button

to fill in default door specifications
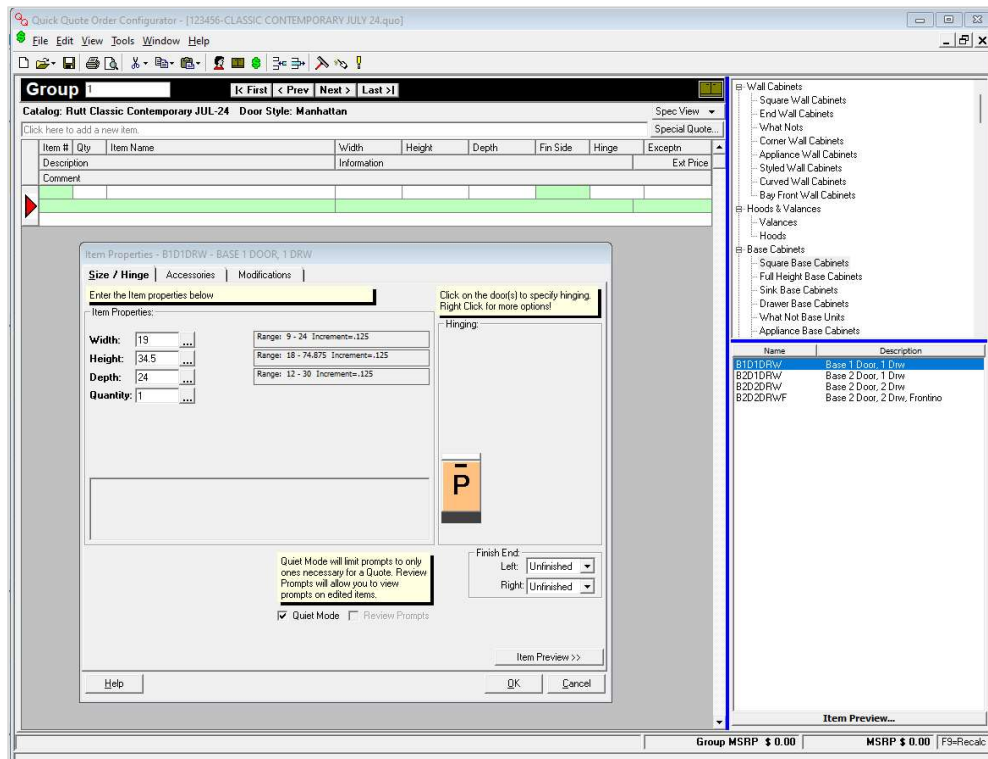
CREATING A NEW QUOTE

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

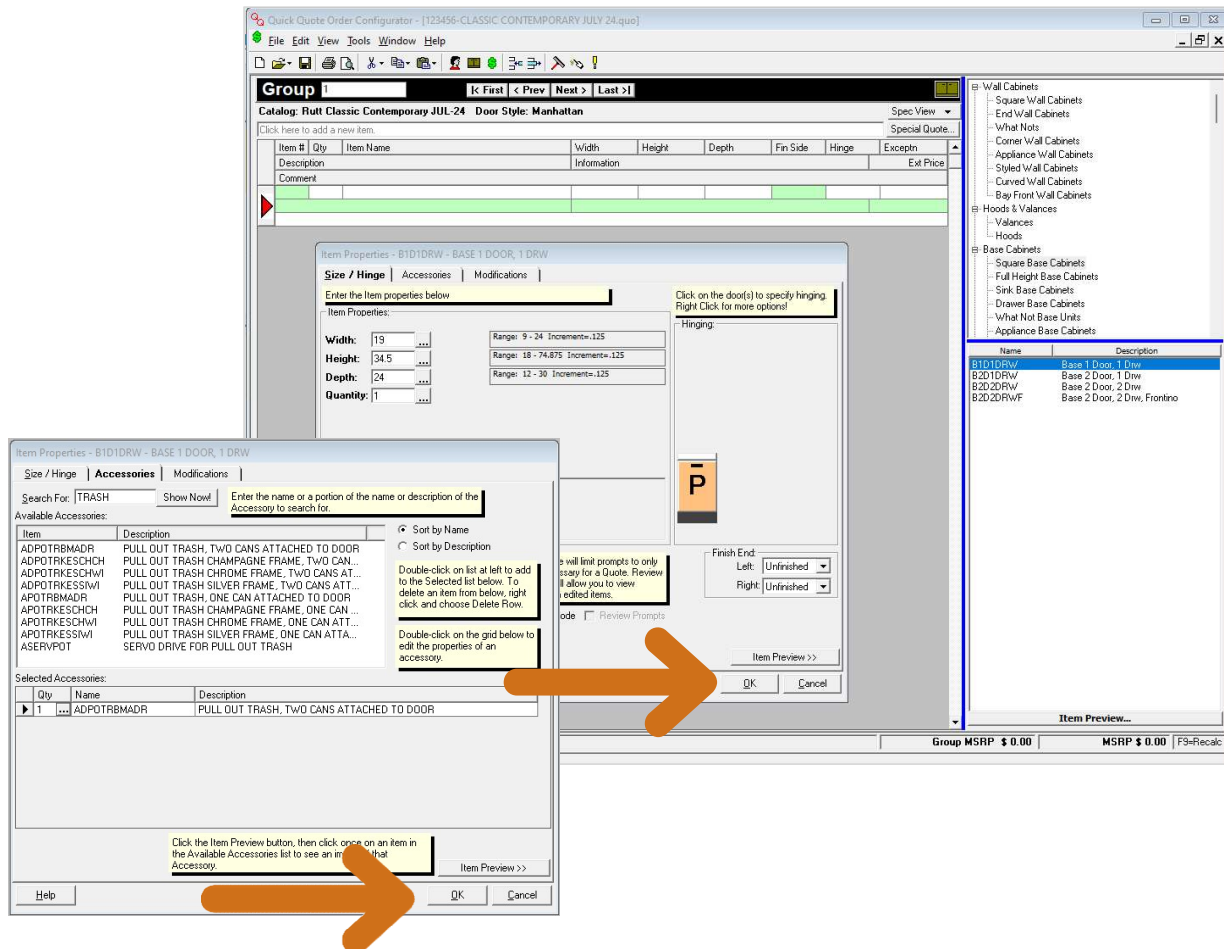Fill in items

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

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#

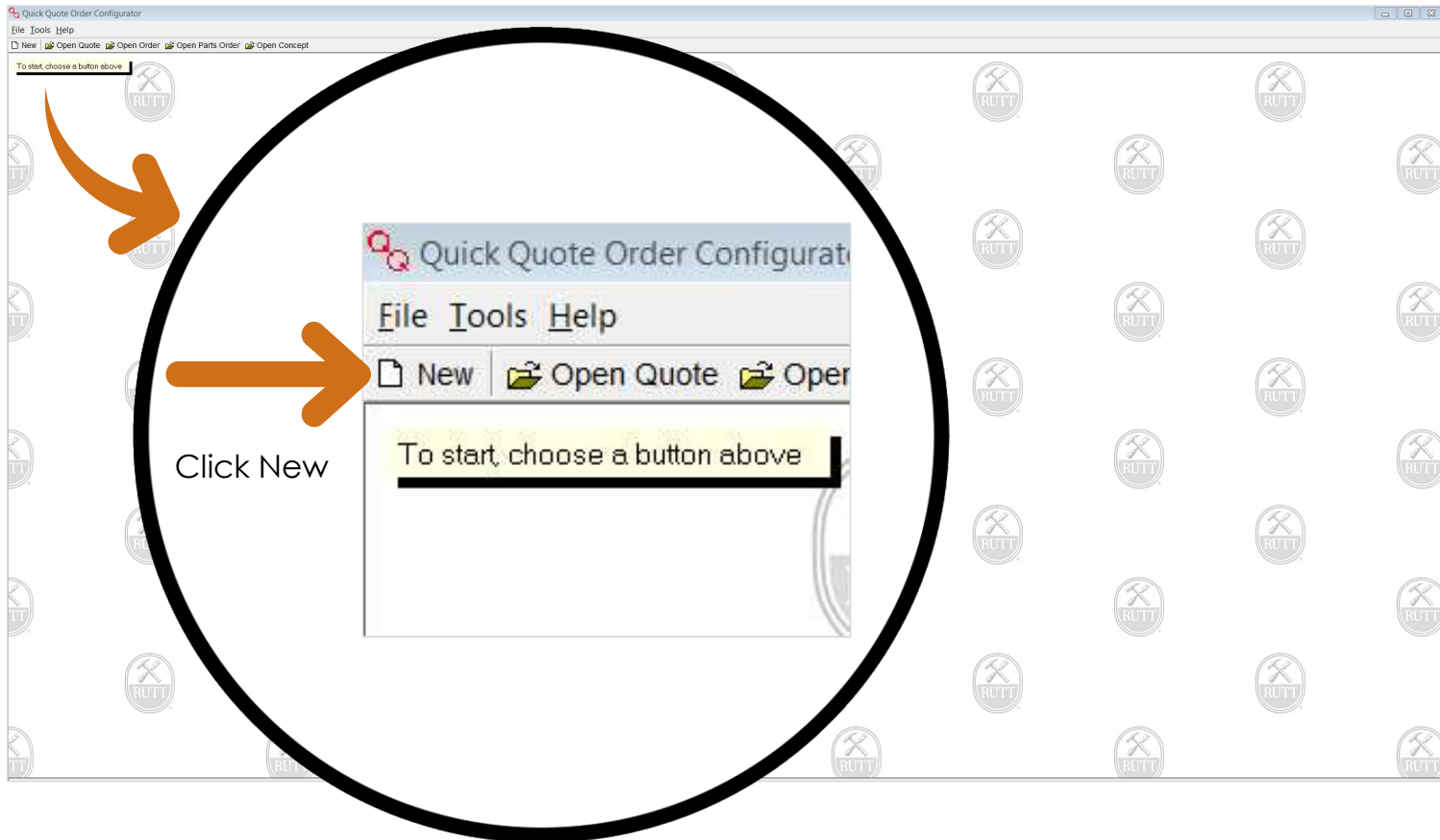# STANDARD & SPECIAL CABINET

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

Click New

BORROW FROM AN ORDER

Select catalog

BORROW FROM AN ORDER

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

- Click Borrow

BORROW FROM AN ORDER

Click Browse

BORROW FROM AN ORDER

Search for the
quote you want
to borrow from

BORROW FROM AN ORDER

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

BORROW FROM AN ORDER

DOUBLE CHECK

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

BORROW FROM AN ORDER

Final Summary,
Enter NEW PO#

BORROW FROM AN ORDER

DOUBLE CHECK

- Specs Choices

- Item's that were Borrowed

CLICK SAVE

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

Click TOOLS

CONVERT TO ANOTHER CATALOG

Click Convert

CONVERT TO ANOTHER CATALOG

Click BROWSE to find Quote you want to convert.

CONVERT TO ANOTHER CATALOG

Click

- **Yes** if a Parts Order

- **No** if it's not
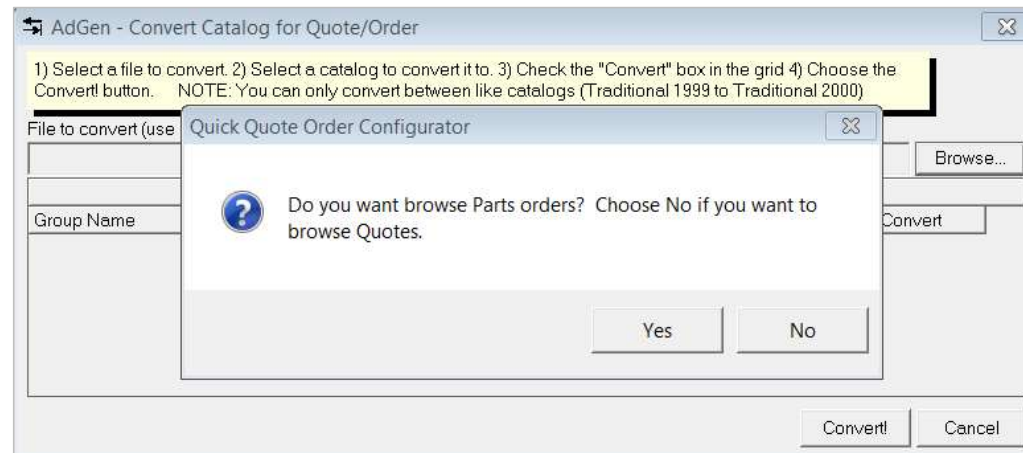
CONVERT TO ANOTHER CATALOG
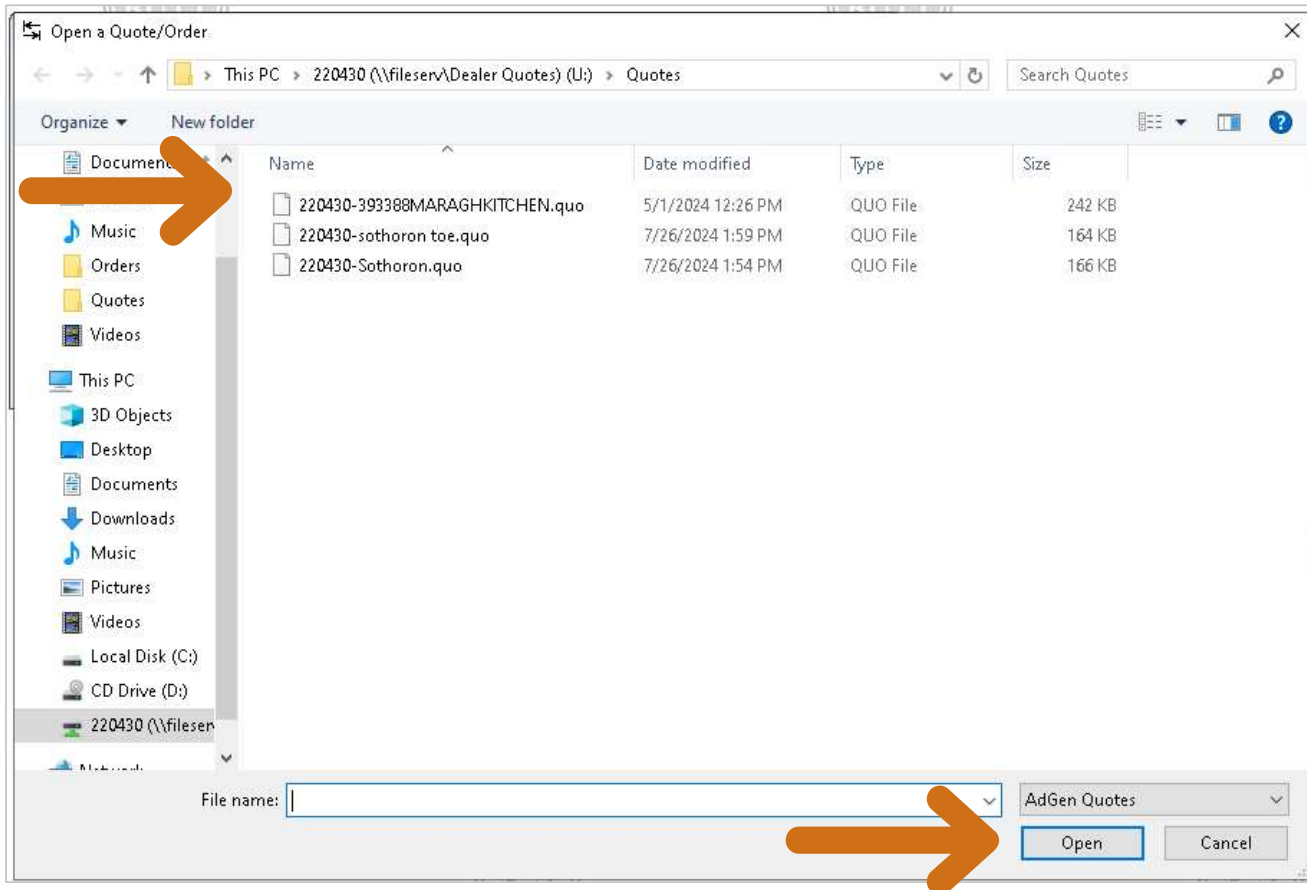
- Select File to Convert

- 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
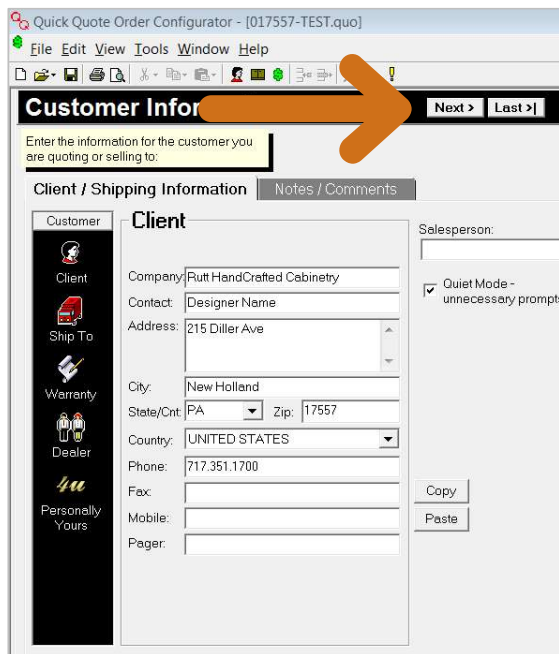
Find File and Double Click

CONVERT TO ANOTHER CATALOG

Click NEXT
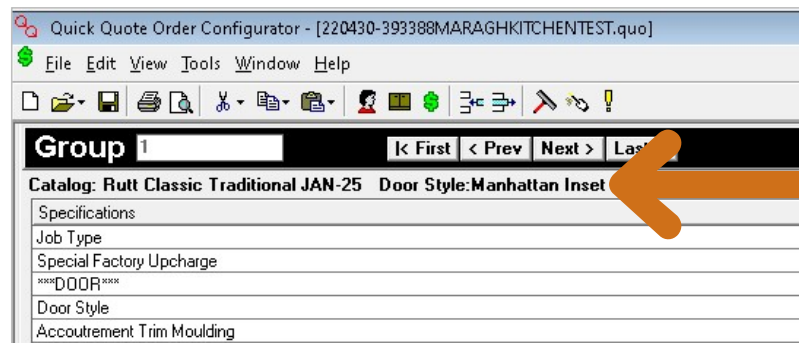
Double Check Converted Catalog

HOW TO VALIDATE A QUOTE
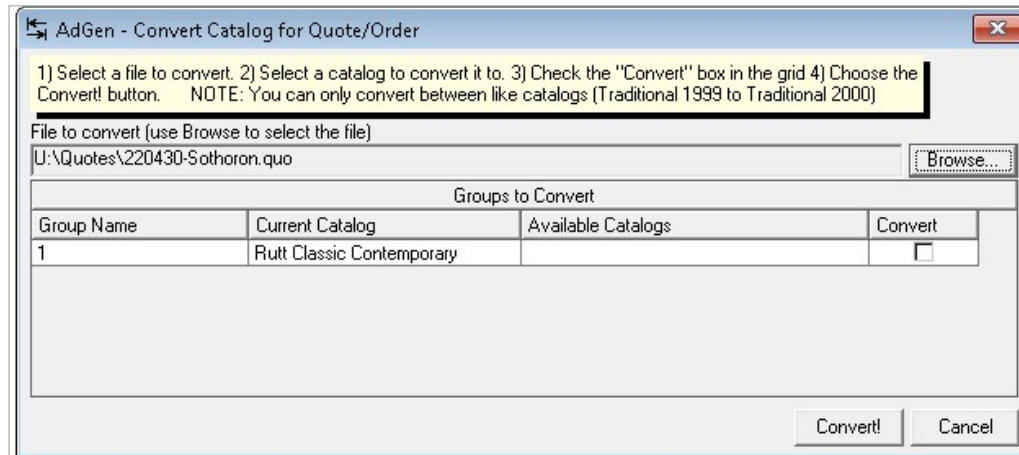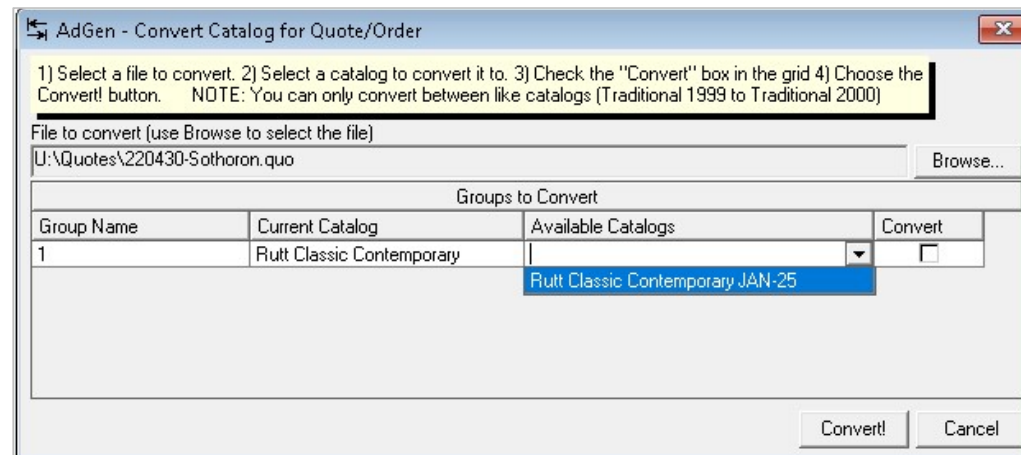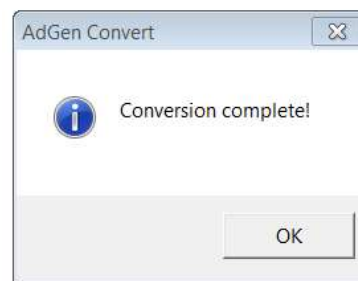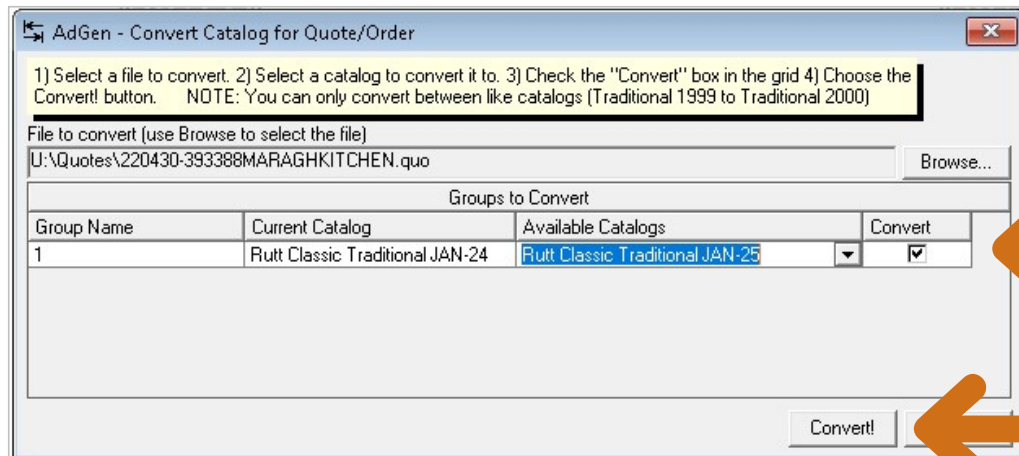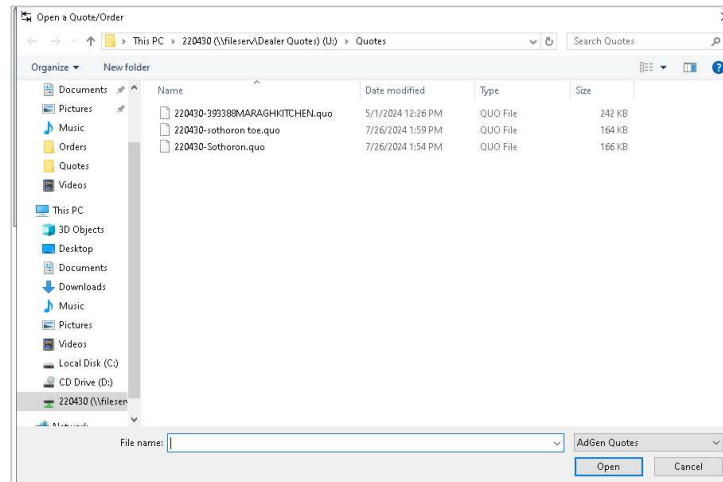
VALIDATING A QUOTE

- 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
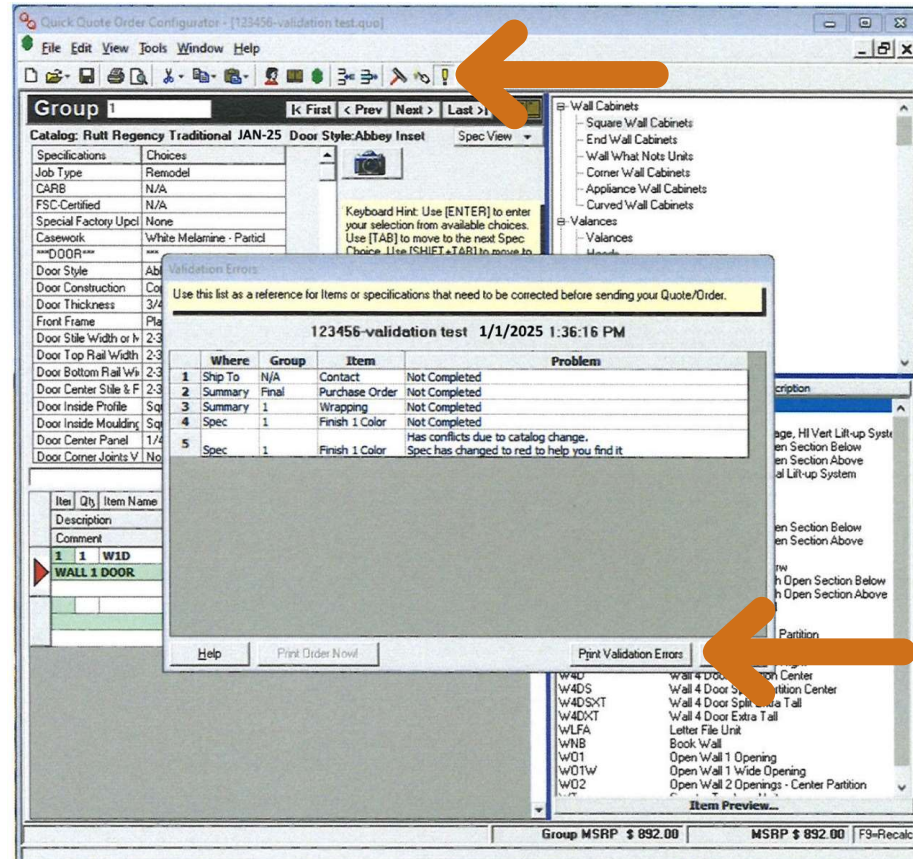
HOW TO TRANSMIT AN ORDER

TRANSMITTING AN ORDER

VM Access to Quick Quote Desktop - Click on Sales Explorer

FIND YOUR QUICK QUOTE
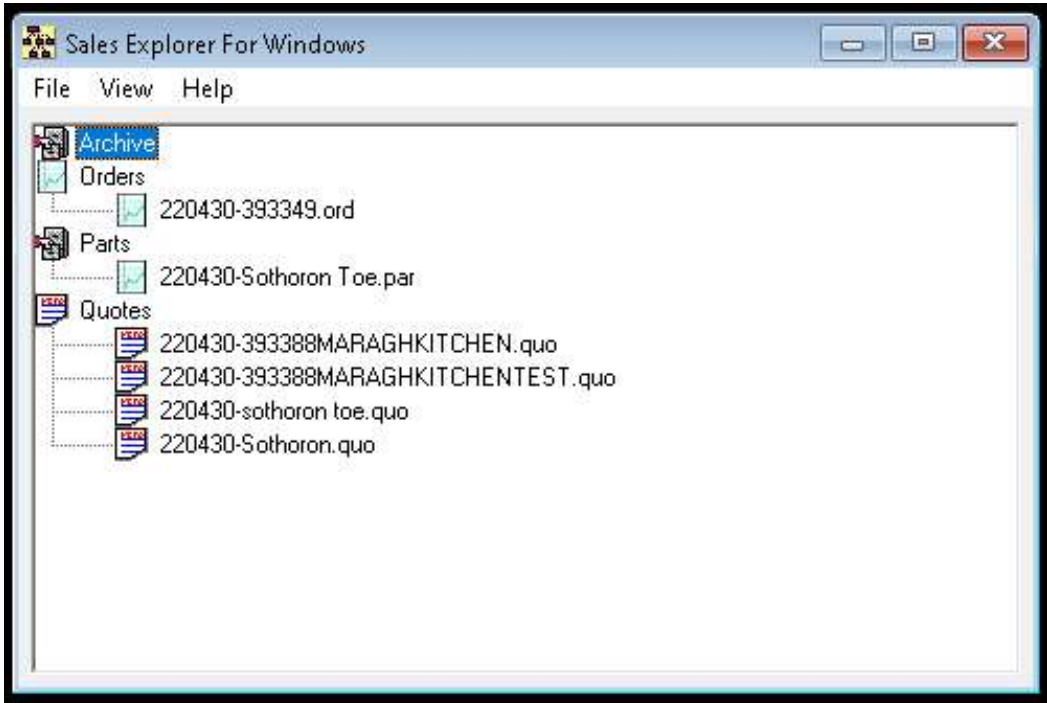
TRANSMITTING AN ORDER

- Right Click on Quote

- Click on Transmit

- Click Send

TRANSMITTING AN ORDER

Click OK

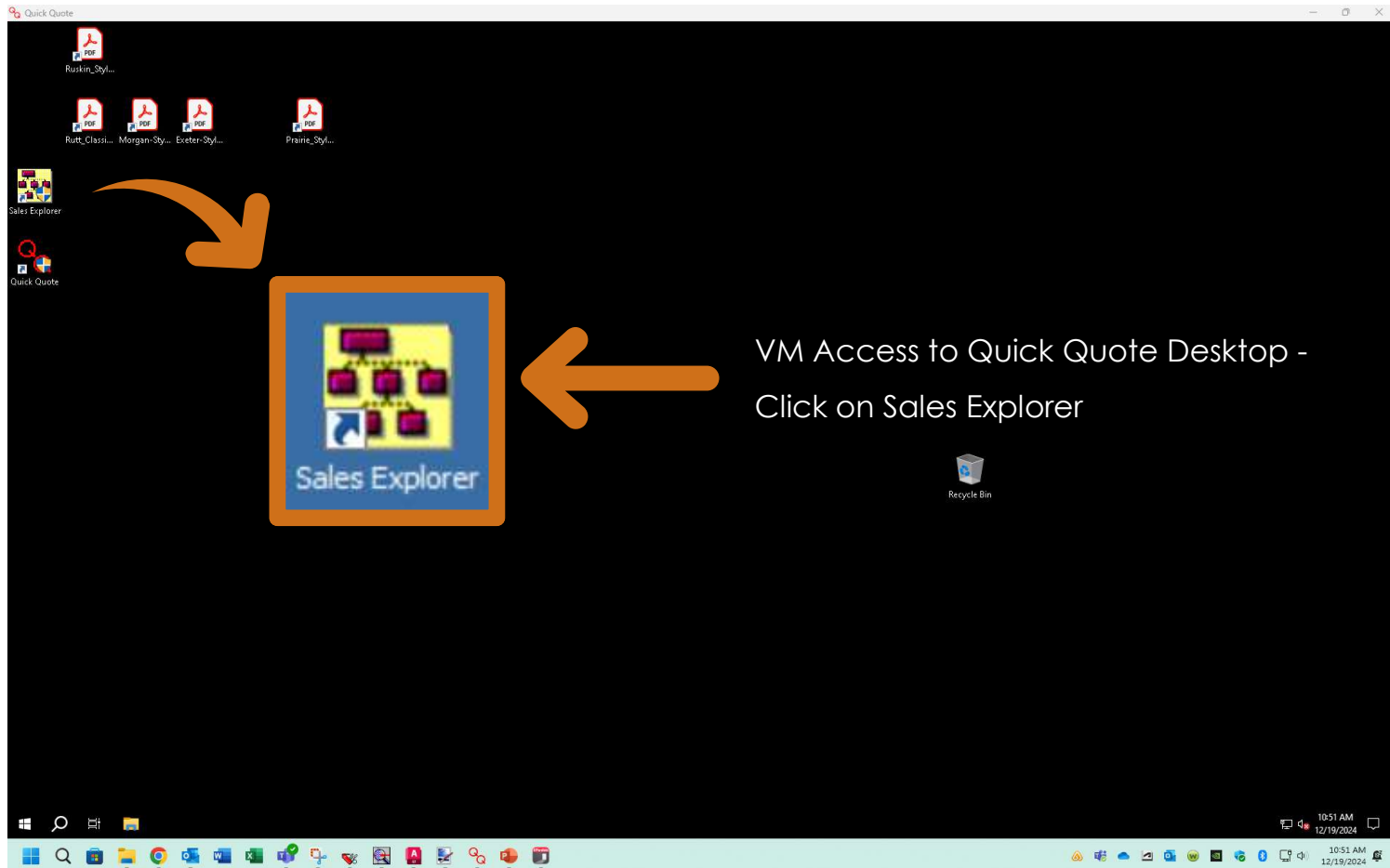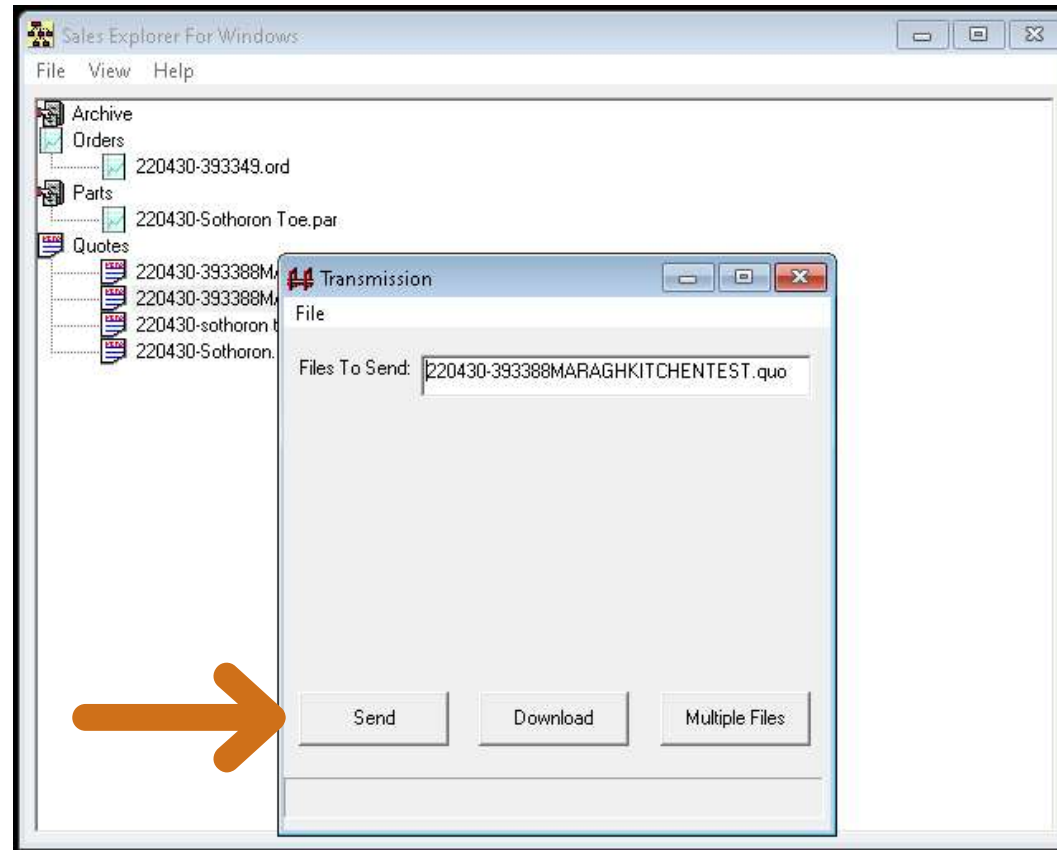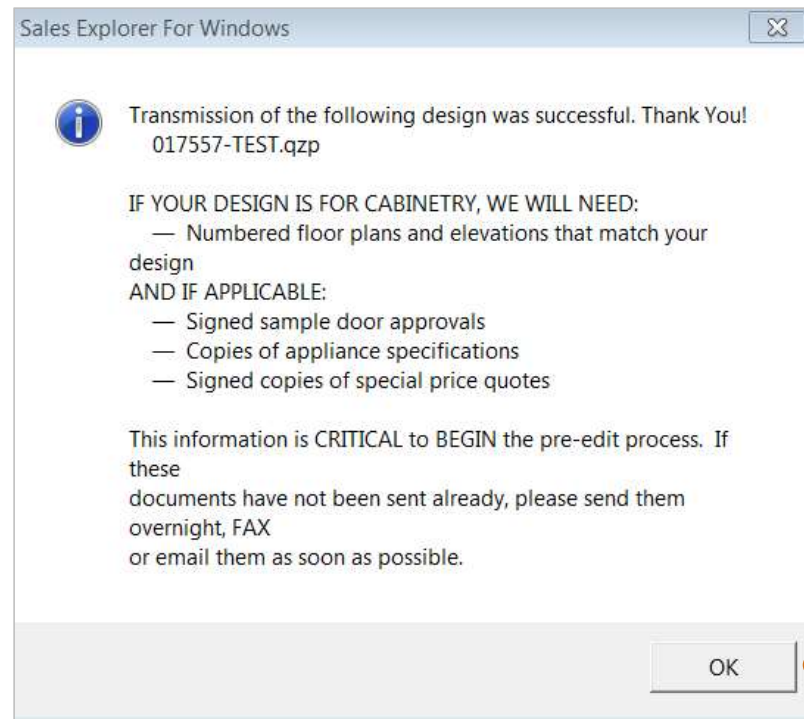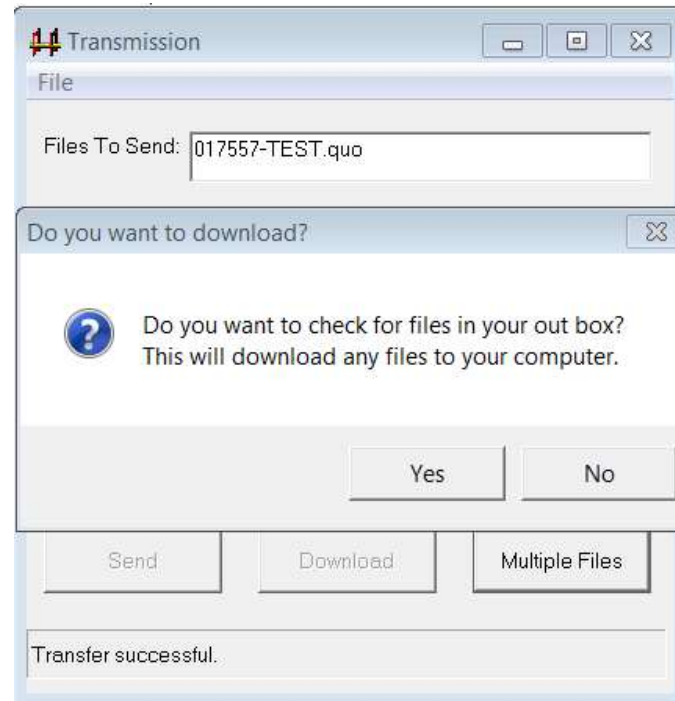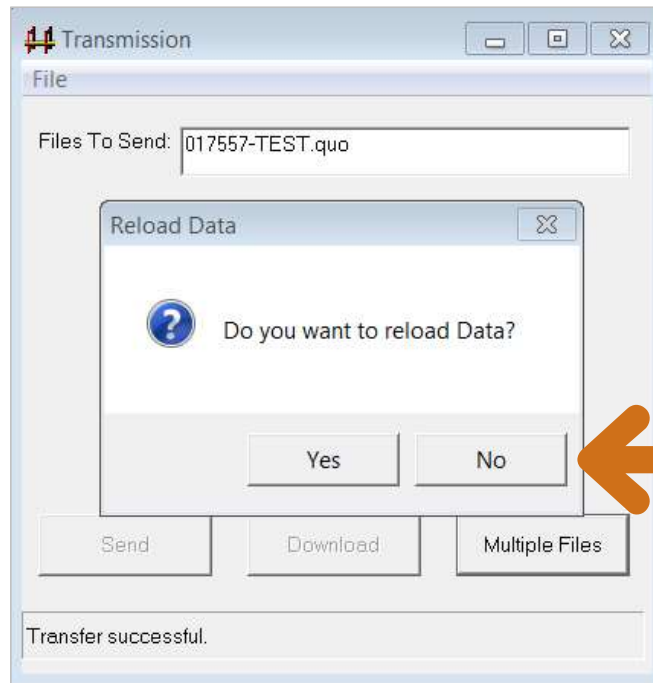# TRANSMITTING AN ORDER

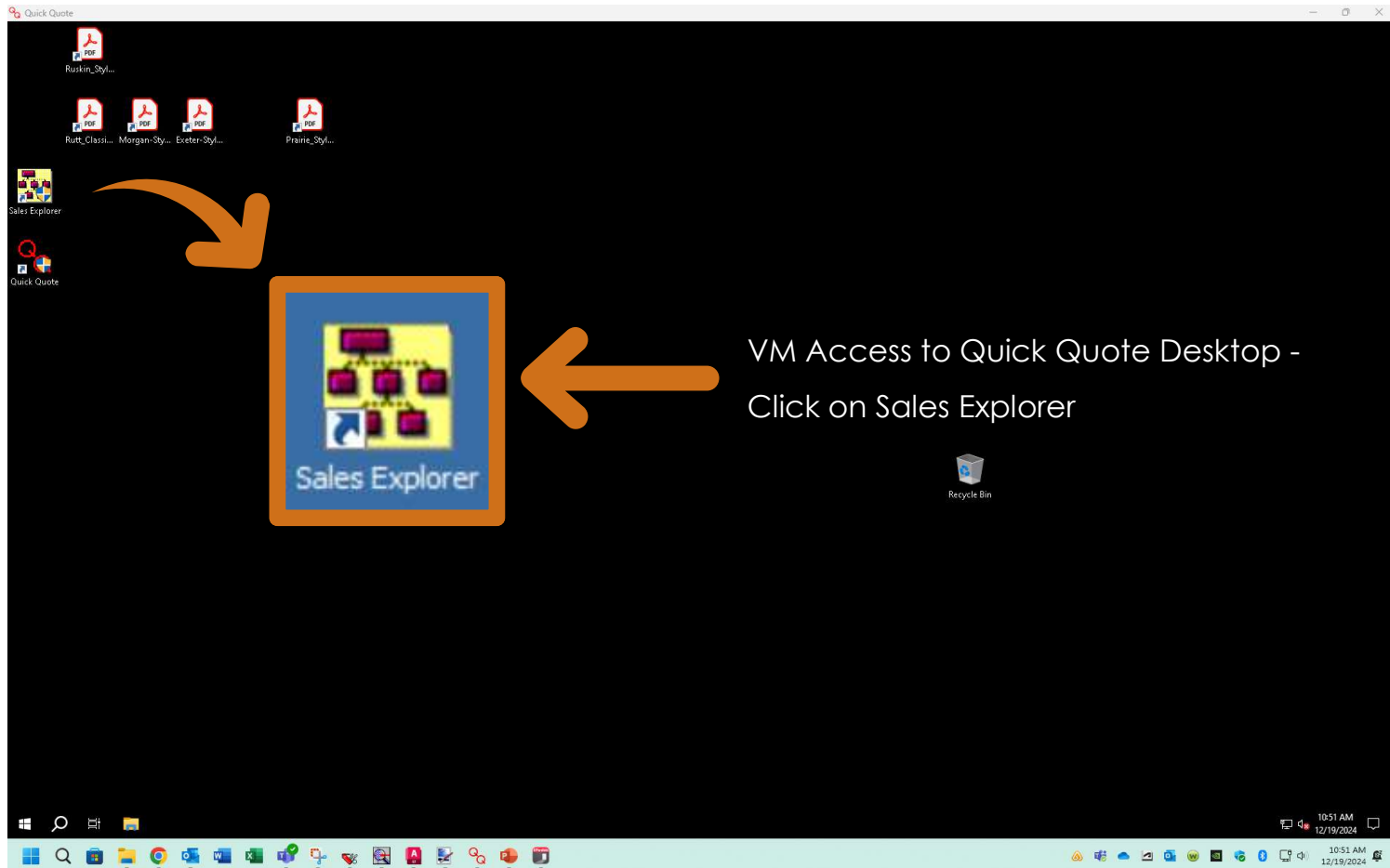# TRANSMITTING AN ORDER

Click No

HOW TO DOWNLOAD ORDERS

Reasons for downloading an order:

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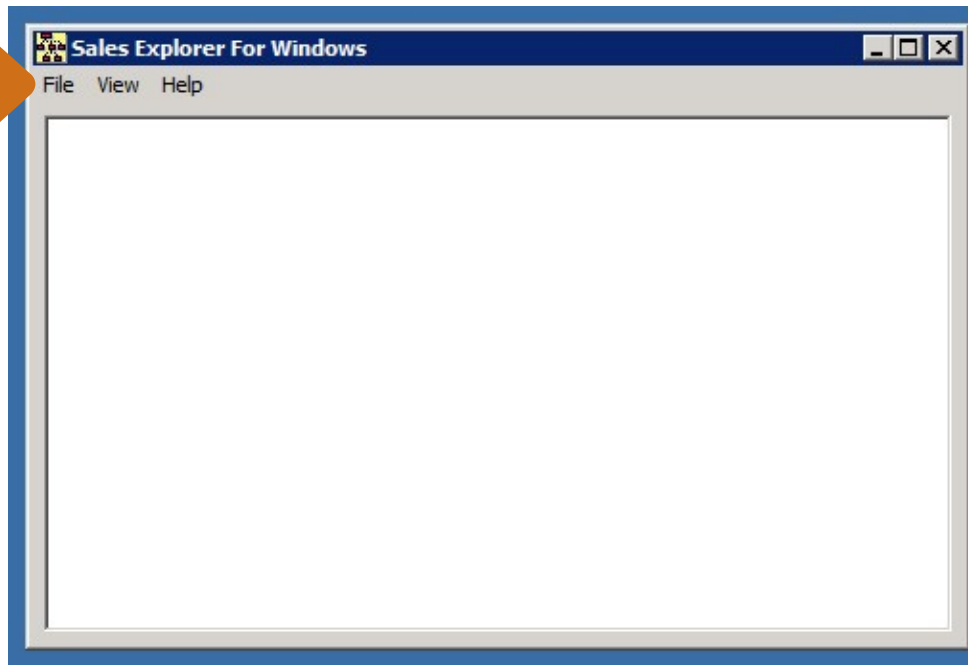- Allows for future borrowing from order

TRANSMITTING AN ORDER

VM Access to Quick Quote Desktop - Click on Sales Explorer
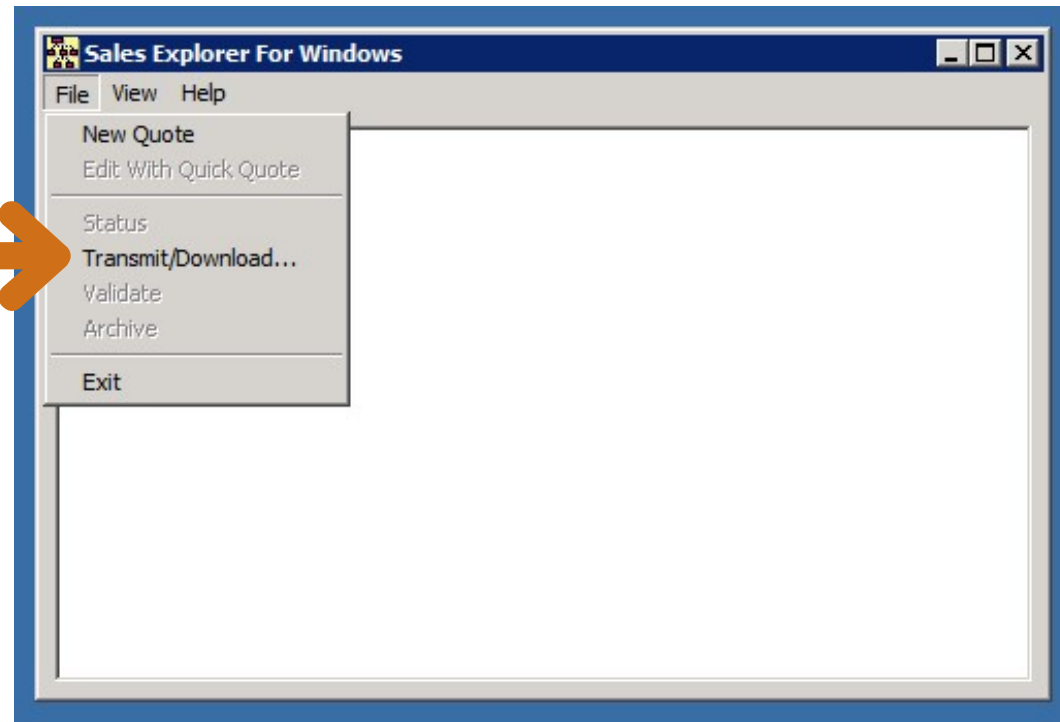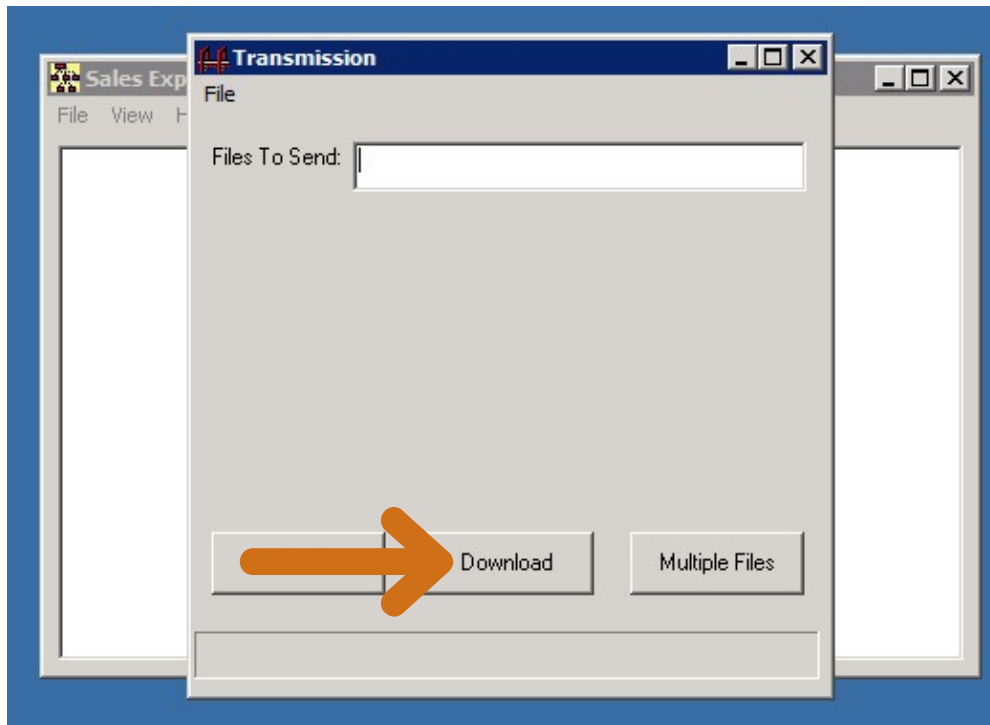
DOWNLOADING ORDERS

Click: FILE

DOWNLOADING ORDERS

Click
Transmit/Download
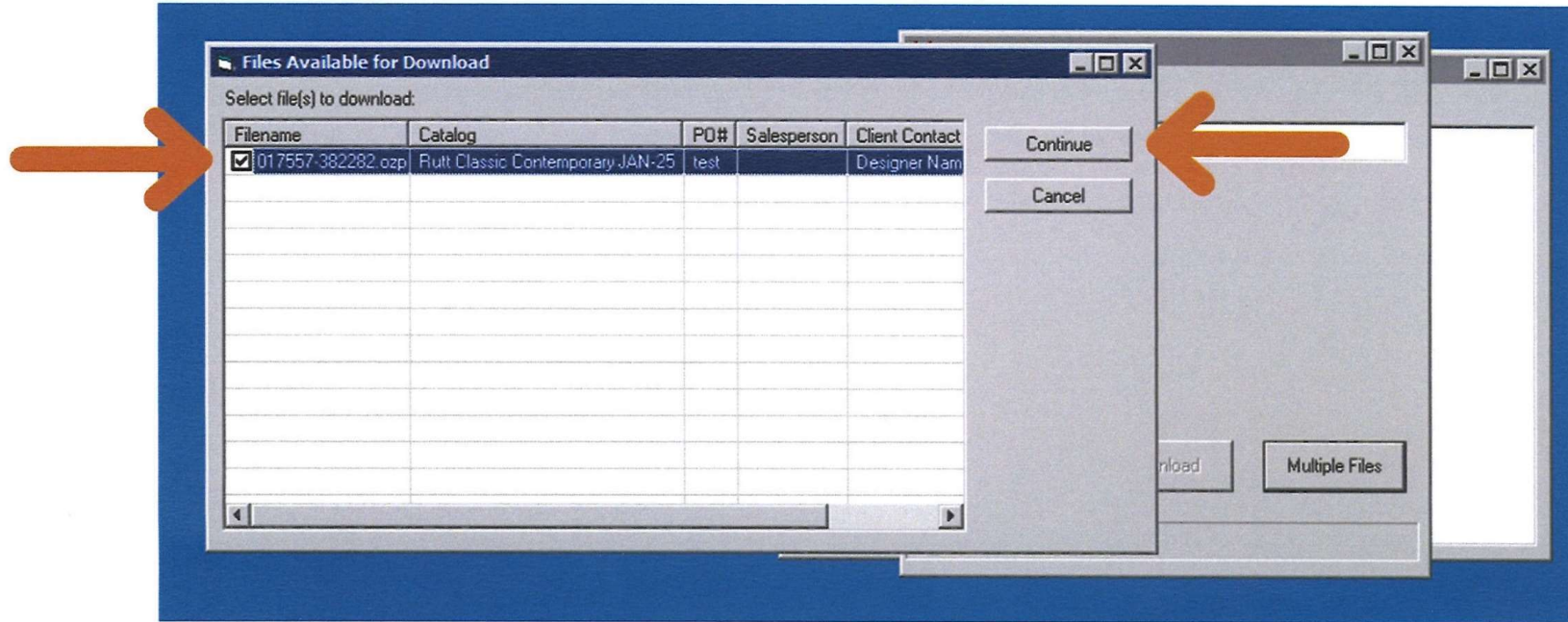
DOWNLOADING ORDERS

Click: Download

DOWNLOADING ORDERS

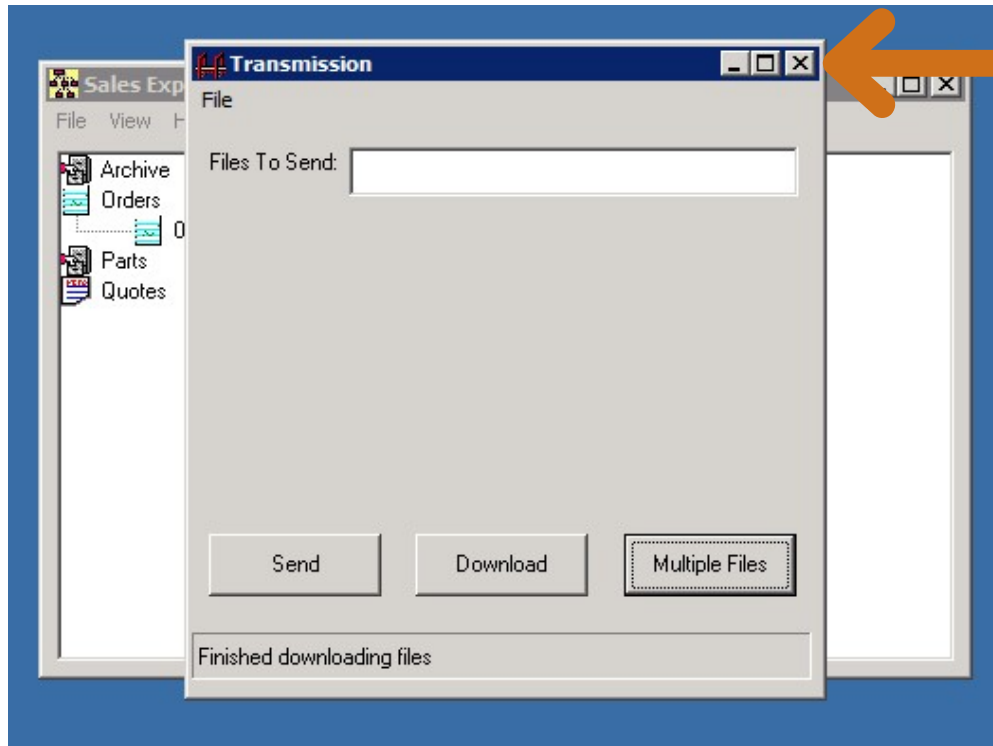Click: CHECK BOX (Left Click)
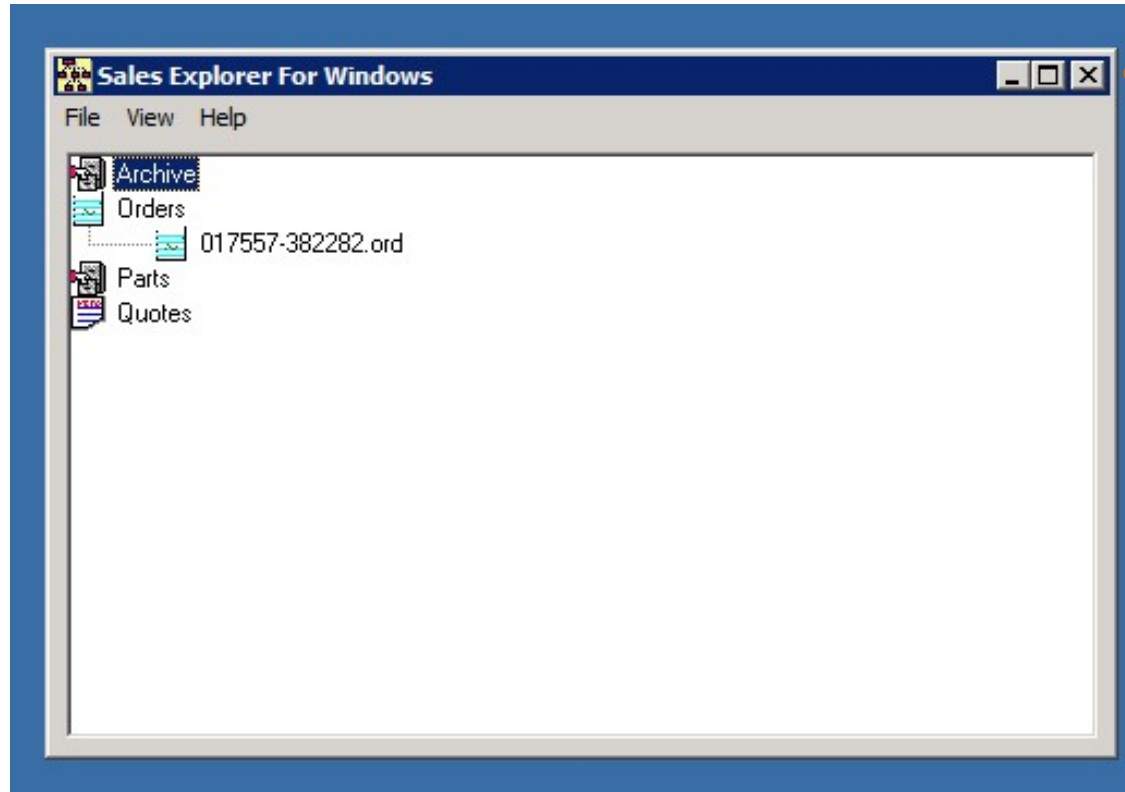
Click: CONTINUE

DOWNLOADING ORDERS

DOWNLOADING ORDERS

Click: " X " to close out
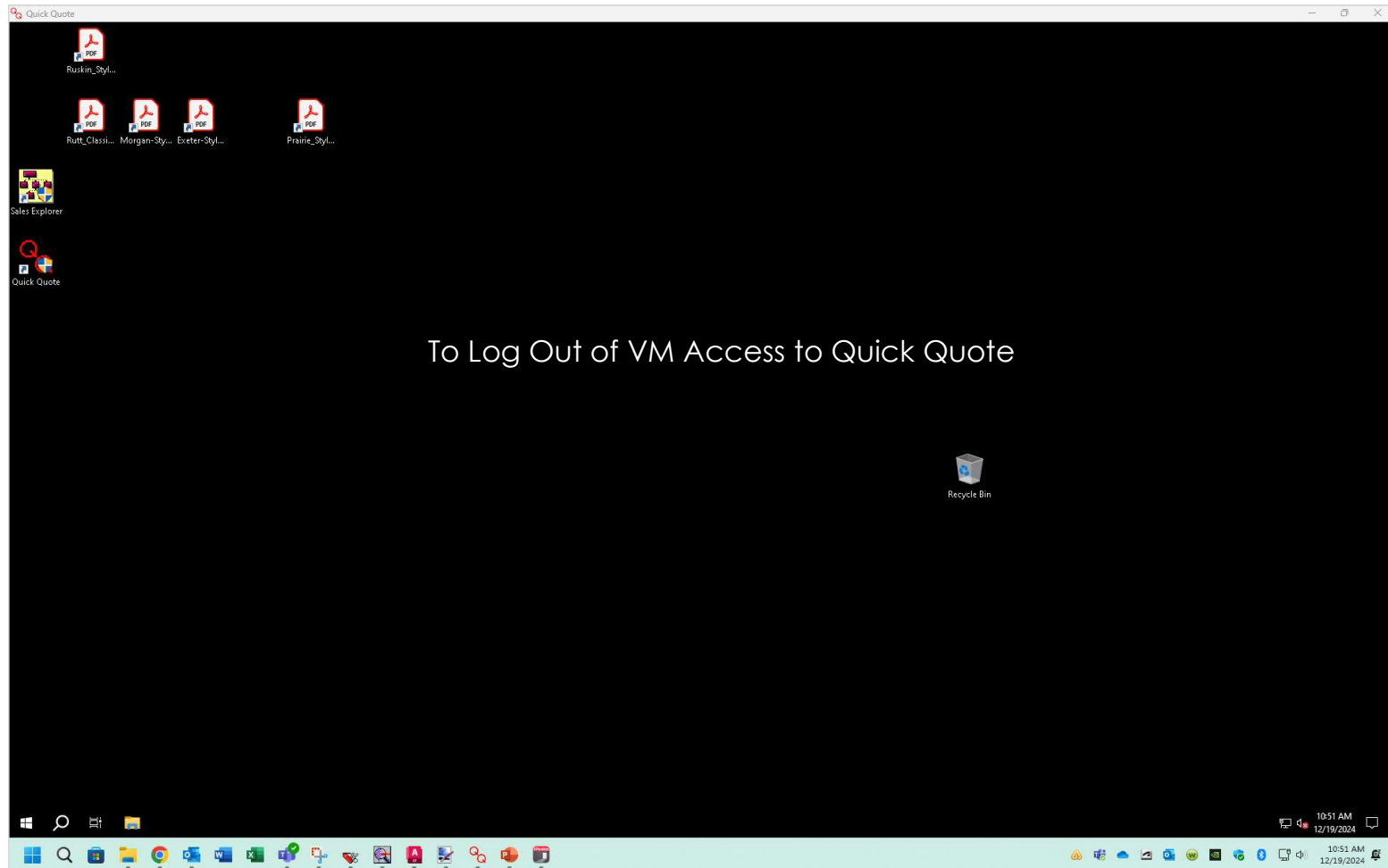
DOWNLOADING ORDERS

Click: " X "
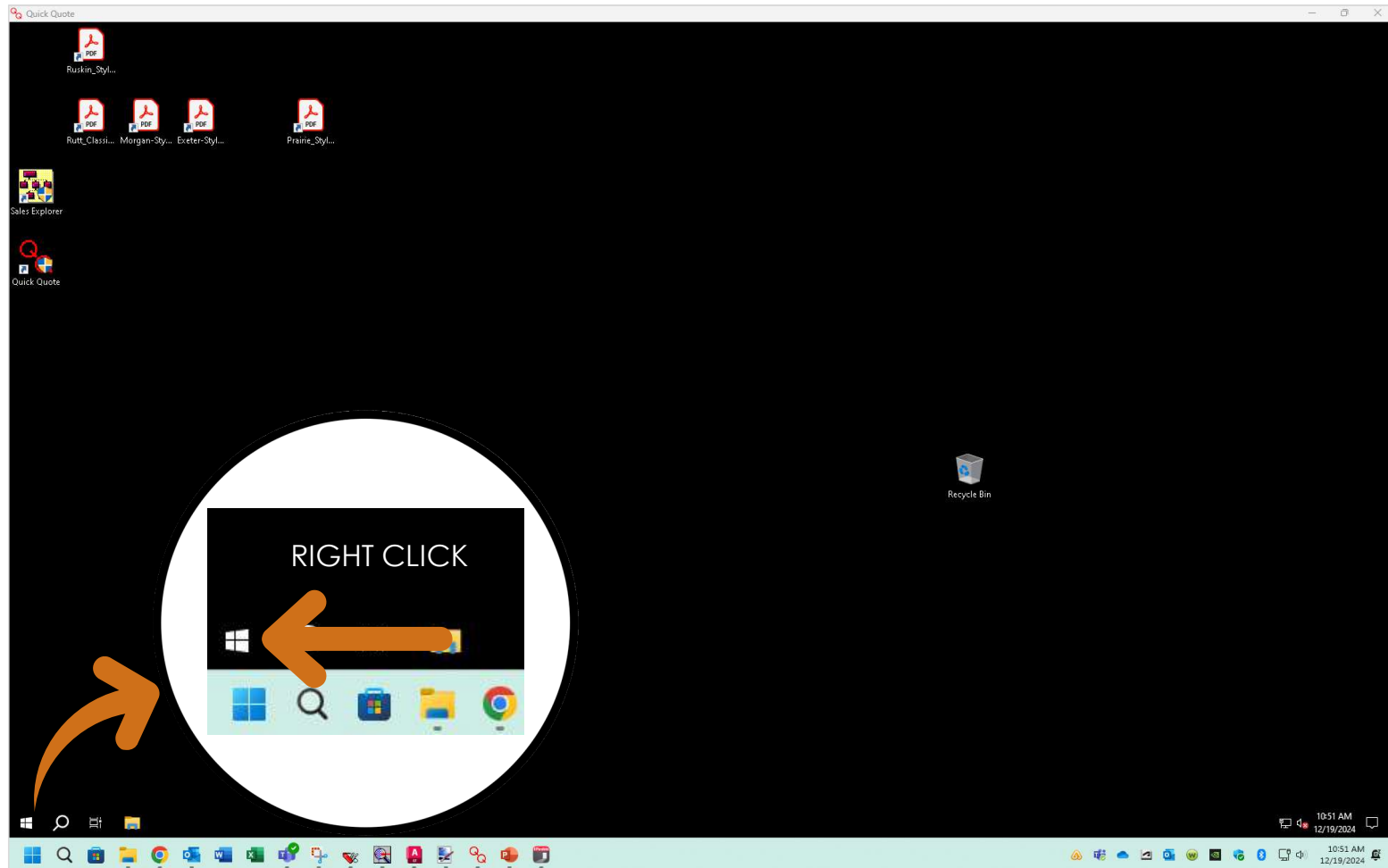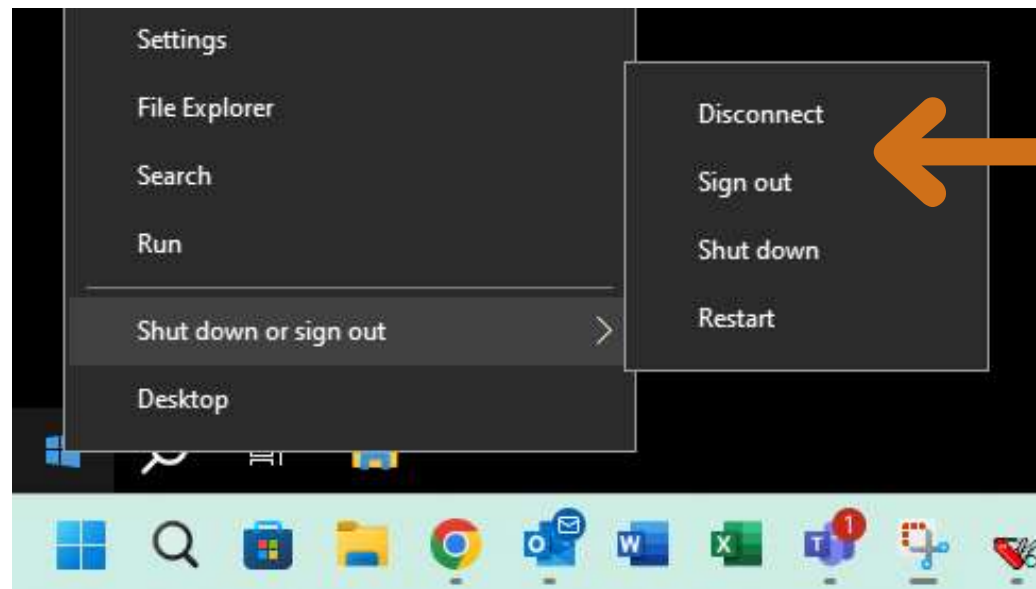to close out

PROPER WAY TO LOG OUT OF VM FOR QUICK QUOTE

LOGGING OUT

To Log Out of VM Access to Quick Quote
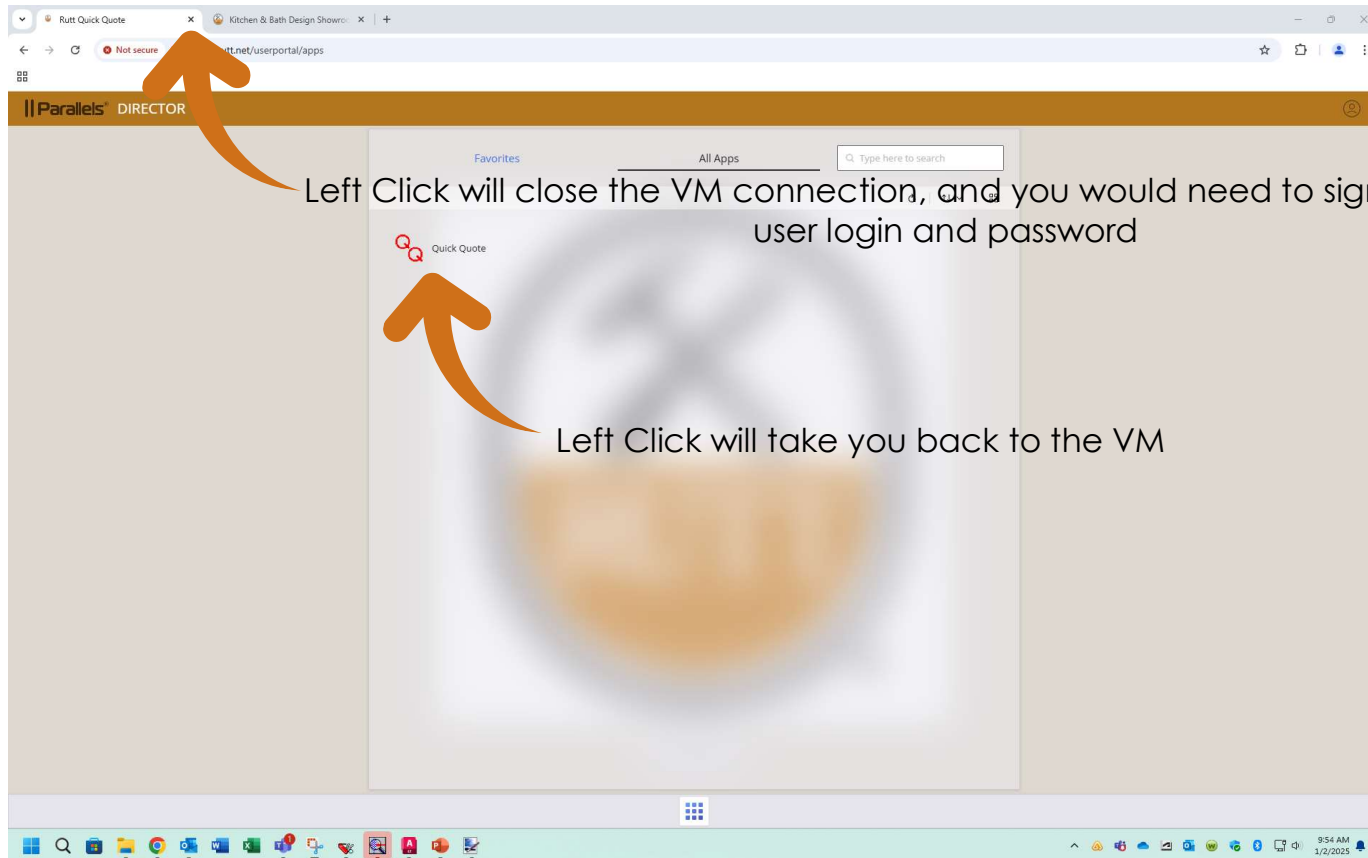
LOGGING OUT

RIGHT CLICK

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