

Adding Text to a Quote

To Add Text to a Quote

From the OPTO ribbon, select the 'Quotes' tab then **click** the 'Edit Quote' icon to open the 'Edit Quote' window. Select the 'More Info' tab to display the different text fields, **click** in fields and enter the required information into that heading then **press <F9>** to save the quote when completed.

The screenshot displays the OPTO software interface. The ribbon at the top includes tabs for File, HOME, CONTACTS, RESOURCES, INVENTORY, QUOTES, PURCHASING, ORDERS, JOBS/SCHEDULING, and INVOICING. The 'QUOTES' tab is active, and the 'Edit Quote' icon is highlighted with a red box. Below the ribbon, the 'Edit Quote' window is open. The window title is 'Edit Quote'. It contains the following fields and controls:

- Quote No.: 5104
- Client Code: BADGER
- Job Description: A Quote for the Opto Help Files
- Contract Price:
- M/Upd:
- Refresh:

The 'More Info' tab is selected, showing the following text fields:

- Top Text:
- Remarks: Remarks text for Quote
- Terms: In 30 Days
- Delivery: Delivery text for Quote
- Design:
- Bottom Text: OIPi8_CMS_QUOTE_DIV_1
- Internal Info: Text for internal notes in regards to quote or client for this quote.

