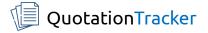
SPINSO[•]



Standard edition QuotationTracker

create professional quotation

Entering Quotation (Trial Edition) Step by step guide on how to enter a Quotation in QuotationTracker





Steps

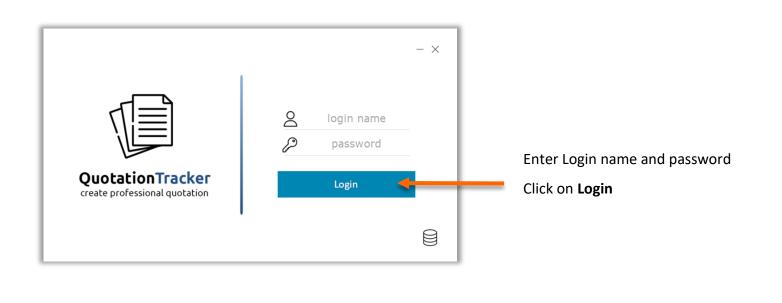
1. Index	_ Pg 2
2. Go To Quotations Screen	Pg 3
3. Entering a Quotation	Pg 6
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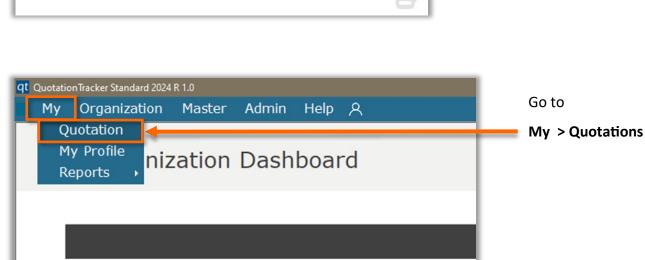
2

Go To Quotation Screen





trial			
QuotationTracker Tri Trial version has cap For free support duri	r evaluating QuotationTracker al version should be used for evaluation only of few entries ng Trial period mail us at trial@spinso.com agree to above terms & conditions Quotation Trial : 0/25	tationTracker	Please note: this is a trial edition, has a cap of 25 trial entries. No. of trial entries used. Click on I Agree
1 Don't	I Agice	ŋug	



page 4



Quotation Screen

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Please note: this is a trial edition, has a cap of 25 trial entries.



3

Entering a Quotation



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Here, we can see four tabs:

- **General :** this tab will have basic details on the quotation.
- **Products :** this tab has product list for the quotation.
- Tax : tax details on quotation.
- Terms : terms and condition

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General Tab:

Fill details such as

- Name
- Address
- Set Date

Quotation No. will be auto generated by the system.



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Quotation Products		× ×	Fill products details such as:Select from multiple ProductsEnter Model
Product *	CCTV	+ Ċ	Quantity
Model	EEK55412		 Rate Enter Description or Remarks,
Quantity	1		Enter Description or Remarks, if any
Rate	2000		Amount will be auto calculated.
Amount	2000		Click on OK to save the product.
Description	Night Vision Camera	~	



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									Product is added to the list.	
									Click on the plus icon and repeat the process to	
									add multiple products to the list.	

Tax Tab: To add tax on quotation Click on the plus icon > select Add Tax Quotation Tax window will open.

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Quotation Tax		×
Ok		×
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Tax On	All Items 🗸	
Taxable Amount *	2000	-
Percentage	18	
Tax Amount *	360	

Fill	tax	details:

- Select Tax
- Enter percentage

• Tax amount will be calculated by the system. Once done click on **OK**.

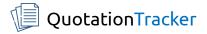
Note: you can add multiple tax to your quotation.

Tax list can be seen on the left

Calculating tax made easy. Gross Amount, Tax amount and Total can seen on the right.

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Click on the plus icon and repeat the process to add multiple Tax to the Quotation.



Terms tab:

Terms and conditions for the quotation.

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Click on **save**.



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	Name * Address				↓		



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Additional Information

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Delete : Select a Quotation from the list then click on delete. This will delete the Quotation.

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			Current	•			
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Date Filter: Filter the Quotation records by date.

Custom Date Filter:

Show data from a specific period of time.

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ew	Save	Delete	Date filter	Search	Print	
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Search:

Search/find records by Name or products from the Quotation list.

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Name		×	۔ ۲ri
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Show All	Search		_

Enter Name or select products then click on **Search**.

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ew	Save	Delete	Date filter	Search	Print		-
_							
Quotation No.			Date		Name	Net	
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Print : Select a Quotation from the list then click on **Print**.

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Thank you

We hope this was successful. Kindly Call us or WhatsApp +91.99 201 401 00 for any queries.

We recommend you to see our **How to view Report** Help file Next.

For more info visit: https://www.spinso.com