



**COMODO**  
Creating Trust Online®

**Quote Manager**

# Comodo One

Software Version 3.29

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## Quote Manager Administrator Guide

Guide Version 3.29.010820

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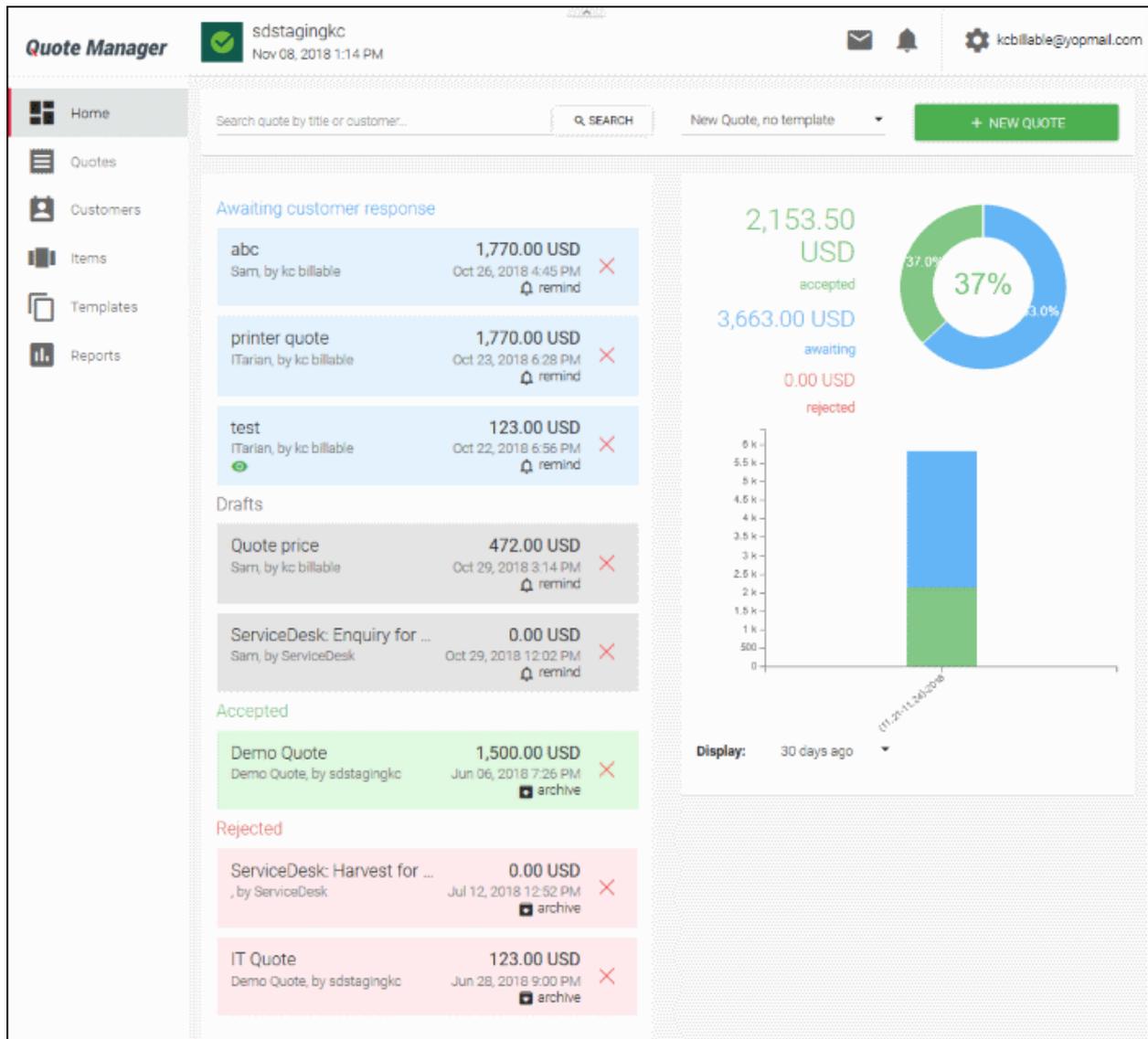
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## 1 Introduction to Quote Manager

- Quote Manager (QM) is an easy-to-use utility which allows you to quickly generate, send and manage customer quotes for services rendered.
- After adding customers, billable items and price rates, QM lets you track submitted quotes, issue reminders, respond to customer feedback, view sales funnels, create templates and more.
- Quote Manager is also integrated with Service Desk, so you can create quotes direct from a service desk ticket.



This guide takes you through the set up and ongoing use of Quote Manager:

- **Introduction to Quote Manager**
  - **Quick Start Guide**
  - **Login to the Quote Manager Module**
  - **Quote Manager Admin Console**
- **The Home Screen**
- **Manage Items**

- **Add a New Item**
- **Add Bulk Item**
- **Edit an Item**
- **Archive Out-Dated Items**
- **Manage Customers**
  - **Add a New Customer**
  - **Edit a Customer**
  - **Archive a Customer**
- **Manage Quotes**
  - **Generate a New Quote**
  - **Answer Feedback and Process Quotes**
  - **Set a Reminder**
  - **View Quote Activity**
  - **Archive a Quote**
- **Manage Quote Templates**
  - **Create a New Quote Template**
  - **Remove a Quote Template**
- **Settings**
  - **Configure Profile Settings**
  - **Configure Quote Settings**
    - **General Settings**
    - **Quote Appearance Settings**
    - **Quote Parity Settings**
    - **Quote Currencies Settings**
    - **Configure Email Templates**
    - **Configure Company Settings**
    - **Configure Tax Rates**
  - **Configure Integrations**
- **Reports**
  - **Top Statistics**
  - **View Revenue Statistics**

## 1.1 Quick Start Guide

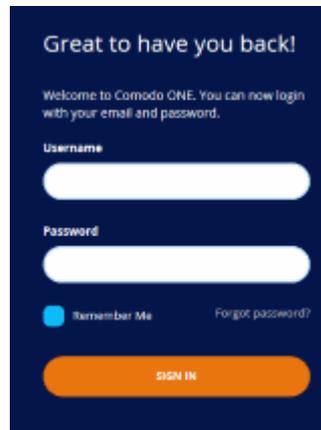
This step-by-step guide explains how to start using Quote Manager.

- **Step 1 - Login to Quote Manager Module**
- **Step 2 - Add Customer**
- **Step 3 - Add Billable Items**
- **Step 4 - Generate and Send a Quote**
- **Step 5 - Answer Feedback and Finalize a Quote**
- **Step 6 - Create a Quote Template**

- **Step 7 - View Reports**

## Step 1 - Login to the Quote Manager module

Quote Manager is a module of the Comodo One management platform. To access the module, first login to Comodo One at <https://one.comodo.com/>



- Enter your login credentials and click 'Login'.
- Click 'Forgot Password' to reset your password
- Click 'Create an account' if you do not have an Comodo account

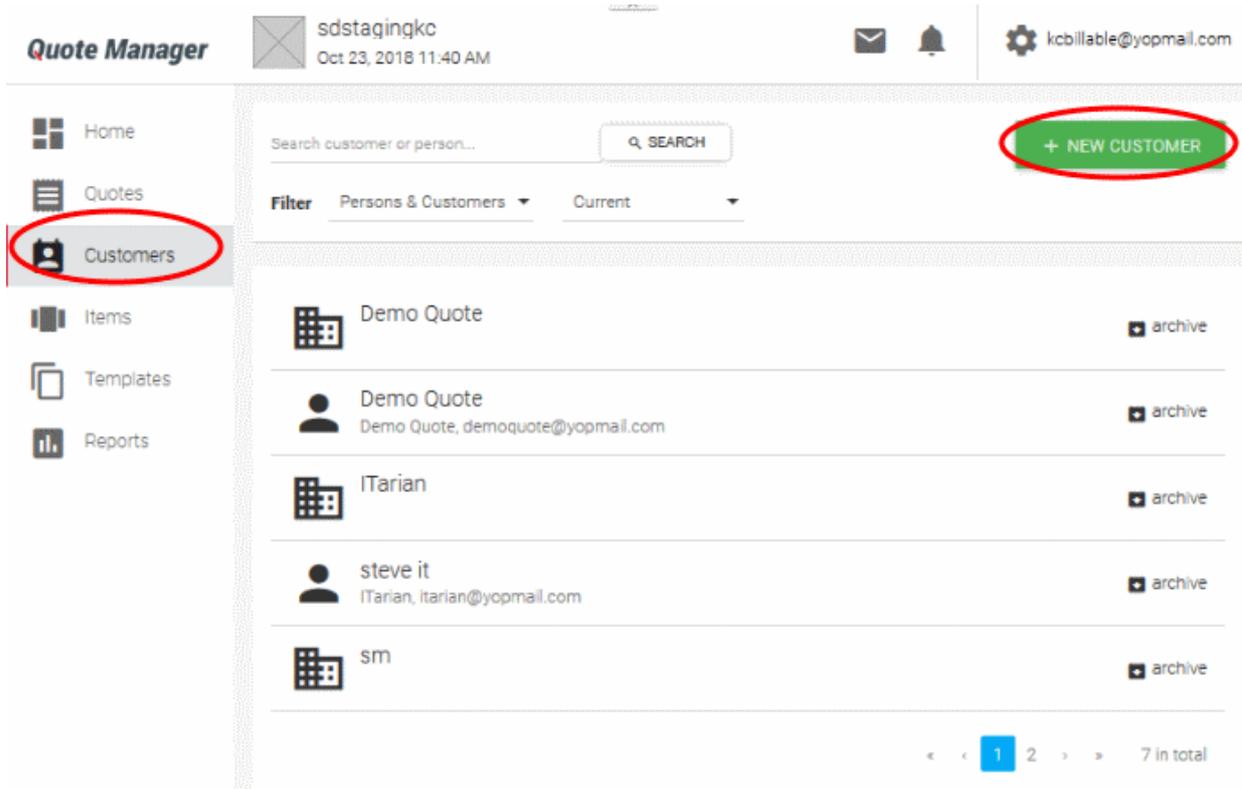
Comodo one will open at the dashboard.

- Click 'Applications' > 'Quote Manager' to open the application.
- Click 'Store' if you haven't yet activated Quote Manager. You can install it from the Quote Manager tile.

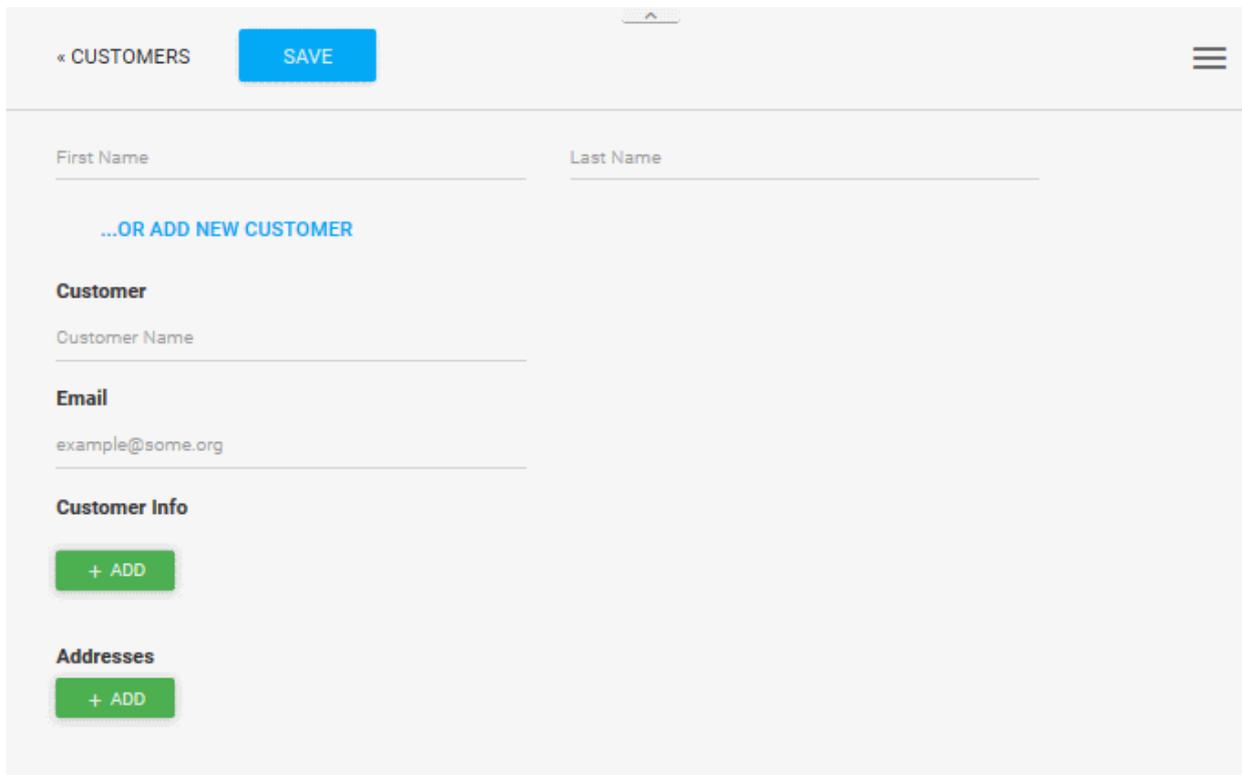
## Step 2 - Add Customers

The next step is to add contacts/companies to whom you want to send quotes.

- Click 'Customer' on the left and then click '+ New Customer'



The screen to add a new contact or company will open:



- You can create customers as a 'New Person' or a 'New Company' depending on your requirements. To switch between the two types, click the '...OR ADD NEW COMPANY/PERSON' link.

Add Customer/Company - Form Fields	
First Name	Forename of your customer ('New Person' only).
Last Name	Surname of your customer ('New Person' only).
Company Name	The company to which you want to send a quote.
Email	The email address to which the quote will be sent.
Contact Info	Click the 'Add' button to add phone number, Skype, website and fax details. You can add more fields by clicking the '+ Add' button again.
Addresses	Click the 'Add' button to add shipping and billing addresses. You can add more fields by clicking the '+ Add' button again.

- Click the 'Save' button above the form when you are finished. The customer will be saved and listed in the 'Customer' screen. Repeat the process to add more contacts/companies.

**Tip:** For testing purposes, you may want to create a dummy company with your own email address as the customer email.

### Step 3 - Add billable 'Items'

In QM, the goods and services for which you want to generate quotes are called 'Items'. In order to send quotes, you first have to add at least one item to QM. Once created, items can be used in multiple quotes.

- Click 'Items' on the left then click the '+ New Item' button

Item Name	Category	Price	Actions
Software Quote New Quote item	Software	1,500.00 USD	archive
IT pro ITarian	Hardware	123.00 USD	archive
ItemSD	Service	150.00 USD	archive
Printer Hp	Hardware	1,500.00 USD	archive
Printer ink Catridge	Hardware	200.00 USD	archive

The item details screen will be displayed. Please complete as many fields as you can as the information recorded here will be visible to your customer in the quote.

« ITEMS SAVE

---

Item Code Product or Service Name

---

Item description

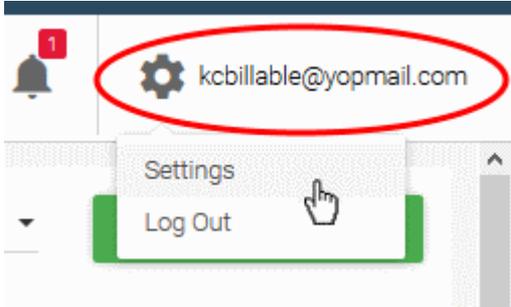
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Item Cost Category

VAT 2% Hardware

---

Type to search Unit of Measurement...

Add Item - Form Fields	
Item Code	The unique key identifier of the product. This can be an internal product ID, product code, version number, serial number or part number.
Product or Service Name	The official label of the item
Item description	Brief summary of the product or service.
Item Cost	Price for the product or service. The default currency is USD.
Tax	<p>Set the tax you wish to add. You can change or add new tax rates by clicking your user-name then 'Settings' &gt; 'Tax Rates'</p>  <ul style="list-style-type: none"> <li>Click 'Tax Rates' under 'My Company Settings'.</li> <li>Edit the currently listed tax rates or click the 'Add' button to add new rates</li> <li>Click 'Save' to apply your changes. The new or edited tax rate will be available from the drop-down when creating a new item.</li> </ul>
Type to search Unit of Measurement	<p>The unit of measurement you would like to assign to the item. For example,</p> <ul style="list-style-type: none"> <li>If your item is 'Bottle of Black Ink Jet Printer Fluid', you could enter 'ml' as the measurement unit.</li> <li>If your item is '16 GB Corsair RAM', you could enter 'GB' as the unit.</li> </ul>
Category	<p>Placing an item into a category allows you to create a more organized product catalog. It helps you identify the type of product/service you purchase. Categories are also shown in the quotes themselves, allowing you to provide your customers with a professional-looking break-down of the charges you are making.</p>

	<p>The available categories are:</p> <ul style="list-style-type: none"> <li>• Hardware</li> <li>• Software</li> <li>• Service</li> </ul>
--	--

- Click the 'SAVE' button above the form to add your new item. The new product or service will be listed in the 'Items' screen. Repeat the process to add more items.

## Step 4 - Generate and Send a Quote

Now that you have created your products ('Items') and your customers, you can create and send a quote.

Note - this step explains how to create a basic quote from scratch. You can also create time-saving **templates** which can be selected in the 'New Quote' screen.

The new quote can be configured and executed in four steps:

- **Quote setup**
- **Add items**
- **Additional information**
- **Summary**

### Step 1 - Quote setup

The setup stage has two areas:

- Quote setup
- Private note

Quote Setup - Description Form Fields	
<b>Quote setup</b> - Specify the quote recipient and configure basic quote details.	
*To	Select a recipient that you added in <b>Step 2 - Add Customers</b> . Enter a customer or company name in part or full. Matching contacts will be displayed for you to select.  The quote will be sent to the email address you have on record for the customer.
*Subject	The subject line of the quote email.
Expires on	The date up to which the quote is valid. <ul style="list-style-type: none"> <li>• This is set at 30 days in the future by default. Click the calendar icon to change the expiry date</li> <li>• To change the default date, click your user-name then 'Settings' &gt; 'Quote Default Settings'</li> </ul>
Style	Select the appearance of the quote. <ul style="list-style-type: none"> <li>• 'My Style' is selected by default</li> <li>• To change the default quote style or add new styles, click your user-name then 'Settings' &gt; 'Quote Appearance'. You can upload your company logo, change font/header/link styles and more. You can save multiple quote styles</li> </ul>

	<div data-bbox="555 197 1417 452"> <p>Style    Deer Company </p> <ul style="list-style-type: none"> <li>Coyote_prefered</li> <li>For Dithers Company</li> <li style="background-color: #007bff; color: white;">Deer Company</li> </ul> </div> <ul style="list-style-type: none"> <li>Once saved, new styles will be available for selection in the 'Style' drop-down of the 'New Quote' form</li> </ul>
<p><b>Private notes</b> - Add comments for your reference and internal communication. These notes will not be shown in the quote sent to the customer.</p>	
<p>Note heading</p>	<p>Title related to your note.</p>
<p>Note text</p>	<p>Brief information of the internal note. To add additional notes for the quote, click the 'ADD ONE MORE NOTE' button:</p> <div data-bbox="810 835 1134 887" style="text-align: center;"> <p><a href="#" style="background-color: #00aaff; color: white; padding: 5px 15px; border-radius: 5px;">+ ADD ONE MORE NOTE</a></p> </div>

Fields marked as \* are mandatory.

- Click 'Next' to proceed into the next step

## Step 2 - Add items

The 'Add items' stage allows you to add fields which is available in the customer quote page.

« QUOTES

---

1  
Quote setup

2  
Add items

3  
Additional information

4  
Summary

---

**Add items**

Currency USD \$ ▼

---

Hardware
Service
Software

Search item in Hardware

+ ADD NEW ITEM

CODE	NAME	DESCRIPTION	PRICE	QUANTITY	UNIT OF MEASUREMENT	RATE, %	ITEM TOTAL
To add existing item use search box above or <a href="#">Add new item</a>							

Previous
Next

- Specify the currency which you want to use in the quote. All items added to the quote will be charged in the selected currency. You can specify the billed items parity directly affect a cost and whether the currency symbol or the currency name will be shown in the quote. See **Quote Currencies Settings** and **Quote Parity Settings** for more details.
- To add products to the quote, choose the category into which your item fits then start searching the item in the text box as follow in **search item explanation** in the **Creating a New Quote Template** section.
- If you wish to add a brand new item instead (one that does not exist in Quote manager), click the 'ADD NEW ITEM' button and follow the guidance in **Step 3 - Add Items**.
  - Repeat the process to add more items
  - To remove an item click 'X' at the right of the Item name
  - To re-order the items in the list use the 'Up' and 'Down' arrows at the right end of the item details
- After creating the item, QM will return you to the 'Add items' interface with the new item added.
- Enter the discount that can be applied to the item price in the 'Quote discount' field.

Once the item has been added, basic details will be auto-completed from database records:

- Code, name and description will auto-complete with the defaults on record for the item.
- You can modify 'Price', 'Quantity', 'Unit Of Measurement', 'Tax' and 'Quote discount' on the quote.
- Set a client discount (optional). Allows you to encourage further purchases by entering a % discount on the total price.
- Click '+ Add New Item' to add more products and services to the quote.
- The total value for all items, including tax, is displayed on the lower-right of the form.

« QUOTES



## Add items

Currency **USD \$** ▼

Hardware **Service** Software

Search item in Service

Type code, name or description of :

**+ ADD NEW ITEM**

CODE	NAME	DESCRIPTION	PRICE	QUANTITY	UNIT OF MEASUREMENT	RATE, %	ITEM TOTAL		
Office furniture	Office furniture, table lighth-gray (40) chair blue (40)	Office furniture transportation	<input type="text"/>	<input type="text" value="80"/>	Piece	V ▼	<b>2,320.00</b>	▲ ▼	✕
Board	White plastic board		<input type="text"/>	<input type="text" value="2"/>	Unit	V ▼	<b>30.00</b>	▲ ▼	✕

Quote discount, %

Sub-total \$ 2,350.00

Discount \$ 0.47

Pre Tax Total \$ 2,349.53

Tax \$ 46.99

**Grand Total including tax \$ 2396.52**

Previous

**Next**

- Click 'Next'

## Step 3 - Additional Information

The 'Additional Information' step allows you to define whether your image signature and contact details such as phone, email, website and heading and / or footer will be displayed in the quote page.

1 Quote setup      2 Add items      3 Additional information      4 Summary

### Additional information

Signature

---

Contacts details [Select all](#)

Phone

E-mail

Website

Header

Footer

[Previous](#) [Next](#)

- Click 'Next' to continue

## Step 4 - Summary

The summary step allows you to review the quote and take the following actions:

- **Save quote as draft** - Store the quote for later. The quote will be shown in the quote list with a status of 'Draft' until you send it.
- **Send** - Immediately forward the quote to the customer. The quote status will change to 'Published'. See below for more information on what happens next.
- **Previous** - Click if you want to update any of the information you have entered so far.

• QUOTES [SEND](#) [SAVE QUOTE AS DRAFT](#)

1 2 3 4  
Quote setup Add Items Additional information Summary

Review

Quote for Printers

Quotes for Tuticorin

HARDWARE	
Printer	USD 1,500.00
	x1 GHz
Hp	USD 1,500.00

SERVICE	
Services	USD 125.00
	x1 Hours
IT services	USD 125.00

Sub-total	USD 1,625.00
Pre Tax Total	USD 1,625.00
Tax	USD 292.50
<b>Grand Total including tax</b>	<b>USD 1917.50</b>

Quote Number 581

For Sam

To Tuticorin Sam

Created Oct 26, 2018 11:38 AM

Expires Jan 24, 2019 12:27 PM

From kc billable

Email adatagingkc@yopmail.com

*Tuticorin*

Tuticorin Pvt Ltd

[DOWNLOAD PDF](#)

[Previous](#) [SEND](#) [SAVE QUOTE AS DRAFT](#)

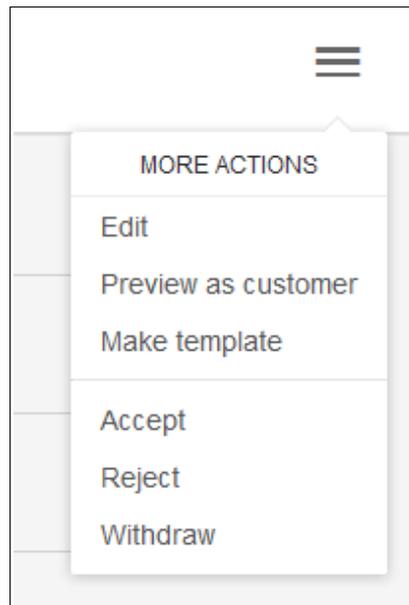
- To send the quote from QM, click the 'Send' button. The quote 'Status' will change to 'Published'

The screenshot shows the Quote Manager interface. At the top, there's a header with the logo, user information (sdstagingkc, Oct 23, 2018 1:03 PM), and navigation icons (mail, bell, settings). A sidebar on the left contains menu items: Home, Quotes (selected), Customers, Items, Templates, and Reports. The main content area features a search bar, a filter dropdown set to 'Current & Archived', and a '+ NEW QUOTE' button. Below this, a quote is displayed: 'Office Furniture Delivery Quote Request' (draft) with a value of 2,396.52 USD, dated Feb 10, 2017 12:40 PM, and a 'remind' icon. A pagination bar at the bottom indicates '1 in total'.

- Customers will receive a notification email which contains a link to a web-page containing your quote. Customers can provide feedback or accept/reject your quote on this page. Your quote is securely hosted on <https://quote.comodo.com>. See **Step 5** for more details on quote finalization.
- You can set reminders per quote from main 'Quotes' interface.
- Click 'Quote Manager', then click any quote in the list.
  - Click 'Download PDF' on the details screen if you want to print/archive the quote, or if you wish to send it to the contact manually.
  - Click 'Show Quote Activity' to show an itemized history of events pertaining to the quote

^ HIDE QUOTE ACTIVITY	
Feb 08, 2017 3:17 PM	Quote rejected by Coyote Wile
Feb 08, 2017 3:15 PM	Quote published by Coyote Wile
Feb 08, 2017 2:50 PM	Quote created by Coyote Wile

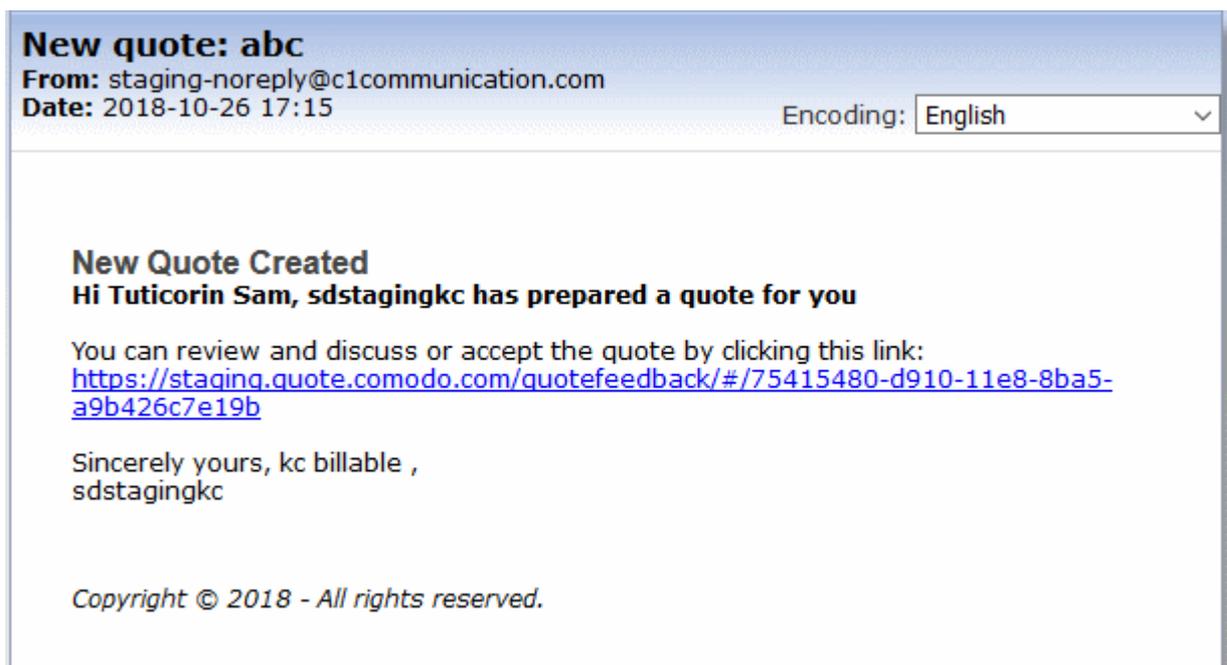
- The menu (top right) contains additional actions which allow you to edit the quote, preview it as a customer, convert the quote to a template or to withdraw the quote:



- All feedback from your customer regarding the quote will also be stored on the quote detail screen. Please see **step 5** for more details on this.

## Step 5 - Answer Feedback and Finalize a Quote

Each quote email contains a link to your quote:



After clicking the link, your quote will open in a web browser and allow your client to post queries and/or accept/reject the quote.

Quote for Printers

Quotes for Tuti

HARDWARE	
Printer	USD 1,500.00
	x1 GHZ
Hp	<b>USD 1,500.00</b>

SERVICE	
Services	USD 125.00
	x1 Hours
IT services	<b>USD 125.00</b>

Sub-total	USD 1,625.00
Tax	USD 292.50
<b>Grand Total including tax</b>	<b>USD 1,917.50</b>

Tuticorin

Tuticorin Pvt Ltd



Quote Number  
581

For  
Sam

To  
Tuticorin Sam

Created  
Oct 26, 2018  
11:28 AM

Expires  
Jan 24, 2019  
12:27 PM

From  
kc billable

Email  
sdstagingkc@yopmail.com

[DOWNLOAD PDF](#)

Feedback

▶ POST
CANCEL

Yes, I agree to accept this quote

✓ ACCEPT QUOTE
REJECT

The quote details screen will be updated with all feedback and responses from your customer. To view:

- Open the 'Quotes' section of QM
- Select your quote from the list

Red numbers above the mail icon also indicate that there are responses pending your review. All feedback is displayed inline in the quote itself, along with controls which allow you to answer or dismiss the feedback:

Private notes DOWNLOAD PDF

ServiceDesk Ticket ID  
16

ServiceDesk Ticket Link  
<https://coyote.servicedesk.comodo.com/scp/tickets.php?id=16>

ServiceDesk Notes  
Send a quote for transend 8gb pendrive

Feedback

**Oxford MM** Apr 04, 2016 10:52 AM  
This is above our budget. Can you consider providing some discount?

ANSWER DISMISS - NO NEED TO ANSWER

SHOW QUOTE ACTIVITY

- Click 'Answer' to post your reply to the contact/company.

Quote status will change to 'Accepted' or 'Rejected' according to your customers response. This status will be displayed in the 'Quotes' screen and the 'Home' screen:

**Quote Manager** sdstagingkc Oct 23, 2018 11:40 AM kcbillable@yopmail.com

Home  
Quotes  
**Customers**  
Items  
Templates  
Reports

Search customer or person...

**Filter** Persons & Customers Current

**+ NEW CUSTOMER**

Demo Quote	archive
Demo Quote Demo Quote, demoquote@yopmail.com	archive
ITarian	archive
steve it ITarian, itarian@yopmail.com	archive
sm	archive

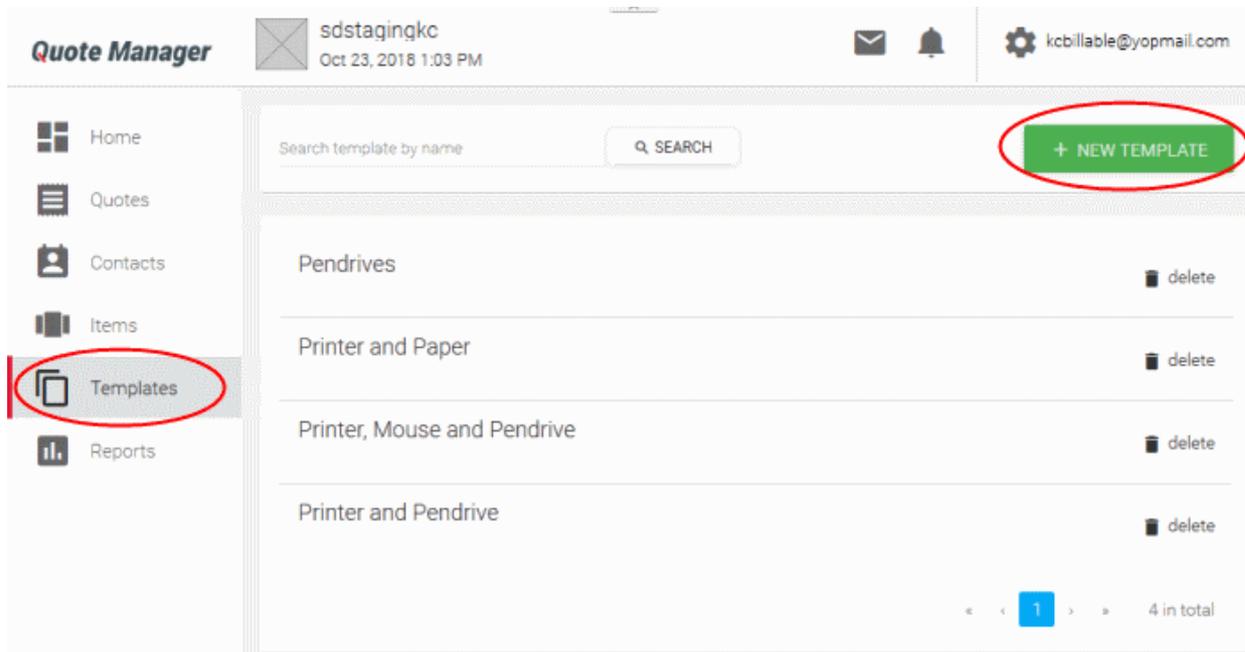
7 in total

Once a quote has been accepted, you may begin the process of executing the order in coordination with your vendors.

## Step 6 - Create a Quote Template

You can save time when producing quotes by creating re-usable templates which address single or multiple items. This makes it easy to generate quotes for your most popular items or item sets. Once you have chosen a quote template, you can customize it for specific customers by modifying quantities, prices, taxes and item composition.

- Click 'Templates' then click the '+ New Template' button:



The add new template screen will be displayed:

« TEMPLATES SAVE

---

Title

Style  ▼

Header

Footer

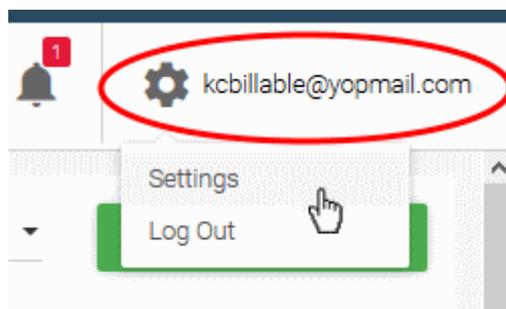
---

Hardware Service Software

Search item in Hardware

CODE	NAME	DESCRIPTION	PRICE	QUANTITY	UNIT OF MEASUREMENT	RATE, %	ITEM TOTAL
To add item use search box above							

- **Title** - Create a name for the template
- **Style** -The appearance of the quote. By default, 'MyStyle' will be selected. All styles that you create will be available from the 'Style' drop-down.



- To change the default style or to add new styles, click your user-name then 'Settings' > 'Quote Appearance'
- You can upload your logo, change fonts, background colors, heading style and more. Click 'Set as

default' if you want this to be your go-to style when generating a new quote. Click 'Save' to apply your changes.

- **Header** - Enter the page header to be displayed in the quote page
- **Footer** - Enter the page footer to be displayed in the quote
- **Add Item from category** - To add an items to the template, choose the product category then start typing an item code, name or description in the 'Search item in' field then select the item from the auto-generated suggestions.
- The total value of all items in the template will be displayed at bottom-right.

« TEMPLATES
SAVE

---

Title of the template...

**Title**

**Style**

**Header**

**Footer**

Hardware
Service
Software

**Search item in Service**

CODE	NAME	DESCRIPTION	PRICE	QUANTITY	UNIT OF MEASUREMENT	RATE, %	ITEM TOTAL
Office furniture	Office furniture, table lighth-gray (40) chair blue (40)	Office furniture transportation	<input style="width: 40px;" type="text" value="29"/>	<input style="width: 40px;" type="text" value="40"/>	Unit	VAT	<b>1,160.00</b>

**Sub-total** USD 1,160.00

**Tax** USD 23.20

**Total including tax** **USD 1183.20**

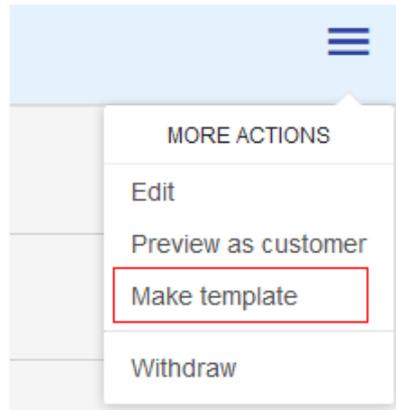
- Click the 'SAVE' button to save your template.

### To use your template:

- Click 'Quotes' in the left-hand menu of the QM interface.
- First select your template from the templates drop-down at the top-center of the interface.
- Then click the '+ NEW QUOTE' button.

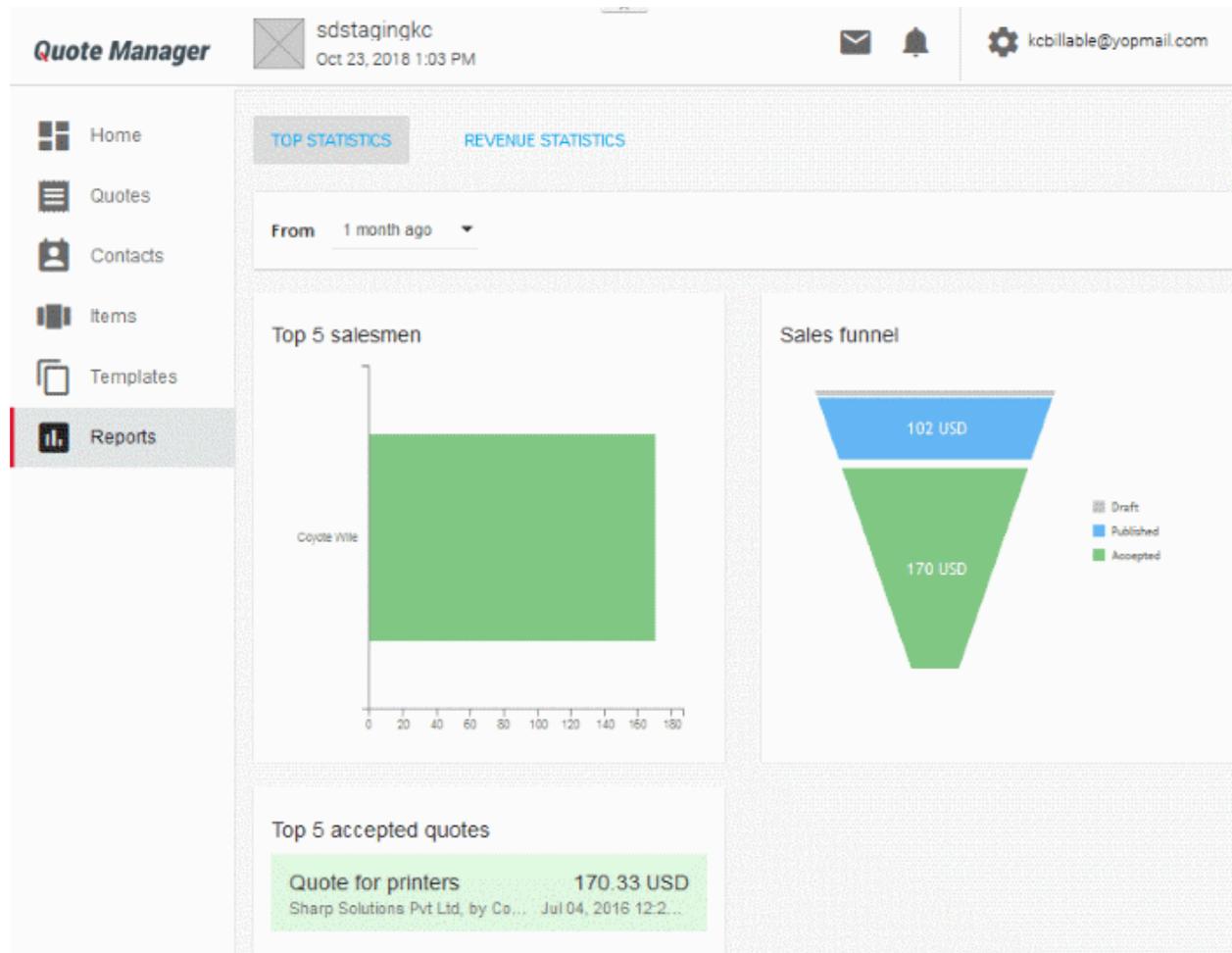
Your template can now be tailored to generate customer-specific quotes as explained in **Step 4 - Generate and Send a Quote**.

**Tip:** You can also create a template from an existing quote. To do this, click on a quote in the main 'Quotes' interface to open its detail page, click the menu icon at top-right then select 'Make template':



## Step 7 - View Reports

- The 'Reports' screen contains statistics and charts about quote statuses, sales and revenue.
- All revenue and sales data in the dashboard is derived from the value and acceptance status of your QM generated quotes.
- Click 'Reports' on the left, to open the dashboard



**Quote Manager** | sdstagingkc | Oct 23, 2018 1:03 PM | kcbillable@yopmail.com

**TOP STATISTICS** | **REVENUE STATISTICS**

From: 1 month ago

**Top 5 salesmen**

Salesman	Value (USD)
Coyote Wile	~170

**Sales funnel**

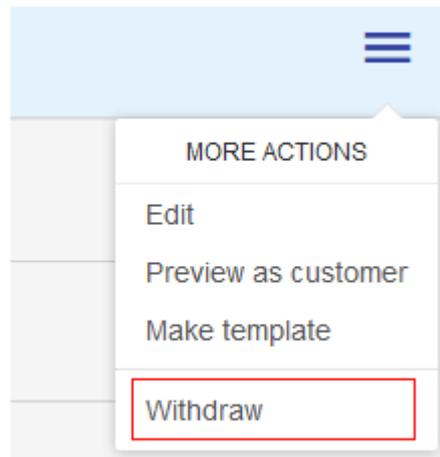
Status	Value (USD)
Published	102
Accepted	170

**Top 5 accepted quotes**

Quote Description	Value (USD)	Date
Quote for printers	170.33	Jul 04, 2016 12:2...

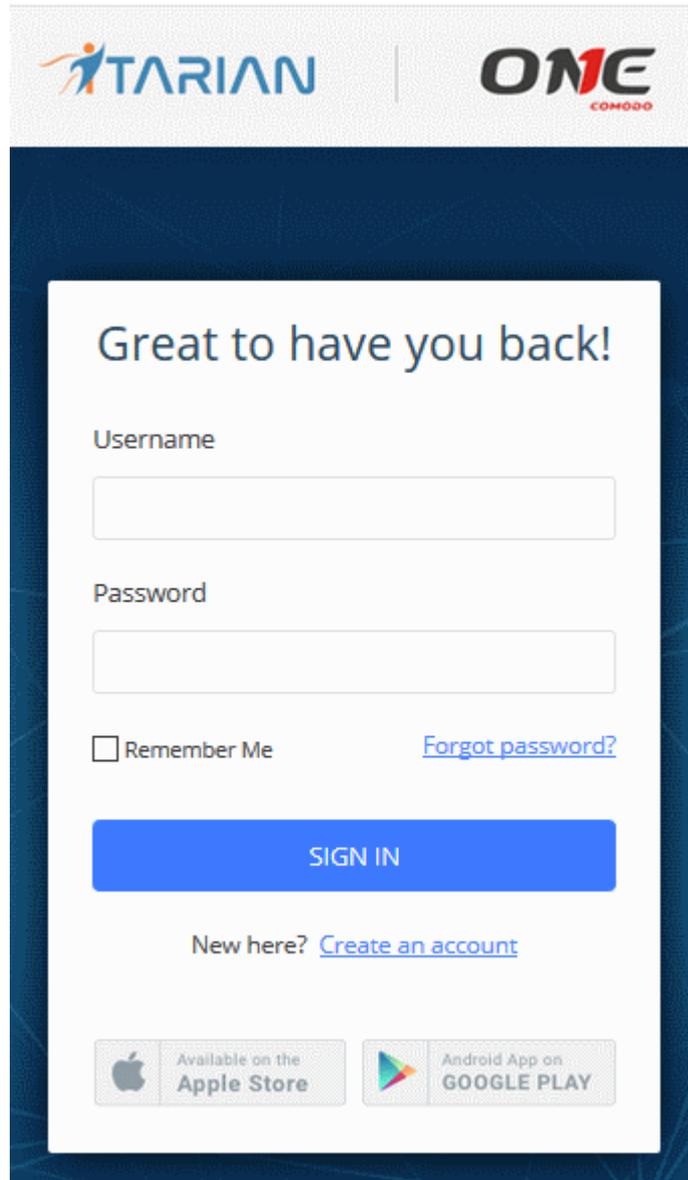
- **Top Statistics** - Displays total revenue generated by top 5 accepted quotes, lists the top 5 quotes by value and shows a funnel of the value of all generated quotes according to their life-cycle status.
- **Revenue Statistics** - Displays monthly, cumulative monthly and average monthly revenues. This section also shows the average time to close a quote.

**Tip:** To make the sales funnel more accurate, you may want to 'Withdraw' any test or otherwise unwanted quotes that have 'Draft' or 'Published' status. To do this, click on a quote in the main 'Quotes' interface to open its detail page, click menu at top-right then select 'Withdraw':



## 1.2 Login to the Quote Manager Module

Login to Quote Manager with your user name and password at <https://one.comodo.com/app/login>



TARIAN | ONE  
COMODO

Great to have you back!

Username

Password

Remember Me [Forgot password?](#)

**SIGN IN**

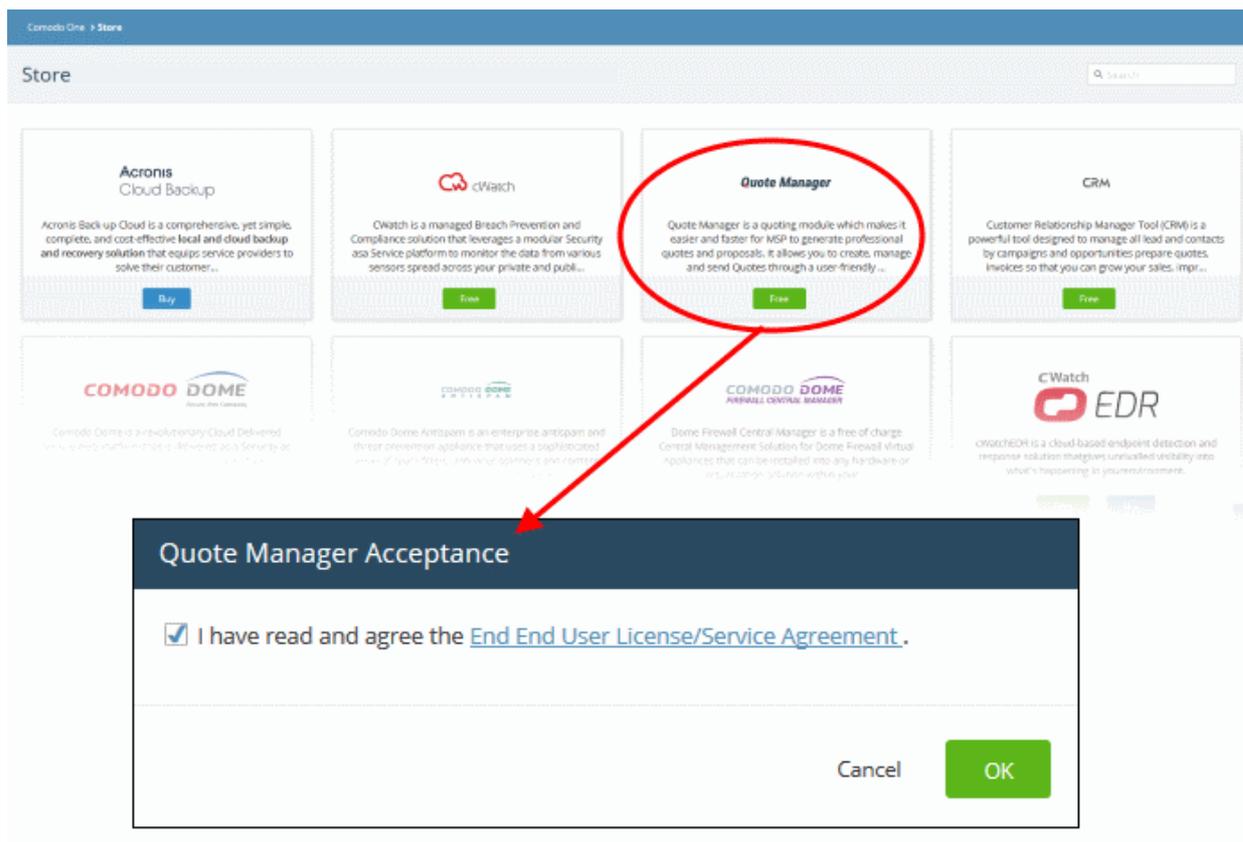
New here? [Create an account](#)

Available on the  
**Apple Store**

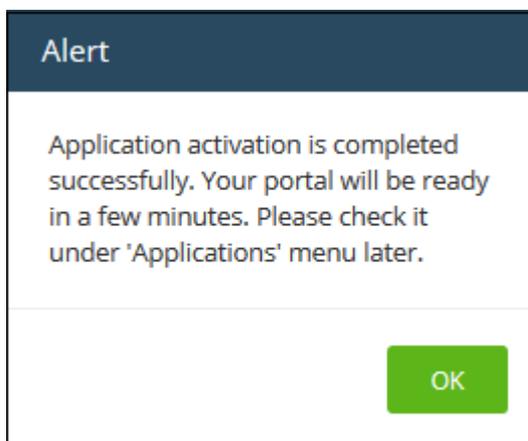
Android App on  
**GOOGLE PLAY**

The Comodo One dashboard will open.

- Click 'Applications' > 'Quote Manager' to open the application.
- Click 'Store' if you haven't yet activated Quote Manager. You can install it from the Quote Manager tile:



- Click 'OK' after agreeing to the end user license agreement
- The application will be activated and you will see the following notification:



- Click 'OK' to close the alert

After activation, you can find 'Quote Manager' under 'Applications' on the menu bar.

## 1.3 The Quote Manager Admin Console

The admin console is an easy to use interface which lets you:

- Add billable items and customers.
- Create and send quotes

- View and respond to customer feedback
- Track the overall progress of your quotes
- Archive quotes and more.

The screenshot shows the Quote Manager dashboard. At the top, there's a header with the title 'Quote Manager' and a user profile for 'sdstagingkc' with the date 'Oct 23, 2018 1:03 PM'. To the right are icons for email and notifications, and a settings gear icon for the user 'kcbillable@yopmail.com'. A left sidebar contains navigation options: Home, Quotes, Customers, Items, Templates, and Reports. The main area is divided into sections: 'Awaiting customer response' with a list of quotes (e.g., 'Printer Purchase Quote Request' for 91.79 USD), 'Drafts' with another list (e.g., 'Air Conditioning Quote Request' for 510.00 USD), and 'Accepted' quotes (e.g., 'Apply Office Furniture' for 2,671.87 USD). On the right, there's a summary card showing a total of 2,671.87 USD, with a donut chart indicating 82.6% accepted, 11.0% awaiting, and 6.3% rejected. Below this is a bar chart showing USD values over time. A search bar and a '+ NEW QUOTE' button are at the top right of the main area.

**MSP company name and Logo. You can upload the logo to be displayed on the interface and the quote mails sent to customers from the 'Settings' screen.**

**Main icon alerts you on receipt of responses from customers and allows you to view their details.**

**Notification icon alerts you on the reminders set by you and view them.**

**Clicking on your username displays options for opening the Settings screen and logout from QM.**

**Left Side Pane allows you to access different configuration screens of the QM console**

**The Main Configuration Area allows you to view the list of quotes and process them, and items, add customer contacts, generate quote email templates, generate reports and etc., depending on the configuration area chosen from the left pane.**

## Navigation

The drop down menu allows you to navigate to each major area of the interface:

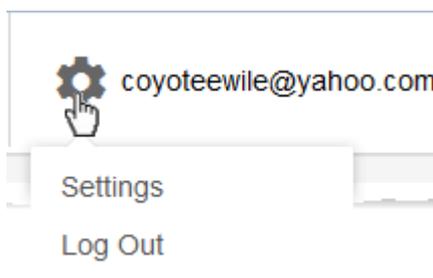
- **Home** - Contains a graphical summary of quote activity and status. See **The Home Screen** for more details.
- **Quotes** - Allows you to create, edit and manage customer quotes. See **Manage Quotes** for more details.
- **Customers** - Allows you to add contacts for whom you wish to create quotes. See **Manage Customers** for more details.
- **Items** - Allows you to add and manage billable items and item pricing. Billable items can be re-used in

multiple quotes. See **Manage Items** for more details.

- **Templates** - Allows you to add and manage quote templates per customer. See **Manage Quote Templates** for more details.
- **Reports** - Allows you to generate reports on quotes generated, forwarded to customers, accepted, rejected and so on. See **Reports** for more details.

## Configuration Options

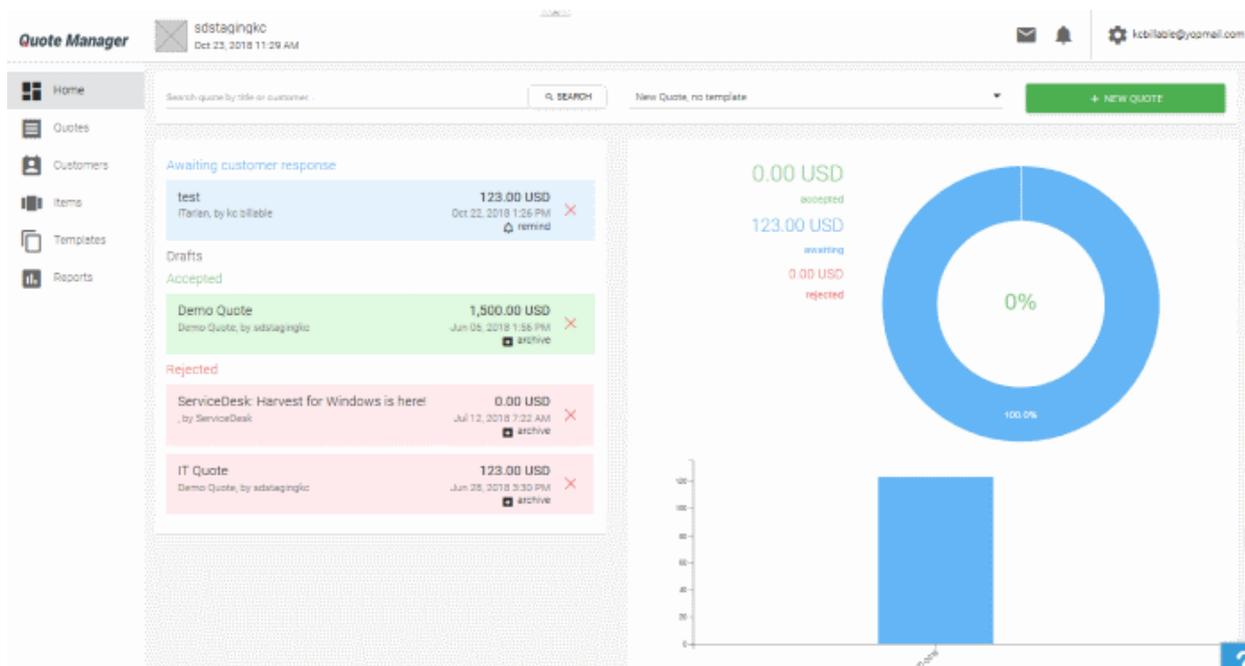
- Click the gear icon at top-right:



- **Settings** - Configure profile settings, company settings and integrations. See **Configure Quote Settings** for more details.
- **Log Out** - Logout of Quote Manager.

## 2 The Home Screen

The 'Home' screen is displayed by default whenever you open the Quote Manager module.



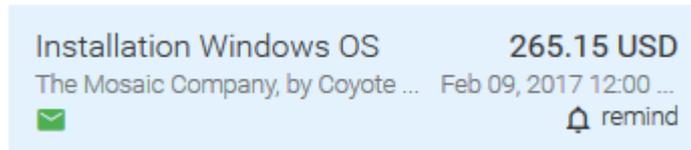
The left pane of the 'Home' screen displays the list generated quotes as tiles, under the following categories:

- **Awaiting Customer Response** -The quotes that are forwarded to the customer and yet to be replied by the customer
- **Drafts** -The quotes that are prepared but yet to be forwarded to the customer. Quotes that are created from

the service desk tickets are also displayed under Drafts. The administrator can review the draft quotes, edit them and forward to the customer, once it is completed.

- **Accepted** -The quotes that are accepted by the customer. The administrator can archive the accepted quotes, after completing the delivery processing with the vendor.
- **Rejected** -The quotes that were rejected by the customer.

An example is shown below:

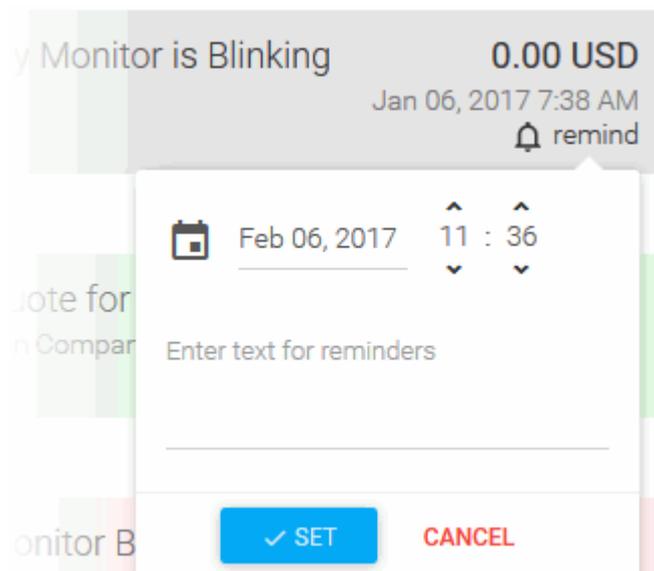


- Clicking on a quote allows you to view the details of the quote and process it. See [Manage Quotes](#) for more details.
- The shortcut at bottom right allows you to set reminders for draft quotes and quotes that are awaiting customer response and to archive accepted and rejected quotes.

You can set reminders for you to attend to the quote at a specified time. On the specified time, the number beside the notification icon will be incremented and on clicking the icon, it displays the reminder message.

#### To set a reminder

- Click the bell icon at the bottom right of the tile



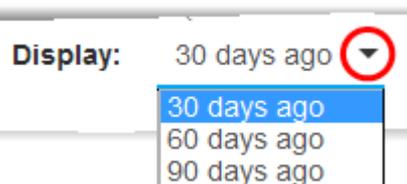
- Set the date and time for the reminder to be shown by clicking the calendar icon and selecting the date and entering the time in HH:MM fields.
- Enter the text to be displayed as reminder
- Click 'SET'.

The reminder will be added and an alert will be displayed on the set time.

- The mail icon indicates you have a response from the customer. See [Manage Quotes](#) for more details.

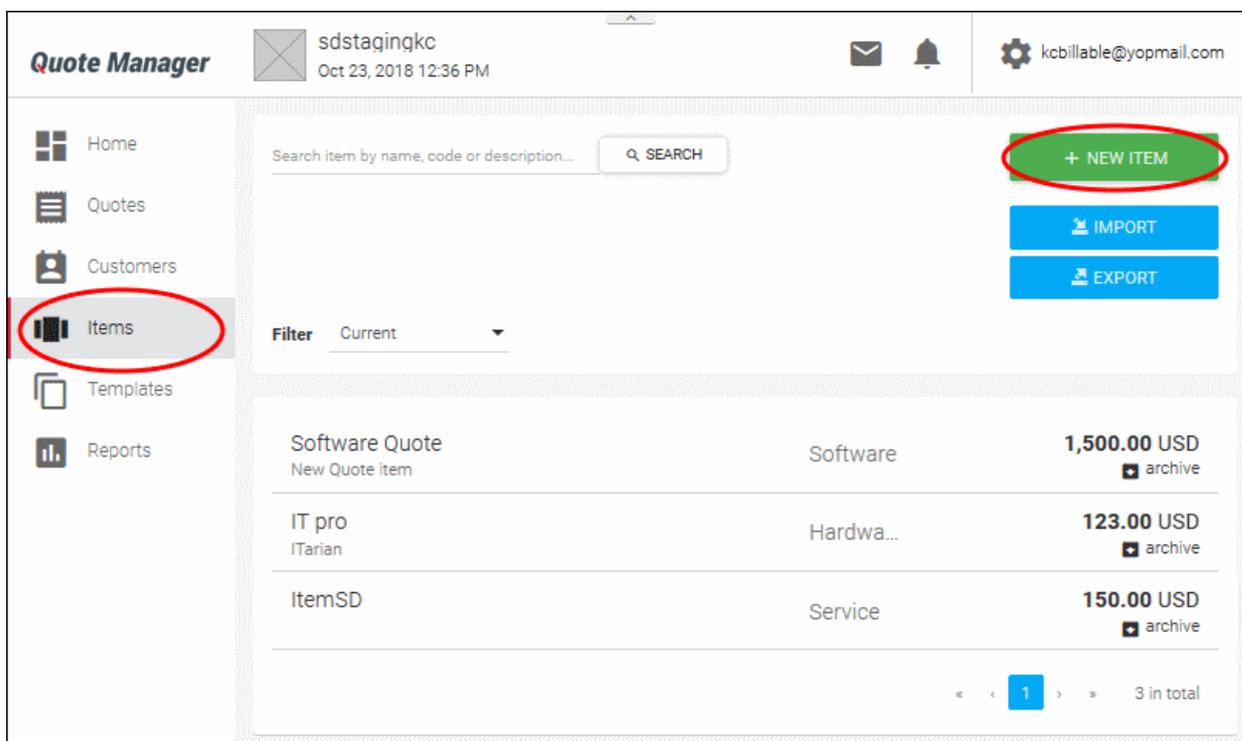
The right of the home screen shows a summary of processed quotes with their monetary values.

- The 'Display' drop-down lets you filter how much data is shown in the graphs:



## 3 Manage Items

- Click 'Items' in the left-hand navigation to open this interface
- 'Items' are the products and services for which you will quote prices to your customers
- The items interface lets you add products to the inventory and manage them
- Each item is identified by an 'Item Code' number, name and description
- You can specify a tax rate for each item in the quote
- Items that are outdated can be archived. Archived items can be reinstated to the current list at anytime



### Searching and Filtering options:

- To search for a specific item, enter the code, name or description in part or full, as search criteria in the Search field and click the magnifier icon. To remove the filter, click 'X' at the right of the search field.
- To filter the items based on their availability, choose the option from the 'Filter' drop-down. The available options are:
  - Current - Displays only those items that are currently available
  - Archived - Displays out-dated items, that are added to archive
  - Current and Archived - Displays both currently available and archived items

Following sections explain more about:

- **Add a New Item**
- **Add Bulk Items**

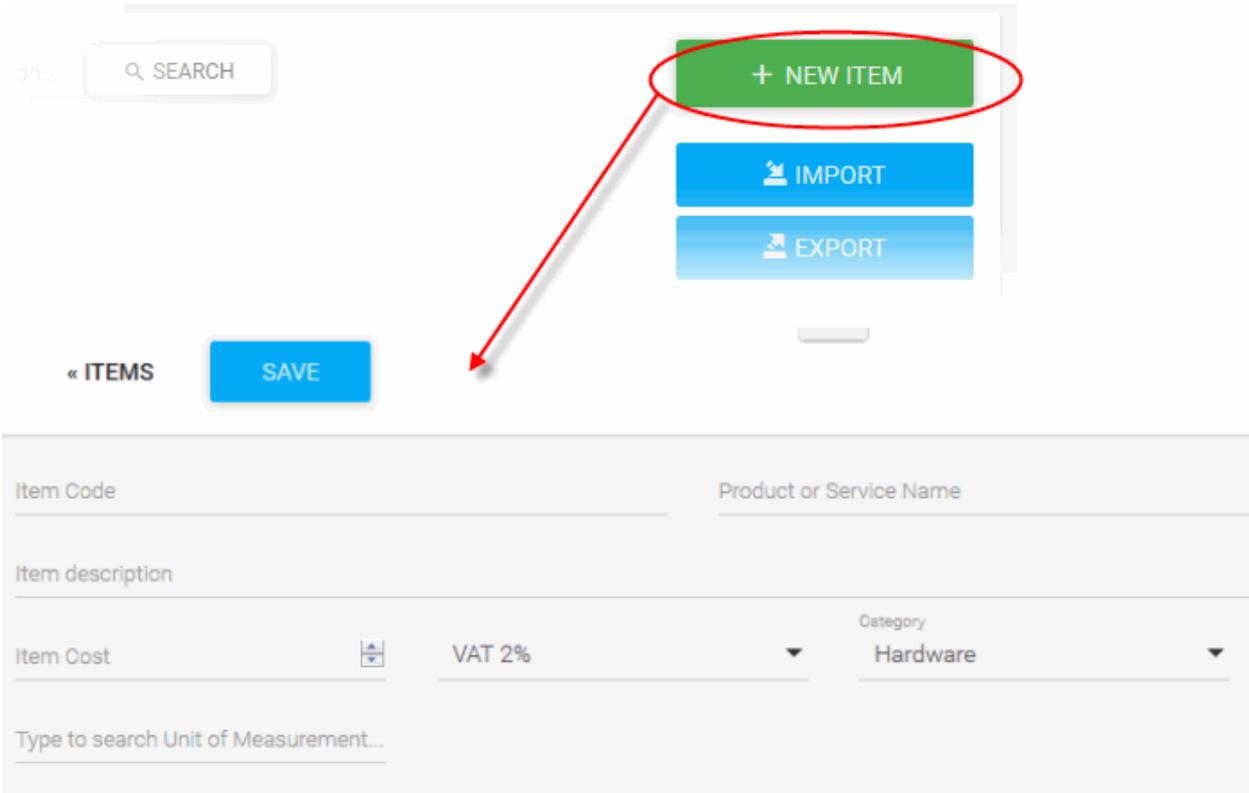
- [Edit an Item](#)
- [Archive Out-Dated Items](#)

## 3.1 Add a New Item

- You can add billable products or services to Quote Manager along with their price, item code, a short description and associated tax rate.
- Once created, you can add items to a quote by entering the product name or code.

### To add a new item

- Click 'Items' in the left menu
- Click '+ NEW ITEM'



The screenshot shows the Quote Manager interface. At the top, there is a search bar with the text 'SEARCH'. Below it, there are three buttons: '+ NEW ITEM' (green), 'IMPORT' (blue), and 'EXPORT' (blue). A red circle highlights the '+ NEW ITEM' button, and a red arrow points to it from the left. Below the buttons, there is a 'SAVE' button. The main content area is a form for adding a new item, with fields for 'Item Code', 'Product or Service Name', 'Item description', 'Item Cost', 'VAT 2%', 'Category' (set to 'Hardware'), and 'Type to search Unit of Measurement...'. The 'VAT 2%' field has a dropdown arrow, and the 'Category' field has a dropdown arrow.

On the new item form, please enter:

- **Item Code** - Enter your product's unique identifier. This can be a universal product code, serial number, RFID code or any other string your company wants to use to identify individual products. The field accepts alpha-numeric characters.
- **Product or Service Name** - Enter a label for the product or service
- **Item description** - Create a short overview of the item
- **Item Cost** - Enter the pre-tax price of the item
- **Default rate** - Choose the tax rate which applies to the item. Tax rates can be specified in the settings interface. See 'Configuring Tax Rates' for more details.
- **Category** - Choose the product area into which your item fits. Billed items are organized according to category on your quotes. Available categories are: Software, Hardware, Service
- **Type to search Unit Measurement** - For example, mm, gb, ml, inches, hours, unit. This unit of measurement will be added to the database and will be available for selection when you create future

items.

- Click 'Save'.

The item will be added to QM and can be included in any future quotes.

- Repeat the process to add more items.

## 3.2 Add Bulk Items

- The bulk item feature lets you import multiple product items into QM from a .csv file.
- You can also export all existing items to a .csv file.

The screenshot shows the Quote Manager interface. The top navigation bar includes the logo, user information (sdstagingkc, Oct 23, 2018 12:36 PM), and a settings icon with the email kcbillable@yopmail.com. The left sidebar contains menu items: Home, Quotes, Customers, Items (circled in red), Templates, and Reports. The main content area has a search bar with the text 'Search item by name, code or description...' and a 'SEARCH' button. To the right of the search bar are three buttons: '+ NEW ITEM' (circled in green), 'IMPORT', and 'EXPORT'. Below the buttons is a 'Filter' dropdown menu set to 'Current'. The main area displays a table of items:

Software Quote New Quote item	Software	1,500.00 USD archive
IT pro ITarian	Hardwa...	123.00 USD archive
ItemSD	Service	150.00 USD archive

At the bottom right of the table, there is a pagination control showing '1' in a blue box and '3 in total'.

### Import Items

- Click the  button, at the top right of the interface.
- Imported .csv files must have the following headers:
  - Code
  - Name
  - Description
  - Cost
  - Rate
  - Category
  - Unit Of Measurement
- If your organization already has a spreadsheet which contains this product information, then you may be able to work with it to create a document suitable for import.
  - Save a copy of your original document
  - Delete the columns that you don't need for the import

- Rename column headers to match those listed above
- Rearrange the columns to match the order listed above
- Save the file in .csv format
- The image below shows an example .csv file:

	A	B	
1	Code	Name	Description
2	Office furniture	Office furniture, table light-gray (40) chair blue (40)	Office furniture transportation
3		1 Windows OS	Software Purchase, SQL Server 2005 Standard Edition English MVL (x1)
4		2 Database and Application Servers	Hardware Leasing, 1CPU DUO CORE, 4GB RAM, 3 X GB, p yrs warranty (RAID 5) (x2)
5		3 Canon PIXMA MG3520 Wireless Inkjet All-in-One	The PIXMA MG3520 Wireless Inkjet Photo All-in-One delivers excellent quality and conv
6		10 Brother MFC-J5520dw Printer - Copier - Scanner	Inkjet all in one with duplex printing provides low cost printing, fast print speeds, up to 3!
7		40 Microsoft Wireless Touch Mouse 3KJ-00001 Model	Microsoft Wireless Touch Mouse w/BlueTrack Technology & Nano Transceiver (Black)
8		2 Transcend Pen Drive 4 GB	USB Pen Drive of 4 GB capacity
9		110 Transcend 4GB DDR3 1333 MHz Desktop Memory	Transcend 4GB DDR3 1333 MHz Desktop Memory
10		112 Ink Cartridge	4 X 25ml Bottle Black Color Ink Jet Cartridge Refill Kit for HP Canon Printer I
11	USB 01	Transcend 8 GB Pendrive	USB Pendrive of 8 GB capacity - Transcend Brand
12		100 Kingston KVR 4GB DDR3 Desktop Memory	Kingston KVR 4GB DDR3 1600 KVR16N11S8/4 PC3-12800 CL11 240-Pin DIMM Deskt
13		15 TNPL Platinum Xerox Paper - A4, 80 GSM, 500 Sheets	A4 Printing papers from TNPL (70GSM) - 500 sheets pack
14	CESM	Comodo Endpoint Security Manager Basic Edition	Comodo Endpoint Security Manager Basic Edition - 1 year/10 Endpoints
15	CISC	Comodo Internet Security - Complete	Comodo Internet Security - Complete 3PCs/1 year subscription
16		111 Printer Ink	400ml Premium refill ink kit for HP Canon Lexmark Dell Brother Epson printer
17	CESM SETUP	CESM Setup - 10	Setting up CESM on mini networks (Max 10 endpoints)
18	VPCS13CGX	Laptop	Sony Vaio
19		1 HP LaserJet 1020 Plus Printer	Bodywidth dimensions 370*209*242mm, compact, contoured sloping top. Easy to use a
20		450 Samsung 21" monitor	LED Monitor
21			

- Click 'IMPORT'. The products in the .csv will be added to the 'Items' interface.

## Export Items

This feature exports a .csv list of all items added to QM. The exported file includes the item code, product name, description, cost, and tax rate.

To export items:

- Click the  button, at the top right of the interface.
- The number of items present in the 'Items' interface will be downloaded.

## 3.3 Edit an Item

You can view and edit any item in the 'Items' interface.

- Click 'Items' in the left-hand menu
- Click the name of the item you want to edit

**Tip:** Use the search options to find specific items

The item's detail screen will open:

« ITEMS SAVE

Item Code	Product or Service Name		
001	Windows OS		
Item description			
Software Purchase, SQL Server 2005 Standard Edition English MVL (x1)			
Item Cost		VAT	Category
260	<input type="text"/>	2%	Software
Type to search Unit of Measurement...			
Unit			

The edit interface is the same as the add new item interface. See **adding an item** if you need help with this.

- Change the details as required and click 'Save'

If the item is outdated, you can archive the details from the options at the top right

- To archive the item, click the menu button at the top right and choose Archive from the options.

## 3.4 Archive Out-Dated Items

- Items which are no longer required can be archived.
- Archived items are hidden by default and are not available to add to a quote.
- You can reintroduce archived items to the live list if required.

### To archive an item

- Click 'Items' on the left to view your list of items
- Locate the item you wish to archive. Use the search feature if required.
- Click the 'Archive' icon at the end of the item row:

Microsoft Wireless Touch Mouse w/BlueTrack Technology & Nano Transceiver (Black)	<input type="checkbox"/> archive
Kingston KVR 4GB DDR3 Desktop Memory Kingston KVR 4GB DDR3 1600 KVR16N11S8/4 PC3-12800 CL11 240-Pin DIMM Desktop Me...	22.49 USD <input checked="" type="checkbox"/> archive
Transcend 4GB DDR3 1333 MHz Desktop Memory	21.99 USD

### To view archived items

- Click 'Items' on the left to view your list of items
- Click the 'Filter' drop-down and select 'Archived':

Search item by name, code or description...

**Filter** Archived ▾

Comodo Internet Security - Complete Comodo Internet Security - Complete 3PCs/1 year subscription	Hardware	94.99 USD <input type="button" value="unarchive"/>
Transend Pen Drive 4 GB	Hardware	8.99 USD

- Click the 'unarchive' icon if you want to re-instate the item

## 4 Manage Customers

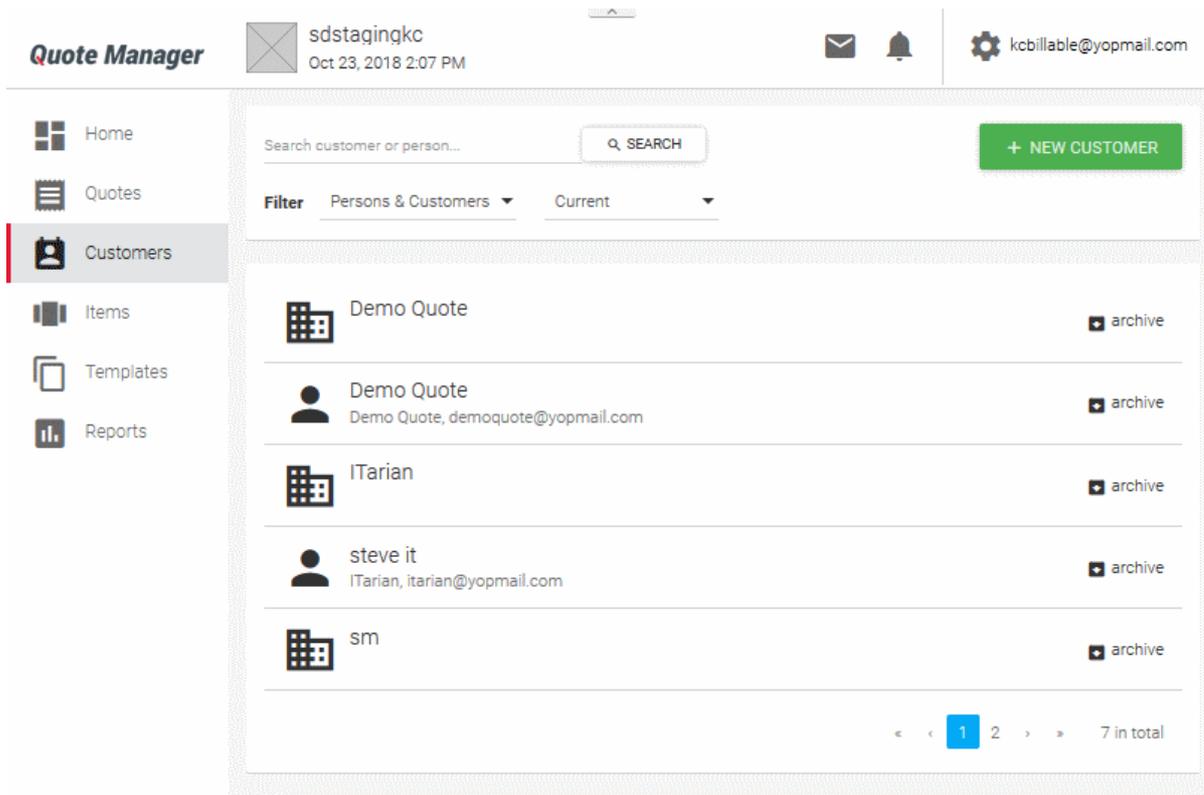
- Click 'Customers' on the left to open this interface

You can create two types of customers in Quote Manager:

- **Companies** - Organizations with whom you do business.
  - Customers you have to added to Comodo One (C1) are automatically added to Quote Manager as companies.
  - Company contact details are also imported. You can add new details or edit existing details of these companies. See **Edit a Customer** for help with this.
  - You also have the option to add new companies specifically in QM.
- **Persons** - Private individuals, or employees who work for a client company. You can generate quotes for a person in the same way as you would for a company.

After generating a quote for a customer, they will receive an email which contains a link to a hosted version of the quote.

- You can archive individuals and client companies with whom you no longer do business.
- Archived customers are not available for selection when creating a quote. Customers can be brought out of archive and back into the list of active customer at any time.



The customer list shows all existing customers you have added to QM. Click ' + New Customer ' to add a new company or person to the list.

- Use the search box to find a specific person or company. To remove the filter, click 'X' at the right of the search field.
- Use the filter drop-down to sort customers by type ('Persons', 'Companies' or 'Persons and Companies')
- You can further filter by contact availability:
  - Current - Individuals and companies which are enabled and to whom you can send quotes
  - Archived - Individuals and companies which are disabled and to whom you cannot send quotes
  - Current and Archived - Shows all individuals and companies.

See the following sections for more help:

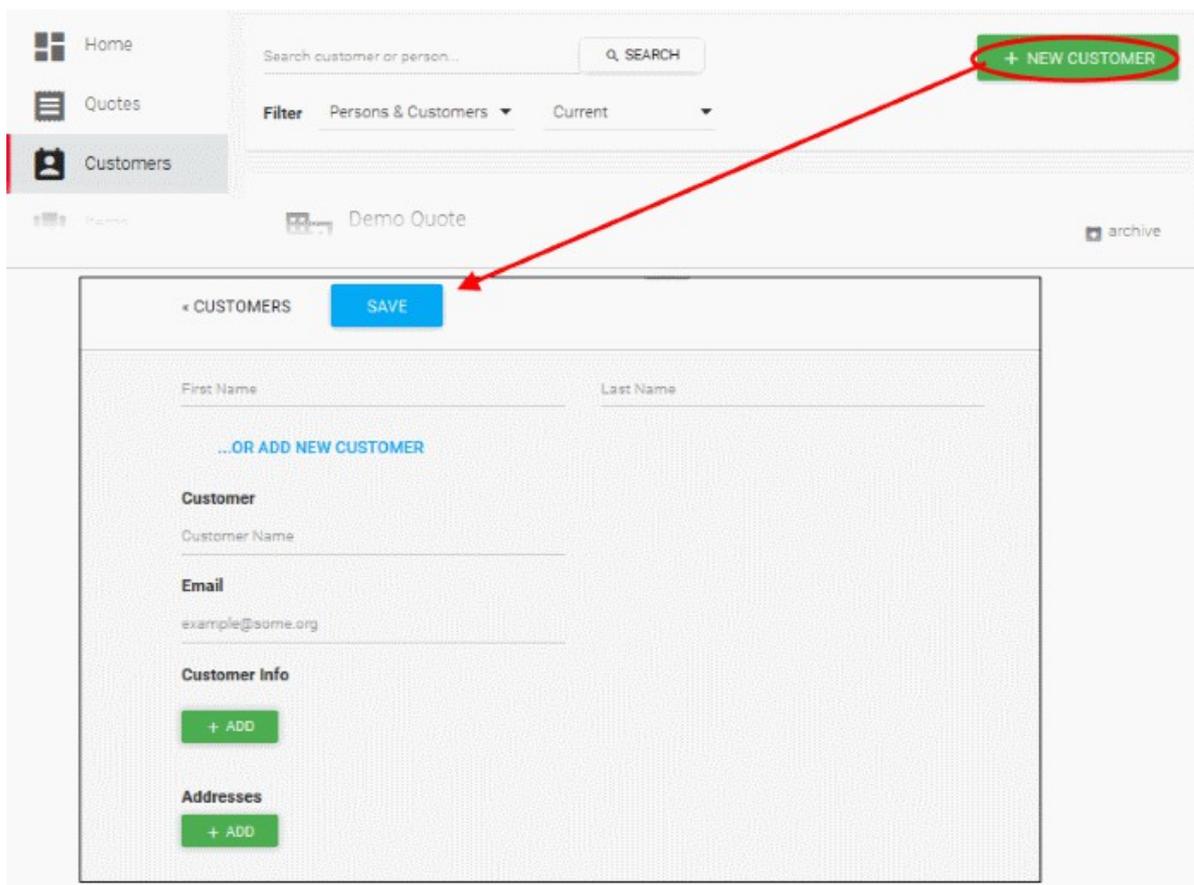
- [Add a New Customer](#)
- [Edit a Customer](#)
- [Archive a Customer](#)

## 4.1 Add a New Customer

You can specify name, company, phone, email, billing and shipping addresses in the contact details form for a new customer.

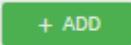
### To add a new customer

- Click 'Customers' > 'New Customer'
- This will open the 'Add new private customer' interface.
  - Click '...or add a new customer' to add a company instead.
- Enter the details of the company/person you want to add:



<changed image>

Adding a Customer - Form Parameter	
Form element	Description
First Name and Last Name	Forename and surname of the customer.
Company	<ul style="list-style-type: none"> <li>Person - Name of the company to which the person belongs.</li> <li>Company - Name of the company</li> </ul>
Email	<ul style="list-style-type: none"> <li>Person - Email address of the individual contact.</li> <li>Company - Email address of the contact person in the company</li> </ul>
Customer Info	<p>Add fields to store additional data above the customer. For example, phone number, FAX number, website, Skype ID etc.</p> <p><b>To add a field</b></p> <ul style="list-style-type: none"> <li>Click 'ADD'</li> <li>Choose the field from the drop-down.</li> </ul>

	<div data-bbox="879 197 1091 472"><p><b>Contact Info</b></p><p>Phone </p><ul style="list-style-type: none"><li>Phone</li><li>Skype</li><li>Site</li><li>Fax</li></ul></div> <ul style="list-style-type: none"><li>• Enter the detail</li></ul> <div data-bbox="655 546 1315 786"><p><b>Customer Info</b></p><p>Phone </p><p></p></div> <ul style="list-style-type: none"><li>• Click 'ADD' and repeat the process to add more fields</li><li>• To remove a field click 'X' at the right of it</li></ul>
Addresses	<p>Enter the billing and shipment address of the customer.</p> <p><b>To add an address</b></p> <ul style="list-style-type: none"><li>• Click 'ADD'</li><li>• Choose the address type from the drop-down.</li></ul> <div data-bbox="639 1122 948 1368"><p><b>Addresses</b></p><p>Shipment add </p><ul style="list-style-type: none"><li>Shipment address</li><li>Billing address</li></ul></div> <ul style="list-style-type: none"><li>• Enter the address for the chosen address type</li></ul> <div data-bbox="520 1447 1449 1977"><p><b>Addresses</b></p><p>Shipment add  </p><p>Street _____</p><p>Town _____</p><p>Region/State _____ Post Code _____</p><p>Country _____</p><p></p></div> <ul style="list-style-type: none"><li>• To add more address types and addresses, click 'ADD' and repeat the</li></ul>

	<p>process</p> <ul style="list-style-type: none"><li>• To remove an address click 'X' at the top right of the address</li></ul>
--	---

- Click 'SAVE' at the top to add the contact to the list.

The contact will be now available as a potential quote recipient.

- Repeat the process to add more customers.

## 4.2 Edit a Customer

- You can edit the details of an individual or company at anytime.
- Customers added via Comodo One (C1) can also be edited in Quote Manager.
- You can also add more fields and addresses for the customer.

### To edit contact details

- Click 'Customers' in the left menu
- Click on a customer name to view and edit their details

	Demo Quote	 archive
	Demo Quote Demo Quote, demoquote@yopmail.com	 archive
	ITarian	 archive

	Demo Quote	 archive
	Demo Quote Demo Quote, demoquote@yopmail.com	 archive

	ITarian	 archive
--	---------	---

← CUSTOMERS SAVE

---

Customer Name  
ITarian

[...OR ADD NEW PERSON](#)

**Email**  
itarian@yopmail.com

**Customer Info**  
Phone 0021458485 ×

+ ADD

**Addresses**  
Shipme ×

Street  
Anderson Street

Town  
New Jersey

Region/State  
New Jersey

Post Code  
07003

Country  
United States

+ ADD

The edit form is the same as the new customer form. See the previous section if you need help with the form fields.

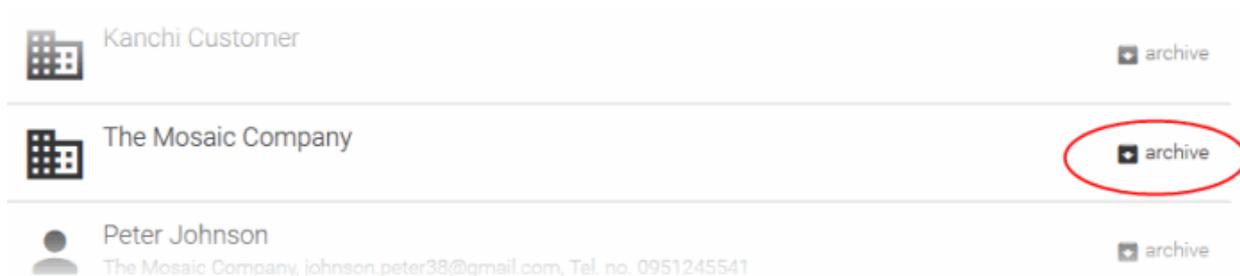
- Click 'Save' at the top to apply your changes.

## 4.3 Archive a Customer

You can archive companies for whom you no longer need to generate quotes. This will remove them from the list of active contacts. You can re-add the customer at anytime if required.

### To archive a customer

- Open the 'Customers' interface by clicking 'Customers' from the left side navigation
- Click on the Archive icon at the right end of the customer row



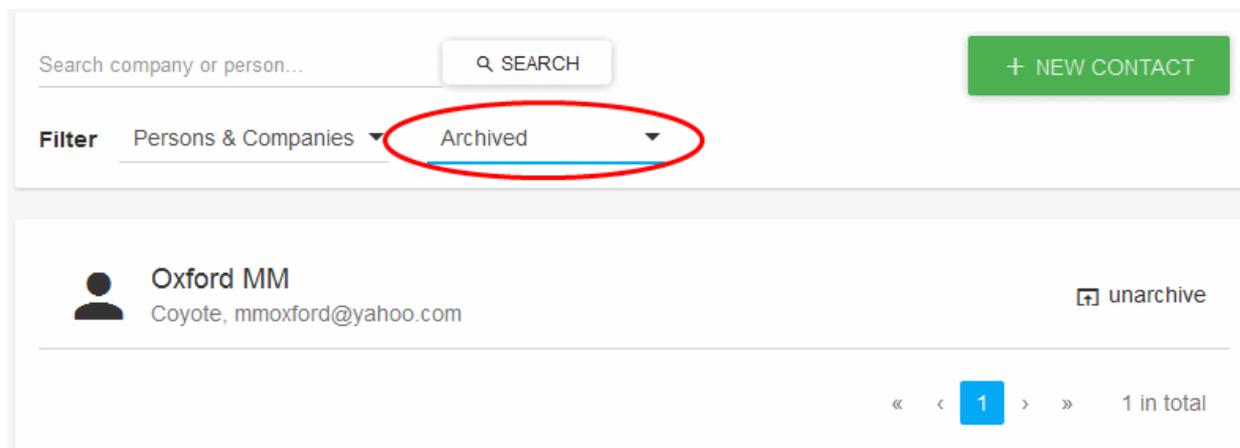
Alternatively, click on the customer to view the contact details, click the 'Options' button from the top right and choose 'Archive' from the drop-down.



The customer will be archived and will not be available for selection while creating a quote.

### To view the list of archived customers

- Open the 'Contacts' interface by clicking 'Contacts' from the left side navigation
- Choose the customer type from the left drop-down beside 'Filter'
- Choose 'Archived' from the right drop-down



- To re-add an archived customer to default available customer list, click the 'unarchive' icon at the right end of the customer row

## 5 Manage Quotes

The 'Quotes' interface allows you generate, view and manage customer quotes. You can perform the following actions on the 'Quote Manager' interface

- Create a new quote from scratch, or use a template to accelerate the process.
- View a list of all existing quotes, including quote status and value
- Open a quote and respond to customer feedback
- Set reminders about particular quotes.

**Tip:** You can also view and generate quotes from the 'Home' screen. See [The Home Screen](#) for more details.

- To open the 'Quotes' interface, click 'Quotes' from the left side navigation

The screenshot displays the 'Quote Manager' interface. At the top, there is a header with the user's name 'sdstagingkc', the date and time 'Oct 26, 2018 11:17 AM', and the email 'kcbillable@yopmail.com'. A left sidebar contains navigation options: Home, Quotes (selected), Customers, Items, Templates, and Reports. The main content area features a search bar with the text 'Search quote by title or customer...', a 'SEARCH' button, and a dropdown menu set to 'New Quote, no template'. Below the search bar is a 'Filter' dropdown menu set to 'Current & Archived'. The main area displays a list of quotes with the following details:

Quote Title	Status	Customer	Amount	Date	Time	Actions
test	published	ITarian, by kc billable	123.00 USD	Oct 22, 2018	1:26 PM	remind, X
printer quote	published	ITarian, by kc billable	1,770.00 USD	Oct 23, 2018	12:58 PM	remind, X
Printe ink cartridge	accepted	sm, by kc billable	236.00 USD	Oct 26, 2018	10:43 AM	archive, X
abc	published	Sam, by kc billable	1,770.00 USD	Oct 26, 2018	11:15 AM	remind, X

At the bottom of the list, there is a pagination control showing '1' of 4 items in total.

The interface displays the list of quotes with different statuses and allows you to add new and manage existing quotes.

### Searching and Filtering options:

- To search for a specific quote, enter the title of the quote or the contact detail of the customer in part or full, as search criteria in the 'Search' field and click the magnifier icon. To remove the filter, click 'X' at the right of the search field.
- To filter the list based on status, click the drop-down beside 'Filter'. The available options are:
  - Any Status - Displays all quotes.
  - Draft - Displays quotes that have been generated but not yet sent to the customer.
  - Published - Displays quotes that have been sent to the customer and are 'in-progress'. These quotes may be awaiting customer response or awaiting a reply to customer feedback.

- Accepted - Displays quotes that have been accepted by the customer.
- Rejected - Displays quotes that were rejected by the customer.
- Withdrawn - Displays quotes that were withdrawn by the administrator.
- You can further filter entries based on their availability:
  - Current - Displays all non-archived quotes.
  - Archived - Displays quotes whose 'expiry date' has passed.
  - Current and Archived - Displays both currently active and archived quotes.

See the following sections for more details on:

- [Generate a New Quote](#)
- [Answer Feedback and Process](#)
- [Set a Reminder](#)
- [View Quote Activity](#)

## 5.1 Generate a New Quote

Administrators can generate a price quote for any billable item.

### Prerequisites:

- At least one billable item has been added to the 'Items' list in QM. See [Add a New Item](#) for more details.
- At least one recipient company or individual has been added to the contacts list in QM. See [Manage Customers](#) for more details.

A quote can be generated in two ways:

- From the QM interface - Based on customer requests, administrators can generate a new quote from scratch or from a template. See [Create a New Quote](#) for more details
- From Service Desk - Service Desk staff may work on tickets which involve billable items. Staff can initiate quotes for these items from within the ticket. Such quotes are added to Quote Manager as a drafts with the prefix 'Service Desk'. See [Generate a Quote from Service Desk](#) for more details.

QM also allows you to customize the design of quotes in 'Settings' > 'Quote Appearance'. All styles you create will be available for selection when you generate a new quote. See [Quote Appearance Settings](#) for more details.

### Create a New Quote

New quotes can be created in both the 'Home' and 'Quotes' interfaces.

#### To generate a new quote

- First, choose a quote template from the drop-down on the right of the 'New Quote' button.
- Select 'New Quote, no template' to use the default style.



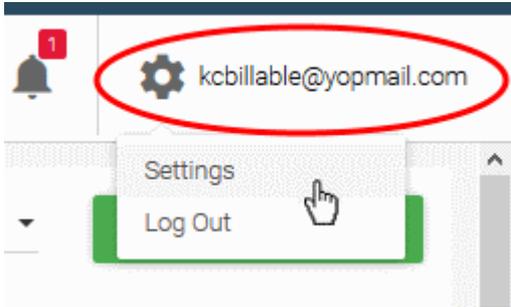
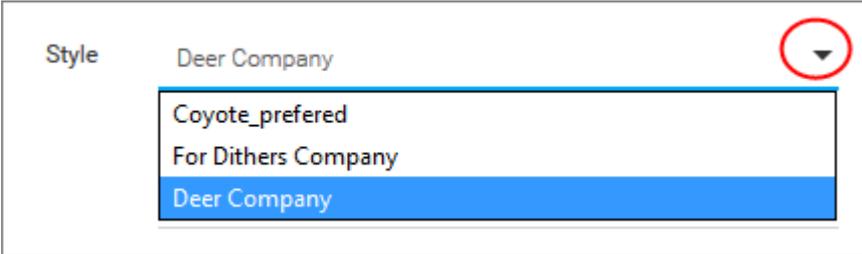
- See [Manage Quote Templates](#) if you want to learn more about templates.
- Next, click the '+NEW QUOTE' button

- Go through four steps to generate the quote form:
  - **Quote setup**
  - **Add items**
  - **Additional information**
  - **Summary**

## Step 1 - Quote setup

The Quote setup stage contains two areas:

- Quote setup
- Private note

Quote Setup - Description Form Fields	
*To	Select a recipient that you added in <b>Step 2 - Add Customers</b> . Enter a contact or company name in part or full. Matching contacts will be displayed for you to select.
*Subject	Subject line of the quote email which will be sent to your contact.
Expires on	<p>The date up to which the quote is valid.</p> <ul style="list-style-type: none"> <li>• This is set at 30 days in the future by default. Click the calendar icon to change the expiry date</li> <li>• To change the default date, click your user-name then 'Settings' &gt; 'Quote Default Settings'</li> </ul> 
Style	<p>Select the appearance of the quote.</p> <ul style="list-style-type: none"> <li>• 'My Style' is selected by default</li> <li>• To change the default quote style or add new styles, click your user-name then 'Settings' &gt; 'Quote Appearance'. You can upload your company logo, change font/header/link styles and more. You can save multiple quote styles</li> </ul>  <ul style="list-style-type: none"> <li>• Once saved, new styles will be available for selection in the 'Style' drop-down of the 'New Quote' form</li> </ul>
<b>Private notes</b> - Add comments for your reference and internal communication. These notes will not be shown in	

the quote sent to the customer.

Note heading	Title of your internal note
Note text	Internal information. To add additional notes for the quote, click the 'ADD ONE MORE NOTE' button:

+ ADD ONE MORE NOTE

Fields marked as \* are mandatory.

- Click 'Next' to proceed into the next step

## Step 2 - Add items

The 'Add items' stage allows you to fill out fields available in the customer quote page.

- Specify the currency which you want to use in quote. All items added to the quote are charged in the selected currency. You can specify the billed items parity directly affect a cost and whether the currency symbol or the currency name will be shown in the quote. See [Quote Currencies Settings](#) and [Quote Parity Settings](#) for more details.
- To add products to the quote, choose the category into which your item fits then start searching the item in

the text box as follow in **search item explanation** in the **Create a New Quote Template** section.

- If you wish to add a brand new item instead (one that does not exist in Quote manager), click the 'ADD NEW ITEM' button and follow the guidance in **Step 3 - Add Items**.
  - Repeat the process to add more items
  - To remove an item click 'X' at the right of the Item name
  - To re-order the items in the list use the 'Up' and 'Down' arrows at the right end of the item details
- Enter the discount that can be applied to the item price in the 'Quote discount' field.
- After creating the item, QM will return you to the 'Add items' interface with the new item added.

Once the item has been added, basic details will be auto-completed from database records:

- Code, name and description will auto-complete with the defaults on record for the item.
- You can modify 'Price', 'Quantity', 'Unit Of Measurement', 'Tax' and 'Quote discount' on the quote.
- Set a client discount (optional) Encourage further purchases by setting a % discount on the total price.
- Click '+ Add New Item' to add more products and services to the quote.
- The total value for all items, including tax, is displayed on the lower-right of the form.

« QUOTES

1 Quote setup 2 Add items 3 Additional information 4 Summary

Add items

Currency USD \$ Parity 1

Hardware Service Software

Search item in Hardware Type code, name or description of an existing item + ADD NEW ITEM

CODE	NAME	DESCRIPTION	PRICE	QUANTITY	UNIT OF MEASUREMENT	RATE, %	ITEM TOTAL
123	Printer	Hp	1500	1	GHZ	default	1,500.00

Quote discount, % 0

Sub-total	USD 1,625.00
Discount	USD 0.00
Pre Tax Total	USD 1,625.00
Tax	USD 292.50
Grand Total including tax	USD 1917.50

Previous Next

- Click 'Next'

## Step 3 - Additional Information

The 'Additional Information' step allows you to define whether your image signature and contact details such as phone, email, website and heading and / or footer will be displayed in the quote page.

1 Quote setup      2 Add items      3 Additional information      4 Summary

### Additional information

Signature *Tuticorin*

---

Contacts details [Select all](#)

Phone example +91-123456789

E-mail sdstagingko@yopmail.com

Website [NO WEBSITE]

Header Quotes for Tuti

Footer Tuticorin Pvt Ltd

[Previous](#) [Next](#)

- Click 'Next'

## Step 4 - Summary

The 'Summary' stage displays the Quote overview page and summarized data and signature provided during the quote page creation.

• QUOTES

SEND
SAVE QUOTE AS DRAFT

1  
Quote setup

2  
Add items

3  
Additional information

4  
Summary

**Review**

Quote for Printers

Quotes for Tuticorin

HARDWARE	
Printer	USD 1,500.00
Hp	x1 GHZ USD 1,500.00

SERVICE	
Services	USD 125.00
IT services	x1 Hours USD 125.00

Sub-total	USD 1,625.00
Pre Tax Total	USD 1,625.00
Tax	USD 292.50
<b>Grand Total including tax</b>	<b>USD 1917.50</b>

Tuticorin

Tuticorin Pvt Ltd

adst...

Quote Number  
581

For  
Sam

To  
Tuticorin Sam

Created  
Oct 26, 2018  
11:38 AM

Expires  
Jan 24, 2019  
12:27 PM

From  
kc billable

Email  
adstagingkc@yopmail.com

DOWNLOAD PDF

Previous

SEND

SAVE QUOTE AS DRAFT

- Click 'SAVE QUOTE AS DRAFT'. The quote will remain in 'Draft' status until you send it.
- To forward the quote to the customer from QM, click the 'Send' button. The quote 'Status' will change to 'Published'.

A mail will be sent to the customer with a link to view the Quote page.

## New quote: abc

**From:** staging-noreply@c1communication.com

**Date:** 2018-10-26 17:15

Encoding: English

### New Quote Created

**Hi Tuticorin Sam, sdstagingkc has prepared a quote for you**

You can review and discuss or accept the quote by clicking this link:

<https://staging.quote.comodo.com/quotefeedback/#/75415480-d910-11e8-8ba5-a9b426c7e19b>

Sincerely yours, kc billable ,  
sdstagingkc

*Copyright © 2018 - All rights reserved.*

- Clicking the link in the mail will take the customer to the quote page.

Quote for Printers

Quotes for Tuti

HARDWARE	
Printer	USD 1,500.00
	x1 GHZ
Hp	<b>USD 1,500.00</b>

SERVICE	
Services	USD 125.00
	x1 Hours
IT services	<b>USD 125.00</b>

Sub-total	USD 1,625.00
Tax	USD 292.50
<b>Grand Total including tax</b>	<b>USD 1,917.50</b>

## Tuticorin

Tuticorin Pvt Ltd

Quote Number  
581

For  
Sam

To  
Tuticorin  
Sam

Created  
Oct 26,  
2018  
11:28 AM

Expires  
Jan 24,  
2019  
12:27 PM

From  
kc billable

Email  
sdstagingkc@yopmail.com

[\*\*DOWNLOAD PDF\*\*](#)

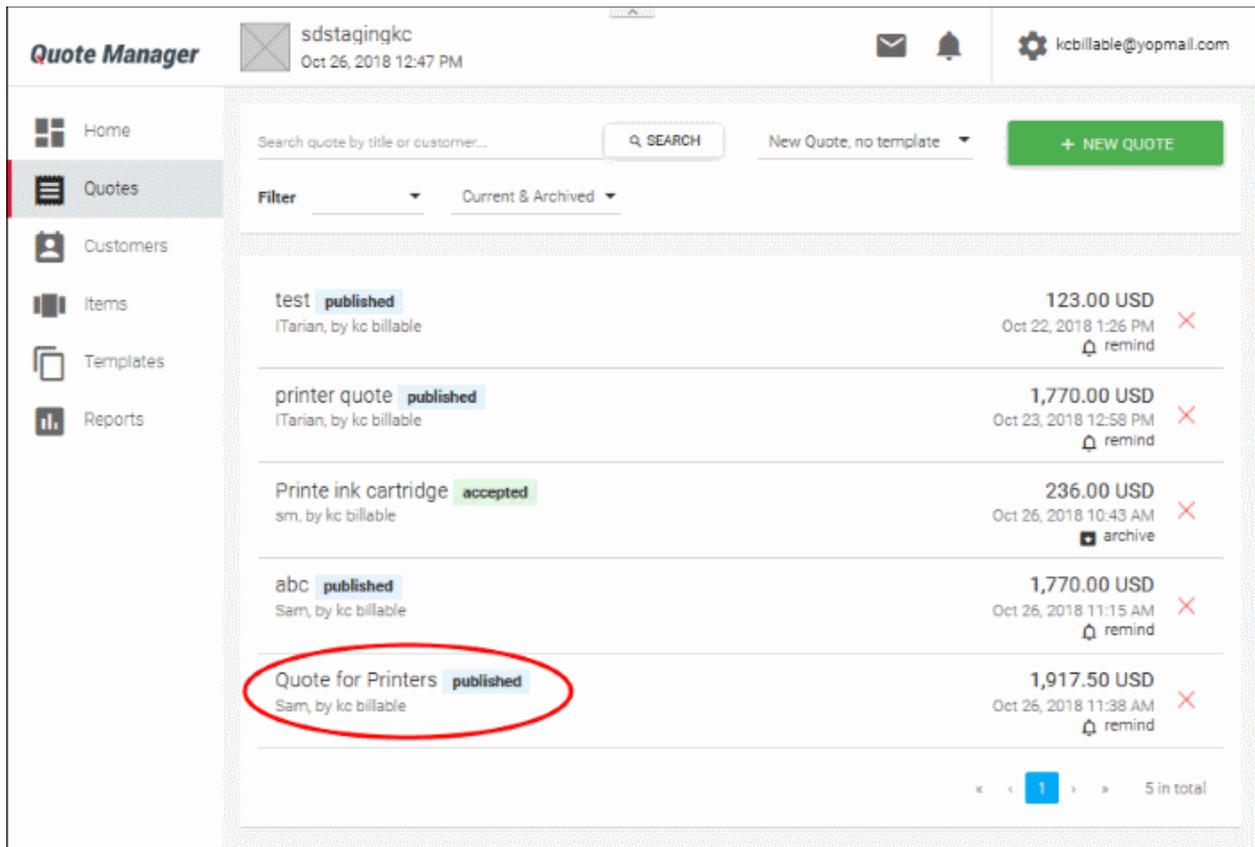
Feedback

▶ POST
CANCEL

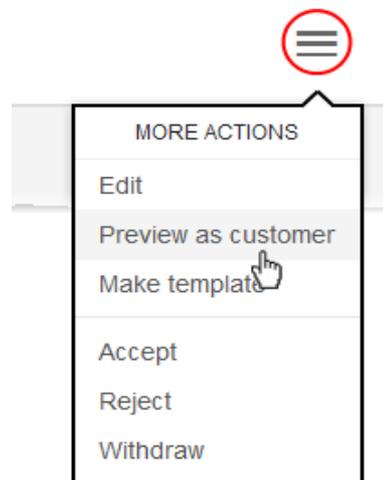
Yes, I agree to accept this quote

✓ ACCEPT QUOTE
REJECT

- The customer will be able to send a feedback on the quote to QM, by entering their message in the Feedback field. See **Answer a Feedback** for more details on answering the feedback.
- The quote will be added to the list in the quotes interface with the status 'Published'.
- If you have skipped sending the quote to the customer, the quote will be saved as a draft.



- Click on the name of a quote to view, edit or forward a draft.
- Click 'Options' at top right, to perform various actions on it



- Edit - Allows you to add or remove items, categories, change title, header/footer text and more
- Preview as customer - Displays the quote page as it would be shown to the customer
- Make Template - Allows you to save the quote as a template, if you want to re-use the quote for other customers
- Accept - Change the status of the quote to 'Accepted' if it is accepted by the customer by any out-of-band communication
- Reject - Change the status of the quote to 'Rejected' if it is rejected by the customer by any out-of-band communication

- Withdraw - Withdraws the quote from the customer.

## Generate a Quote from a Service Desk Ticket

Quotes that arrive from the Service Desk module will have the suffix 'Service Desk' in the title. You can edit the quote to add items and forward it to the customer:

The screenshot displays a notification card at the top with the following text: "ServiceDesk: Enquiry for Quote for printer", "Sam, by ServiceDesk", "0.00 USD", "Oct 29, 2018 6:32 AM", and a "remind" bell icon. Below this, the main quote details view is shown, including a navigation bar with "HOME" and a menu icon. The quote title is "ServiceDesk: Enquiry for Quote for printer". The pricing table shows:

Sub-total	USD 0.00
Tax	USD 0.00
<b>Grand Total including tax</b>	<b>USD 0.00</b>

Additional details include: Quote Number 582, For Sam, To Tuticorin Sam, Created Oct 29, 2018 6:32 AM, Expires Jan 27, 2019 6:32 AM, and From ServiceDesk. There are buttons for "DOWNLOAD PDF" and "DELETE". The "Private notes" section contains:

- ServiceDesk Ticket ID: 2113
- ServiceDesk Ticket Link: <https://sdstagingko.staging.servicedesk.comodo.com/scp/tickets.php?id=2113>
- ServiceDesk Notes: Request for Quote

At the bottom, there is a "HIDE QUOTE ACTIVITY" link and a timestamp "Oct 29, 2018 6:32 AM" with the note "Quote created by ServiceDesk".

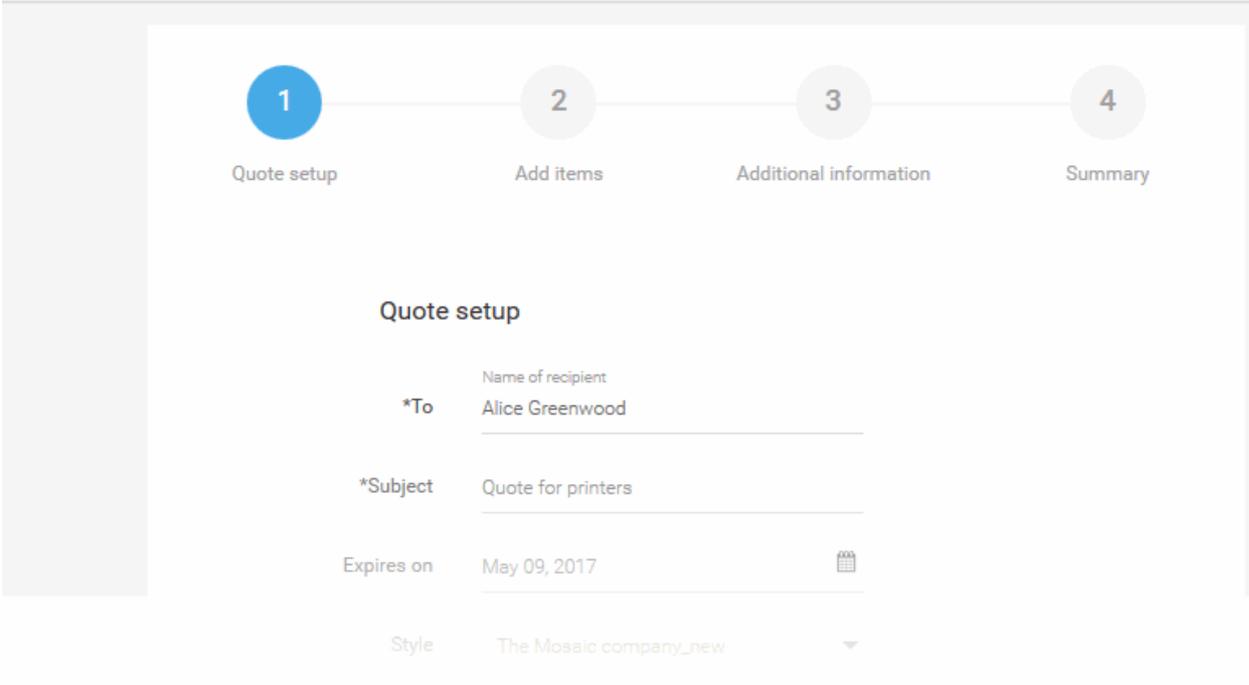
The quote details screen contains the details of the service desk ticket, internal notes from the service desk staff and a link to access the ticket.

### To generate the the quote from the draft

- Click the draft ticket from the 'Quotes' interface or 'Home' screen, to open the quote details screen
- Click 'Options' menu at the top right of the details screen and select 'Edit'

The form for creating a quote will open with the quote workflow pre-populated.

« QUOTES



1 Quote setup      2 Add items      3 Additional information      4 Summary

**Quote setup**

Name of recipient  
\*To Alice Greenwood

\*Subject Quote for printers

Expires on May 09, 2017

Style The Mosaic company\_new

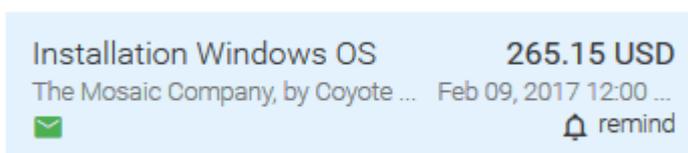
- Enter the details of the customer and items to be included in the quote.

The process is similar to adding details for a new quote and forwarding the quote to the customer. See the [explanation above](#) for more details.

## 5.2 Answer Feedback and Process Quotes

There are two ways you can view and answer customer responses:

- Click the number next to the mail icon in the title bar:
- Click the mail icon on the quote in the home screen:



### View customer responses

- Click on a quote which has the mail icon under on it on the home screen

or

- Click on the mail icon on the title bar
- The quote details page will open with the feedback message from the customer.

The screenshot displays a 'Private notes' section with a 'DOWNLOAD PDF' button. It lists 'ServiceDesk Ticket ID' as 16 and provides a 'ServiceDesk Ticket Link' to a Comodo ServiceDesk page. Under 'ServiceDesk Notes', it says 'Send a quote for transend 8gb pendrive'. A 'Feedback' box contains a message from 'Oxford MM' dated 'Apr 04, 2016 10:52 AM' asking for a discount. Below the feedback box are two buttons: 'ANSWER' and 'DISMISS - NO NEED TO ANSWER'. At the bottom of the section is a 'SHOW QUOTE ACTIVITY' link.

- Enter your response in the box provided and click 'Answer'.
  - The quote will be updated and a notification mail sent to the customer.
  - The customer will be able to view your answer, continue negotiation or accept/reject the quote.
- If you do not wish to answer, click DISMISS - NO NEED TO ANSWER. The quote will be paused. You can start re-processing the quote from the next response message from the customer.

The conversion can be continued in the same manner. The quote may be accepted, rejected or withdrawn.

### Acceptance or Rejection of the quote:

The customer can accept to the quote or reject it by clicking the 'Accept Quote' or 'Reject' at the bottom left of the Quote page as shown below. The status of the quote will be changed to 'Accepted' or 'Rejected' accordingly.

Feedback

**Peter Johnson** Feb 10, 2017 3:05 PM  
Hi. Thank you for sending the quotation. The price is not exceed our budget. bargain with the respective vendor to confirm the cost.

**Coyote Wile** Feb 10, 2017 3:06 PM  
Contact with us within two days.

Yes, I agree to accept this quote

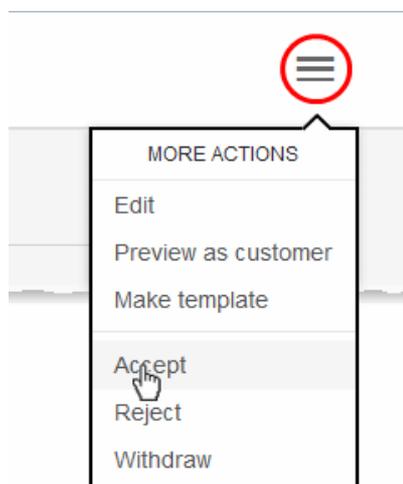
## Terms and Conditions

The prices are indicated based on the current cost as quoted by the sellers. The sellers take the responsibility of delivery of the items.

If the customer sends the acceptance or rejection message through any out of band communication method like phone or email, you can move the quote to accepted/rejected status from the quote details page.

### To accept or reject a quote based on customer feedback

- Click your quote from the 'Home' screen or 'Quotes' interface to open the quote details
- Click the options icon at the top right of the quote details page and select 'Accept' or 'Reject':



Once the quote is accepted, you can arrange for delivery of the item. If a quote is accepted or rejected, you can

archive the quote. See [Archiving a Quote](#) for more details.

## Withdrawing a Quote

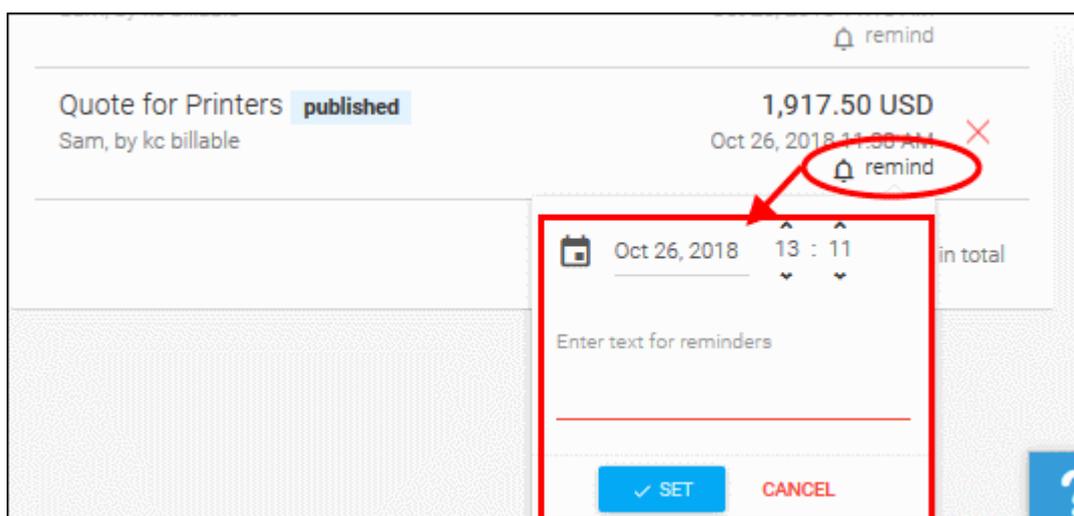
You can withdraw quotes that are no longer required or valid. The customer will not be able to view the withdrawn quote, but it will stay in the 'Quotes' interface with the status 'Withdrawn'. You can archive the quote if required. See [Archive a Quote](#) for more details.

## 5.3 Set a Reminder

- Quote Manager allows you to set internal reminders for quotes that are in process.
- For example you may wish to send a followup message to a customer if they have not replied within a certain time.
- You will be alerted at the specified time by the notification icon at the right of the title bar.

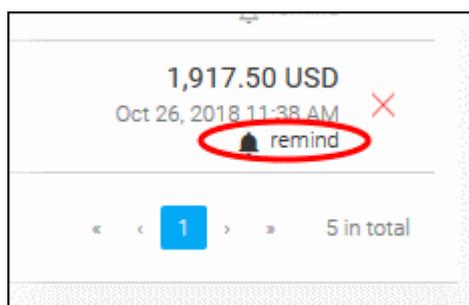
### To set a reminder

- Open the 'Home' screen or the 'Quotes' interface to view the list of quotes
- Choose the quote for which you wish to set the reminder and click 'remind' icon at the right end of the quote row



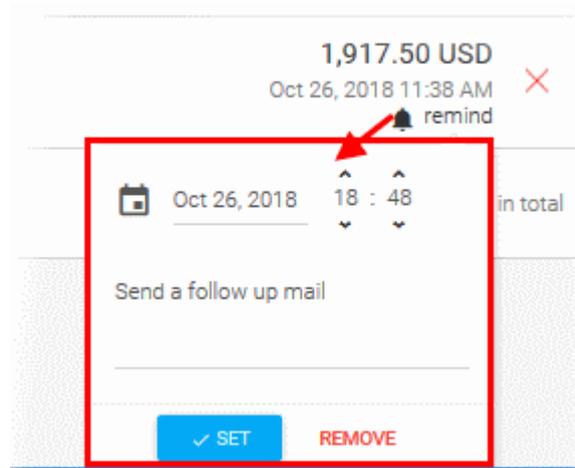
- Set the date and time you wish to be reminded
  - Click the calendar icon and select the date
  - Enter the time using the HH:MM combo boxes
- Enter the reminder text to be displayed in the text field and click 'SET'

The reminder will be set and the bell icon in the quote will turn black.



- Clicking the bell icon at anytime displays the reminder and allows you to edit the date/time and the

message.

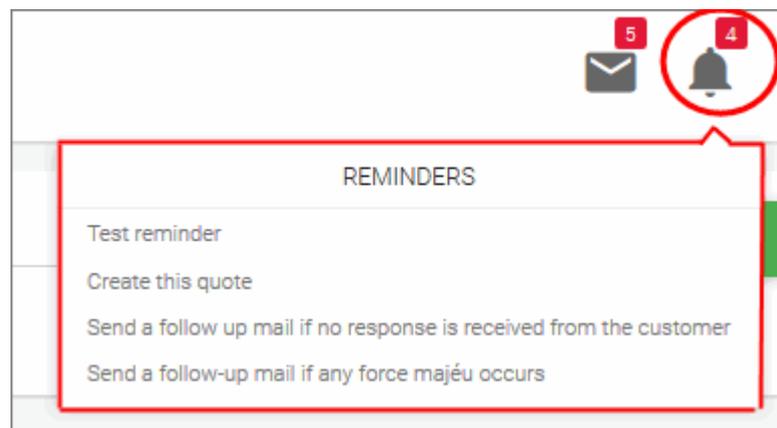


- To remove the reminder, click 'REMOVE'

On the set time, the administrator will be alerted by the notification icon  at the right of the title bar.

#### To view the reminder

- Click the notification icon



The list of reminders pending at that time will be displayed.

- Clicking the reminder will open the respective quote.

## 5.4 View Quote Activity

The 'Quotes' interface shows interactions between your team and your customers.

#### View activities on a quote

- Click 'Quotes' in the left-hand menu
- Click on a quote name to open its details page:

**Quote for Printers**

Quotes for Tuticorin

HARDWARE	
Printer	USD 1,500.00
	x1 GHz
Hg	USD 1,500.00

SERVICE	
Services	USD 125.00
	x1 Hours
IT services	USD 125.00

Sub-total	USD 1,625.00
Tax	USD 292.50
<b>Grand Total including tax</b>	<b>USD 1,917.50</b>

**Tuticorin**

Tuticorin Pvt Ltd

sdstagingkc

Quote Number: 581

For: Sam

To: Tuticorin Sam

Created: Oct 26, 2018 11:28 AM

Expires: Jan 24, 2019 12:27 PM

From: kc billable

Email: sdstagingkc@yopmail.com

[DOWNLOAD PDF](#)

[DELETE](#)

[SHOW QUOTE ACTIVITY](#)

- Click 'Show Quote Activity' at the foot of the page

The activities taken place on the quote will be displayed in chronological order.

[^ HIDE QUOTE ACTIVITY](#)

Oct 26, 2018 12:37 PM	Quote updated by kc billable
Oct 26, 2018 12:37 PM	Quote published by kc billable
Oct 26, 2018 11:38 AM	Quote created by kc billable
Oct 26, 2018 11:38 AM	Quote published by kc billable

<changed image>

## 5.5 Archive a Quote

- Archived quotes are hidden from the list in the 'Home' and 'Quotes' interfaces. You may want to archive a quote if it is accepted, rejected or withdrawn.
- You can re-add archived quotes to the live list at anytime.
- Click 'Quotes' on the left to open the quotes interface.
- Click the 'Archive' icon at the right end of the quote:

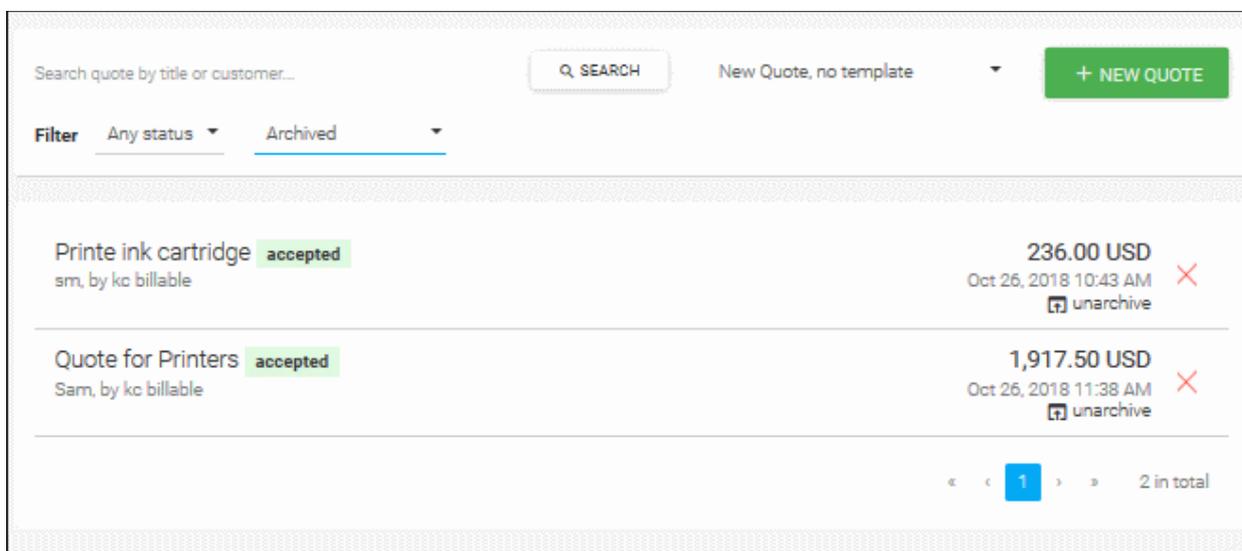


**Note:** The archive icon is only available for the quotes with the statuses 'Accepted', 'Rejected' and 'Withdrawn'.

The quote will be moved to archive.

### To view the list of archived quotes

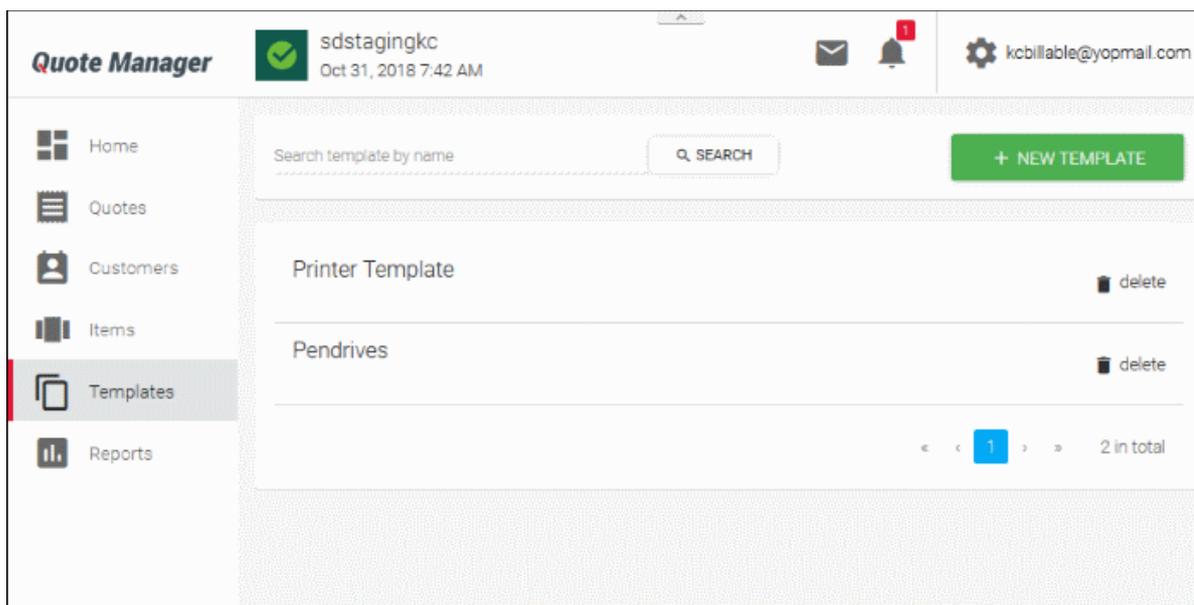
- Click 'Quotes' in the left side navigation
- Select the status filter criteria for the list of archived quotes you wish to view, from the left drop-down, beside 'Filter'
- Select 'Archived' from the right drop-down, beside 'Filter'.



- Click the 'Unarchive' icon at the right end of the quote row, to re-add an archived quote to list of live quotes.

## 6 Manage Quote Templates

- You can create reusable quote templates with specific products, prices and layout for your most frequently requested items.
- Templates save time by letting you create quotes for repeat orders without re-entering product information every time.
- Click 'Templates' on the left to open the interface:



- The interface shows all templates added to Quote Manager and lets you add and manage new templates.
- Use the search box to find specific templates

Visit the following sections for more help:

- [Create a New Quote Template](#)
- [Remove a Quote Template](#)

### 6.1 Create a New Quote Template

- You can create quote templates for frequently requested orders. Each template includes specific items and prices.
- You choose the template just before clicking the '+ New Quote' button:



- You can, of course, customize the details in the template as you go through the new quote wizard
- An existing quote can also be used as the basis of a template.

### Create a new template

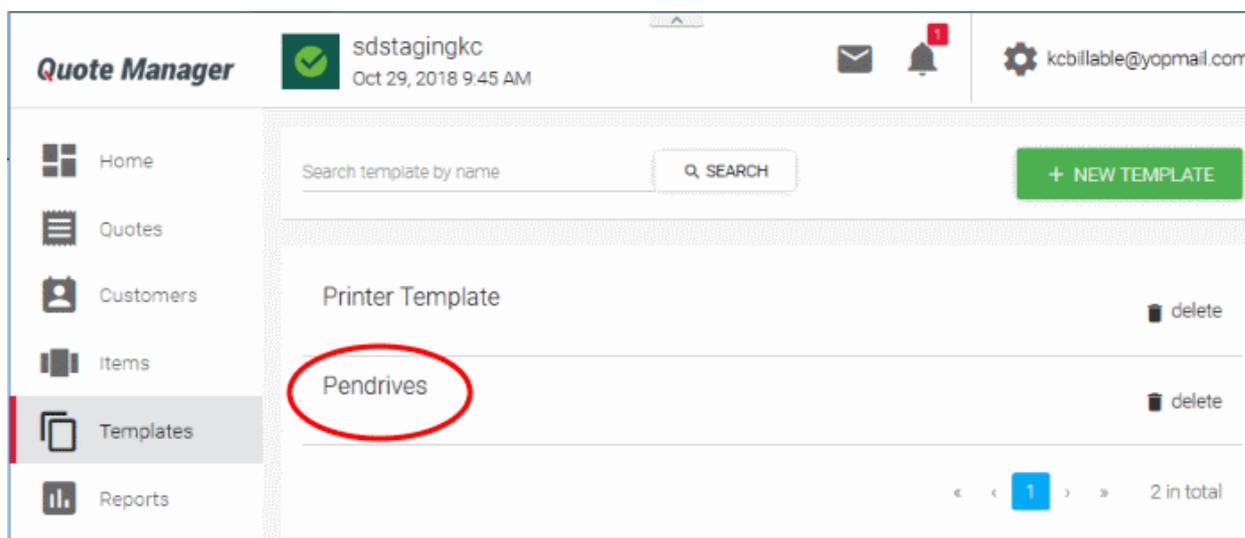
- Click 'Templates' in the left-hand menu
- Click '+ NEW TEMPLATE ':

- Complete the new template form. Form fields are explained below:

Add New Template - Description of Form Parameters	
Title of the Template	Name of the template. For example, you could name the template after the products offered therein.
Style	<p>Select a design for the template. The style determines the logo placement, colors and fonts used in the quote.</p> <p>To add/manage styles:</p> <ul style="list-style-type: none"> <li>• Click the gear icon at top-right then choose 'Settings'</li> <li>• Click 'Quote Appearance'</li> <li>• Configure your logo, color scheme and font.</li> <li>• Select 'Make Default' in the 'Title' row to have this style presented first in the 'Style' drop-down.</li> </ul>

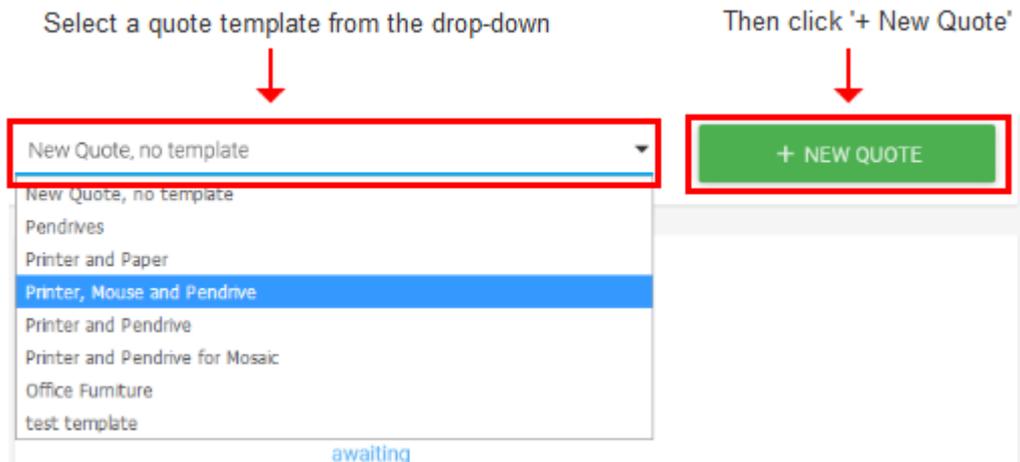
	<ul style="list-style-type: none"> <li>Click '+ ADD' at the bottom of the page to create a new style.</li> <li>See <b>Quote Appearance Settings</b> for more details.</li> </ul>
Header	<p>Text which appears just underneath the subject of the quote.</p> <ul style="list-style-type: none"> <li>Subject (H1 - main heading of the quote)</li> <li>Header (H2 - sub-heading)</li> </ul> <p>For example: Quote for IT Services (subject) From Acme MSP inc. (header)</p>
Footer	<p>Text which appears directly underneath the product and price summary. For example, 'All prices include sales and tax'.</p> <p>Note - this is not the 'contact details' footer which appears at the bottom of the quote page.</p>
Product Category Details	<p>Add items (your products and services) to the template.</p> <ul style="list-style-type: none"> <li>You can select items in three categories - Hardware, Software and Service</li> <li>Use the search box to quickly find existing items.</li> <li>You must have created some items before you can use this field. <ul style="list-style-type: none"> <li>Click 'Items' in the left-hand menu to view and edit existing items.</li> <li>Click '+ New Item' to create a new product or service.</li> <li>You can create tax rates by clicking the cog icon at top-right &gt; settings &gt; Tax rates</li> <li>You can set taxes on specific items when you create the item.</li> </ul> </li> <li>Each item you add to the template is accompanied by its code, price, description and tax rate. You can change the item quantity as required. These details are shown in the final quote.</li> </ul>

- Click 'Save' to commit your template to the library.



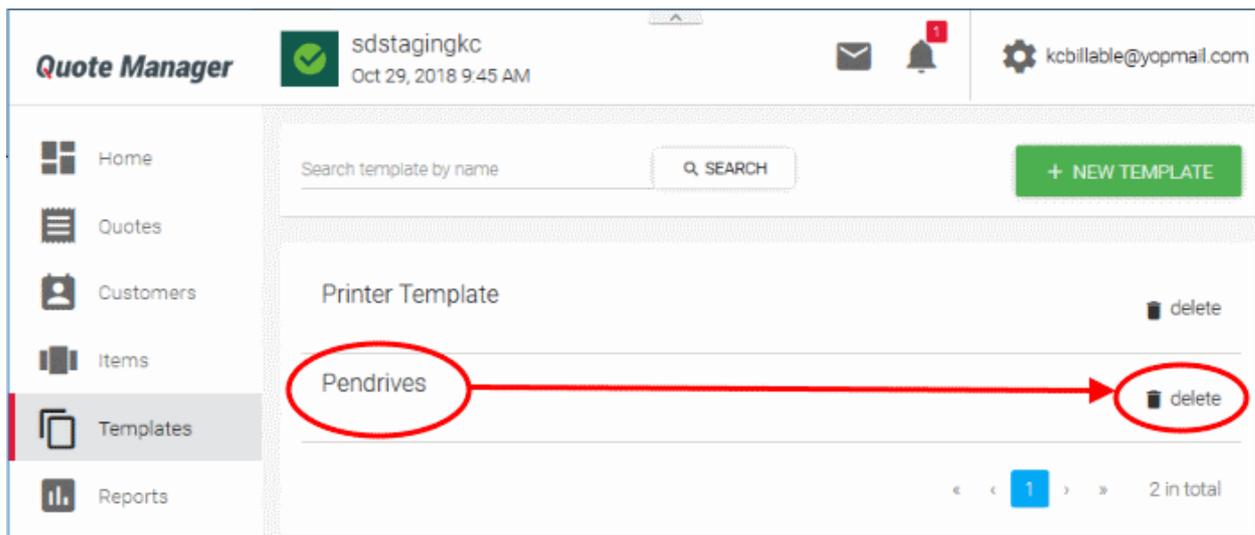
- You can now use the template as the basis of a new quote:
  - Go to the Quote Manager home page
  - Select your quote from the drop-down

- Click '+ New Quote'



## 6.2 Remove a Quote Template

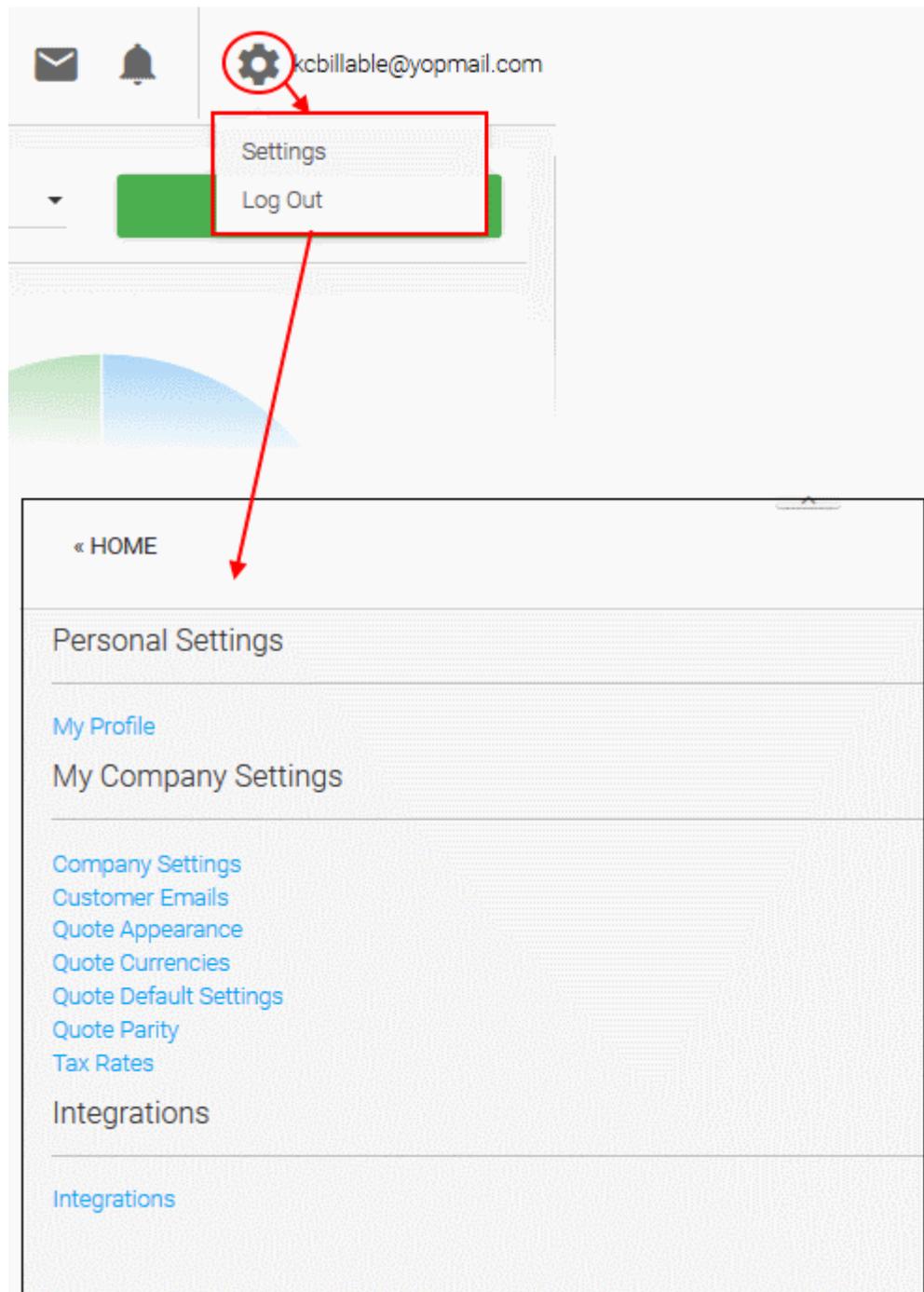
- Click 'Templates' in the left-hand menu
- Click the trash-can icon on the right of the template you want to delete:



## 7 Settings

- Click the gear icon next to your user name at the top-right. Choose 'Settings' from the drop-down:

The settings menu lets you configure every aspect of your quotes. See the following sections for more details on each:



- **Personal Settings**
- **My company Settings**
  - **General Settings**
  - **Quote Appearance Settings**
  - **Configure Email Templates**
  - **Configure Company Settings**
  - **Quote Parity Settings**
  - **Quote Currencies Settings**
  - **Configure Tax Rates**
- **Configure Integrations**

## 7.1 Personal Settings

'My Profile' lets the current user edit their name, time zone and signature.

To configure your profile settings

- Click the gear icon at the top right to open the 'Settings' page
- Click 'My Profile' under 'Personal Settings'

« QUOTES

Personal Settings

**My Profile**

My Company Settings

Company Settings  
Customer Emails  
Quote Appearance  
Quote Currencies

SAVE CANCEL

My Profile

**Your Name**  
First Name Last Name  
kc billable Quotes

**Timezone**  
(+00:00 GMT) Etc/Greenwich

**Signature**  
Upload your signature (JPG or PNG, 500kb max)  
REMOVE

*Tuticorin*

- **First name / Last name** - Used to populate the 'From' field in a quote.
- **Timezone** - Choose your time zone of your current location.
- **Signature** - Upload a .png or .jpg image of your signature (max. size 500 kb). You can add your signature to a quote if required. It will appear immediately underneath the tax summary.

(+00:00 GMT) Etc/Greenwich

---

**Signature**

 *Tuticorin*

 Upload your signature (JPG or PNG, 500kb max)

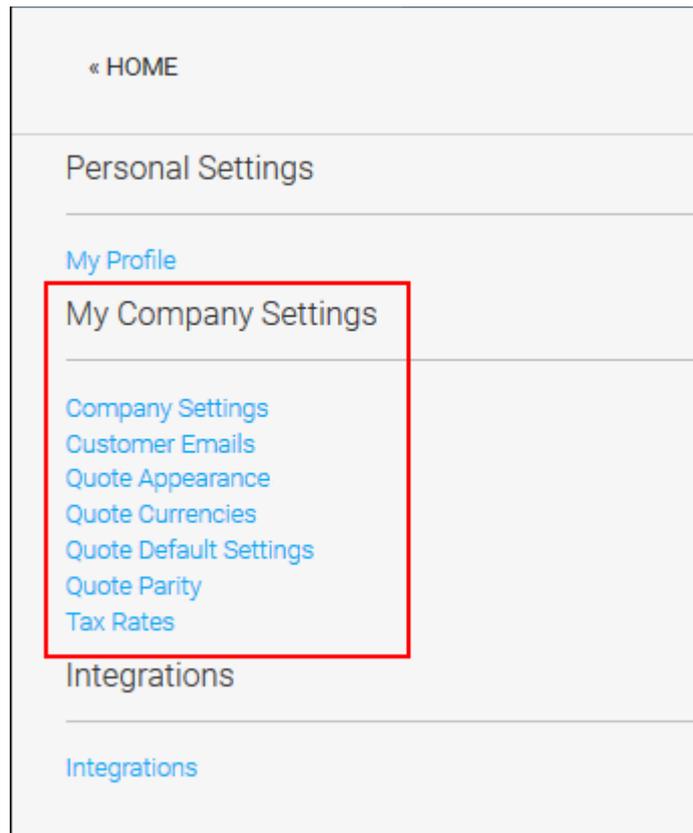
---

**REMOVE**

- Click 'Save' for your changes to take effect

## 7.2 My Company Settings

The 'My Company Settings' area lets you configure company details, emails, quote settings, currencies and item tax rates.

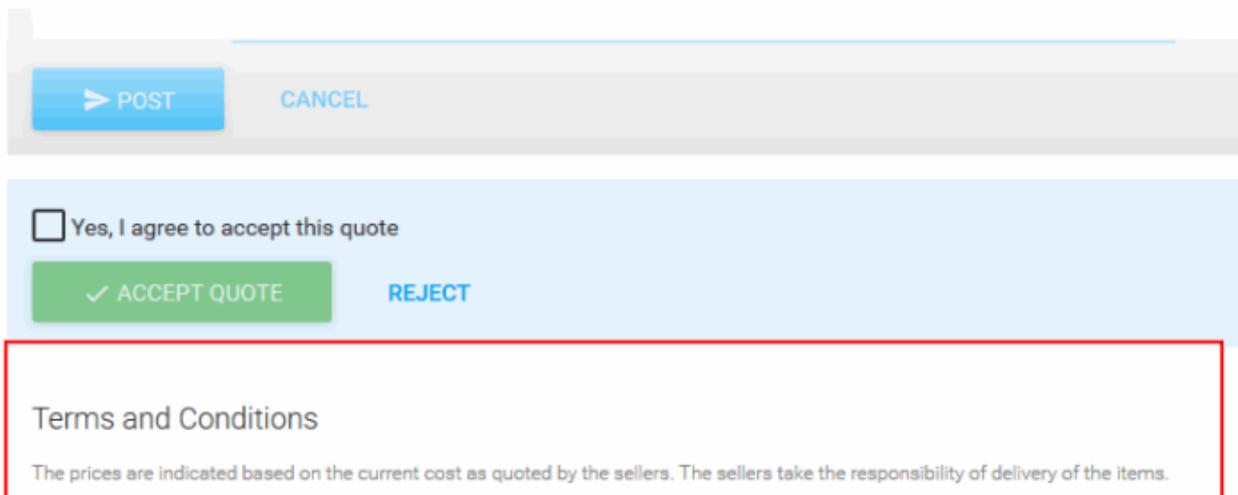


The following sections explain more about:

- **General Settings**
- **Quote Appearance Settings**
- **Quote Parity Settings**
- **Quote Currencies Settings**
- **Configure Email Templates**
- **Configure Company Settings**
- **Configure Tax Rates**

## 7.2.1 General Settings

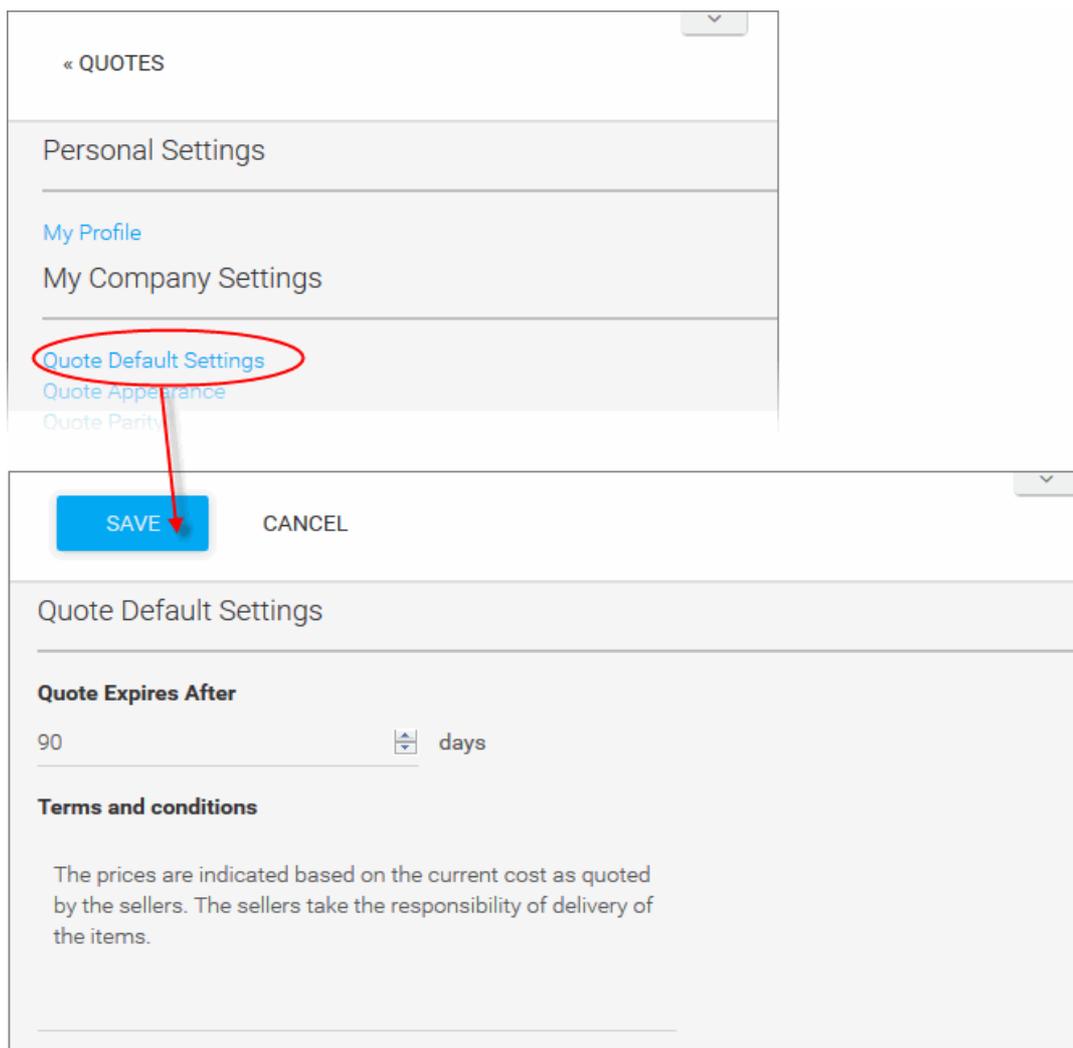
You can configure the validity period for quotes and enter/edit the 'Terms and Conditions'. The 'Terms and Conditions' are displayed at the foot of the quotes sent to the user and in the .pdf versions of the quote.



A screenshot of a quote acceptance interface. At the top, there are two buttons: a blue 'POST' button with a right-pointing arrow and a grey 'CANCEL' button. Below these is a light blue box containing a checkbox labeled 'Yes, I agree to accept this quote'. Underneath the checkbox are two buttons: a green 'ACCEPT QUOTE' button with a checkmark icon and a blue 'REJECT' button. A red rectangular box highlights the 'Terms and Conditions' section below, which contains the text: 'Terms and Conditions' followed by 'The prices are indicated based on the current cost as quoted by the sellers. The sellers take the responsibility of delivery of the items.'

## To configure quote general settings

- Click the gear icon at top right then choose 'Settings'
- Click 'Quote Default Settings' under 'My Company Settings'



A screenshot of the 'Quote Default Settings' configuration interface. The top part shows a navigation menu with '« QUOTES' at the top, followed by 'Personal Settings', 'My Profile', 'My Company Settings', and 'Quote Default Settings' (which is circled in red). Below the menu are 'Quote Appearance' and 'Quote Parity' options. A red arrow points from the circled 'Quote Default Settings' to the 'SAVE' button in the configuration form below. The configuration form has a 'SAVE' button and a 'CANCEL' button. The main content area is titled 'Quote Default Settings' and contains a section 'Quote Expires After' with a dropdown menu set to '90' and the text 'days'. Below this is a section 'Terms and conditions' with the text: 'The prices are indicated based on the current cost as quoted by the sellers. The sellers take the responsibility of delivery of the items.'

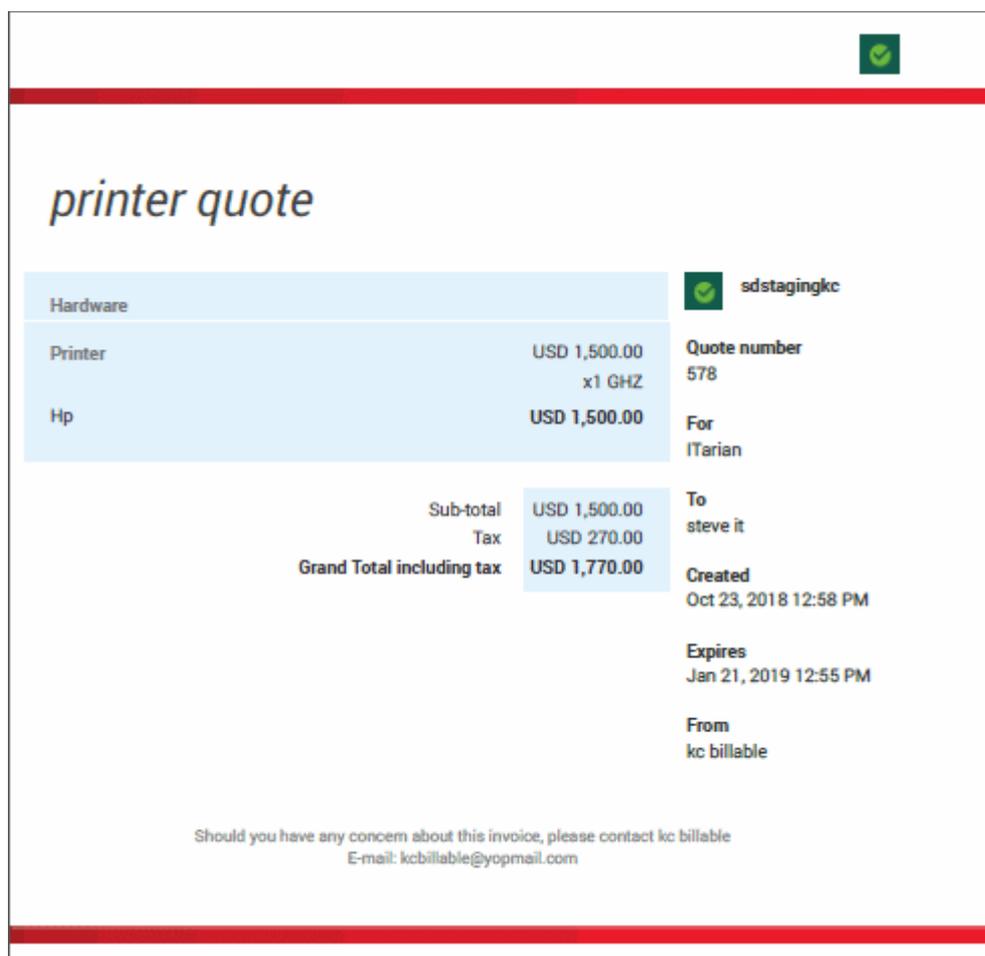
- Set the period for which the quote should be valid in the 'Quote Expires After' box. Once a quote expires it

will be automatically archived.

- Add or edit the 'Terms and Conditions' text as required.
- Click 'Save' for your changes to take effect

## 7.2.2 Quote Appearance Settings

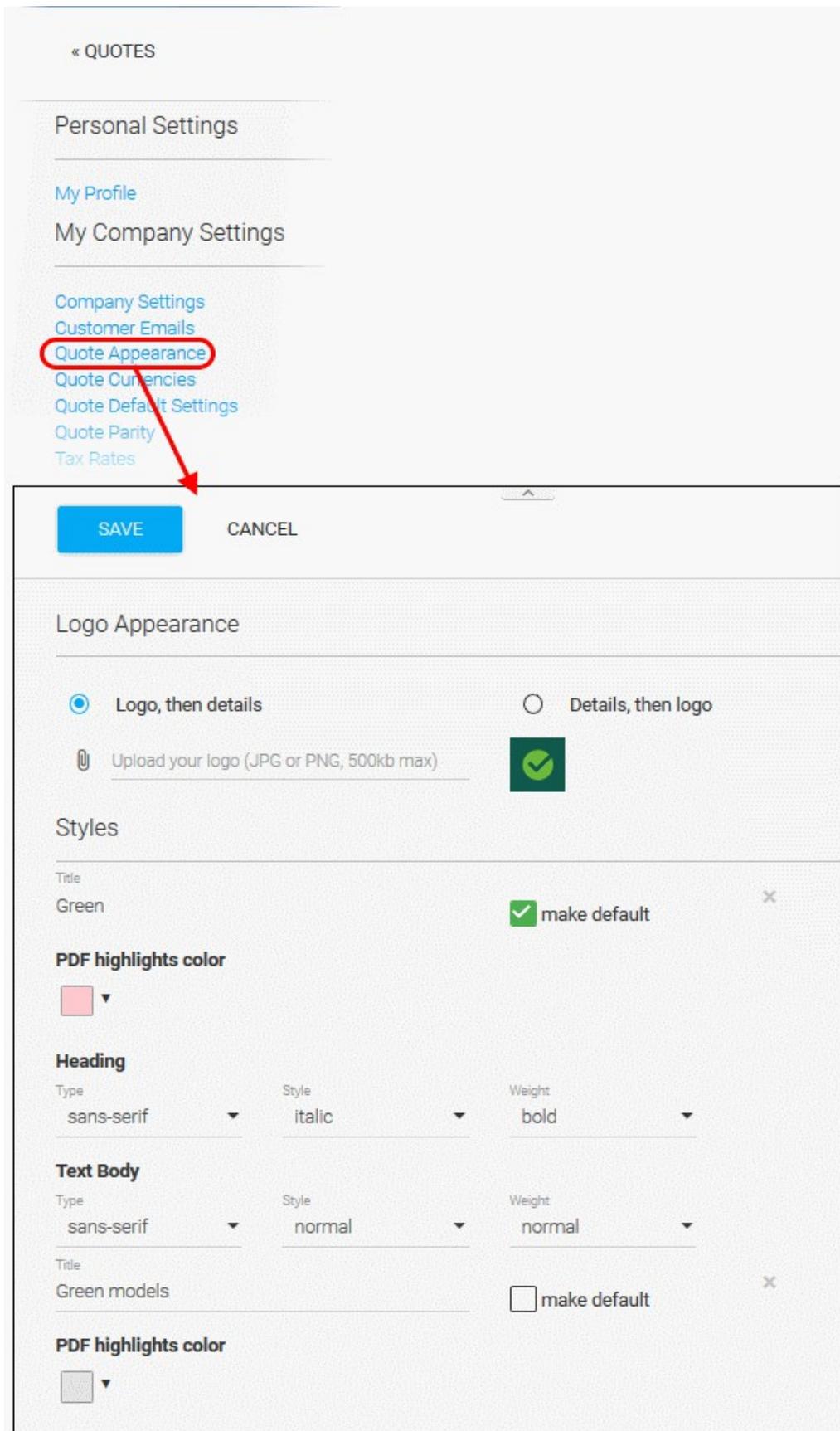
- The quote web-page which is presented to customers allows them to download the quote as a pdf.
- You can customize the appearance of this pdf.
- Customizable items include your company logo, header and footer, terms and conditions and contact information. An example is shown below:



You can create multiple designs for different use-cases and customers.

### To configure quote appearance

- Click the gear icon at top right then 'Settings'
- Click 'Quote Appearance' in 'My Company Settings'



## Logo Appearance

Upload your company logo and specify where it should be displayed:

- Click 'Upload your logo'. QM accepts images in .png or .jpg format. The maximum file size is 500 KB.

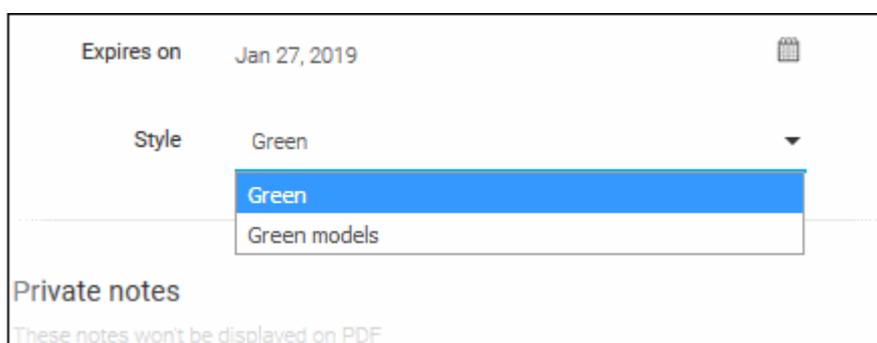
Choose logo positioning:

- **Logo, then details** - Logo appears on the right of the page, above the quote summary.
- **Details, then logo** - Logo appears on the right, underneath the quote summary.

Note: Logo positioning is 'universal' to all styles. Once chosen, the logo position applies to all styles.

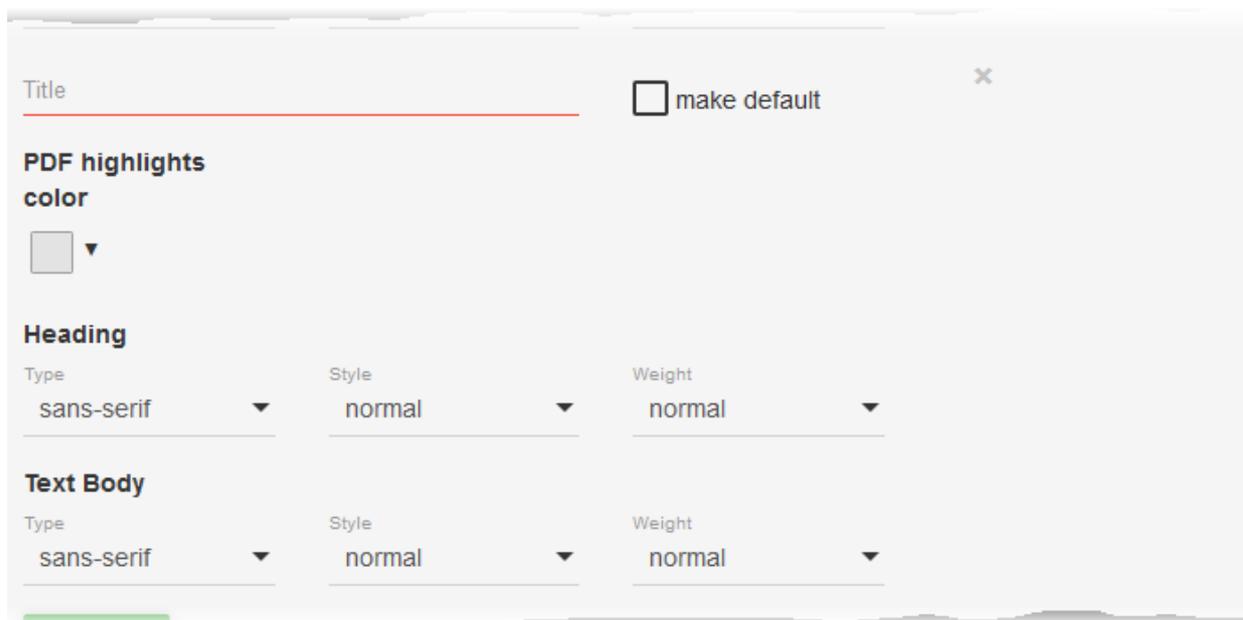
## Styles

- Each style consists of a background color and font settings for heading and body text.
- You should provide a name for each style. The styles will then be available for selection when creating a new quote or a template for a customer.
- Make default - This style is listed first in the 'Style' drop-down. It will be auto-applied if the user does not choose a different style. We recommend you make this style your 'standard' design.
- You can configure a single style, or click the 'Add' button to create additional styles.



## To add a new style

- Click the gear icon at top-right and choose 'Settings' from the drop-down
- Click 'Quote Appearance' in 'My Company Settings'
- Click the 'ADD' button at the bottom of the page
- This will open the style configuration fields:



- **Title** - Type a name for the style. This name will appear in the 'Style' drop-down when creating a new quote or template.

- **PDF highlights color** - Color used as the background to the item list and charges. The example below shows a pink background:

**ATAATAAUIUIATAATAAUI**

<i>Hardware</i>		
<i>Ceiling Fan</i>	\$ 500.00 x1 count	<i>For ABC T</i>
<i>42" Ceiling Fan</i>	\$ 500.00	<i>To Dyano</i>
<i>Sub-total</i>	\$ 500.00	<i>Expire Jan 31</i>
<i>Tax</i>	\$ 10.00	
<i>Grand Total including tax</i>	\$ 510.00	<i>From Coyot</i>

- **Heading / Text body** - Choose the font, font style and weight of these items.

**Heading**

Type	Style	Weight
sans-serif ▼	normal ▼	normal ▼

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**Text Body**

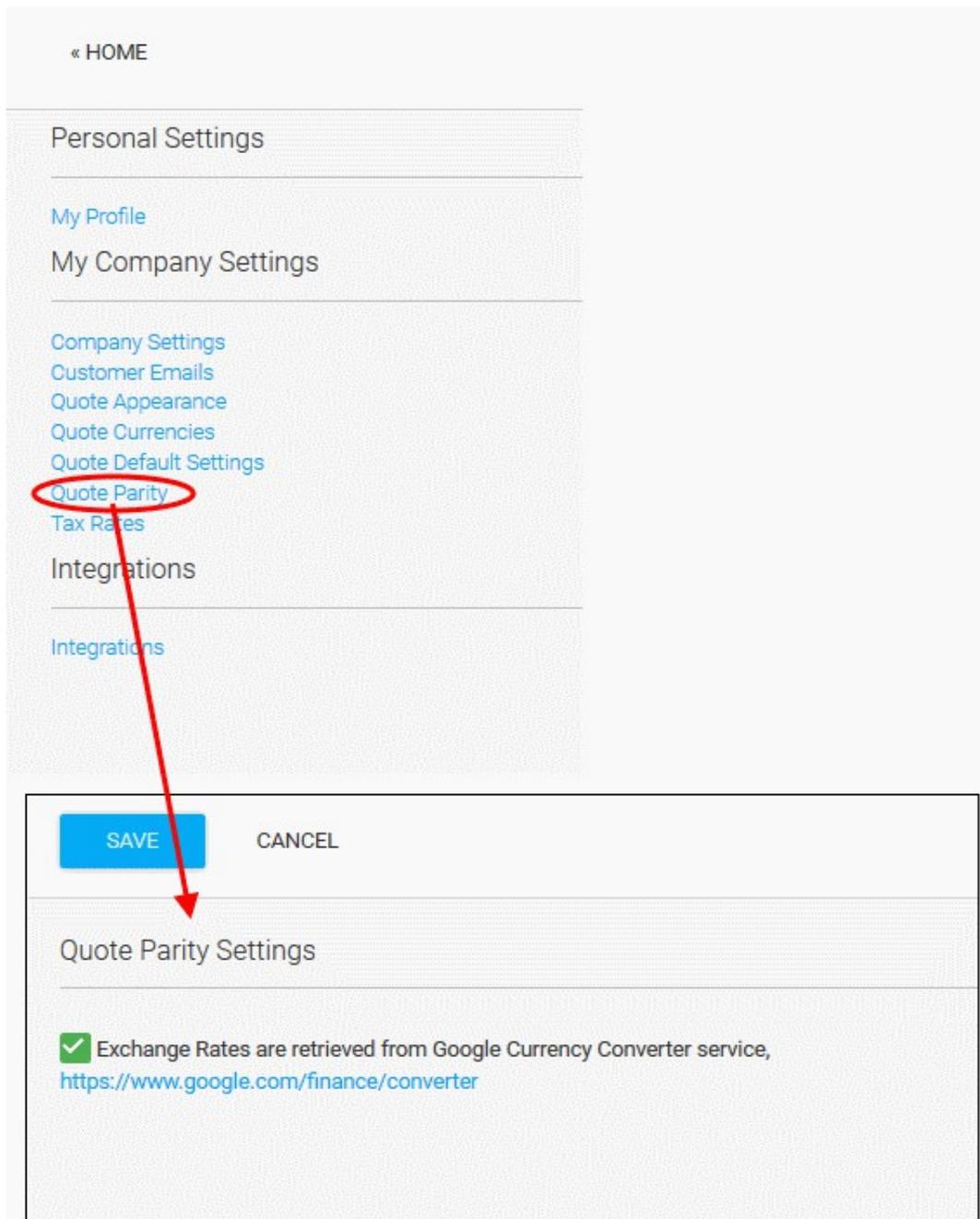
Type	Style	Weight
sans-serif ▼	normal ▼	normal ▼

- Select 'make default' if you want this style to first in the list. The default style will be applied unless the user proactively changes the style.
- Click 'Save'.
- Repeat the process to add more named styles

The new styles will be available for selection when creating a new quote or a template.

## 7.2.3 Quote Parity Settings

- The 'Quote Parity' feature allows admins to convert the price of billed items into another currency when creating a quote.
  - Click the 'gear' icon next to the company name at top-right, to open 'Quote Parity' interface
  - Click 'Settings' > 'Quote Parity'



- Click the link to open the service.
- Enabling 'Exchange Rates are retrieved from Google...' will allow you to change the currency of your quote during the quote creation process. Prices are initially shown in USD.
- Prices will be automatically converted using the latest, live, exchange rates. You can then manually adjust the exchange rate if you wish.

### To calculate an exchange rate

- Click the 'gear' icon next to the company name at top-right
- Click 'Settings' > 'Quote Parity'
- Click the link to open <https://www.google.com/finance/converter>
- Enter the cost amount and choose your 'to' and 'from' currencies.
- Click 'Convert' to view the latest conversion rate

1  
US Dollar (\$) ▼  
to  
Colombian Peso (COP) ▼  
1 USD = 2850.9500 COP Convert

## 7.2.4 Quote Currencies Settings

- The 'Quote Currencies' interface lets you set which currencies are available for you to convert your product prices into.
- You can change the currency used in a quote in step 2 of the 'New Quote' wizard. As an overall summary:
  - You define the cost of a product in the 'Items' interface. The default currency is USD.
  - You enable the dynamic exchange rate calculator in 'Settings' > 'Quote Parity'.
  - You select which currencies should be available in 'Settings' > "Quote Currencies".
  - You create a new quote and add item(s) in step 2, 'Add Items'.
  - You can change the currency using the drop-down at the top-left. The prices in the quote will be automatically converted to the desired currency at the latest exchange rate.
  - You can modify the price by manually changing the rate in the 'Parity' drop-down.
- The 'Quote Currencies' area also allows you to specify whether the currency symbol or the currency name should be shown in the quotes.
- The Add/Remove buttons let you choose which currencies should be available for selection in the currency drop-down during quote creation.
- Fewer currencies make it easier to find the currency you want in the list. Note: You cannot remove the default USD currency from the list.

### To configure quote currencies

- Open the 'Settings' page by clicking the gear icon at the top right and choosing 'Settings' from the drop-down
- Click 'Quote Currencies' in 'My Company Settings'

« HOME

Personal Settings

My Profile

My Company Settings

Company Settings

Customer Emails

Quote Appearance

Quote Currencies

Quote Default Settings

Quote Priority

Quote Currencies Settings

Show currency sign instead of currency name

ADD >>

<< REMOVE

AFN ₺
ARS \$
AWG f
AUD \$
AZN man
BSD \$
BBD \$
BYN Br
BZD BZ\$
BMD \$
BOB \$b
BAM KM
BWP P
BGN лв
BRL R\$

- Enable 'Show currency sign instead of currency name' to show symbols instead of names (e.g. '£' instead of 'GBP'). This change will be reflected in the 'Add Items' stage of the quote creation wizard at the bottom right of the page. It will also be shown in the 'Summary' and in the quote pdfs.

To add a particular currency to the list:

- Select the currency in 'Show currency sign instead of currency name'
- Click 'Add'

To remove a particular currency:

- Select the currency on the right and click the 'Remove' button
- Click 'Save' for the settings to take effect

## 7.2.5 Configure Email Templates

- Quote Manager sends notification mails to customers at various stages of the quote life-cycle.
- Admins can customize the content of these mails by creating email templates.
- Each template contains variables like quote title, company name and customer name which are auto-populated based on the quote details.
- Once these templates are configured, admins can check the content of the resultant emails by sending test emails.

Emails are sent for the following stages:

- New Quote created
- Quote updated by admin
- Quote accepted by the customer
- A question from the customer on the quote has been answered by the admins

The 'Email Templates' interface allows the admins to view and manage the content of the email templates.

### **To manage email templates**

- Open the 'Settings' page by clicking the gear icon at the top right and choosing 'Settings' from the drop-down
- Click 'Customer Emails' under 'My Company Settings'

The 'Email Templates' interface will open with a list of templates available with QM.

The screenshot shows the Quote Manager Administrator interface. On the left, a navigation menu is visible with the following items: « HOME, Personal Settings, My Profile, My Company Settings, Company Settings, Customer Emails (circled in red), Quote Appearance, Quote Currencies, Quote Default Settings, Quote Party, Tax Rates, Integrations, and Integrations. A red arrow points from the 'Customer Emails' link to the configuration panel below.

The configuration panel has a 'SAVE' button and a 'CANCEL' button. It contains two sections for configuring customer emails:

**Customer email - new quote** ➤ SEND TEST EMAIL

Quote Title  
New quote: [quote-title]

Message text  
Hi [customer-name], [company-name] has prepared a quote for you

You can review and discuss or accept the quote using this link:  
<http://mycompany.qsa.italian.com/quote/6465456468789835354654>

Message footer  
Sincerely yours, [my-name],  
[company-name]

**Customer email - quote updated** ➤ SEND TEST EMAIL

Quote Title  
Quote updated: [quote-title]

Message text  
Hi [customer-name], just wanted to let you know that your quote was updated

Each template will have a standard content and variables. The variables are indicated by text inside square brackets and will be substituted by respective information, from the quote details. For example,

- [customer-name] will be substituted by the name of the customer for whom the quote is generated
- [company-name] will be replaced by your MSP company / enterprise name

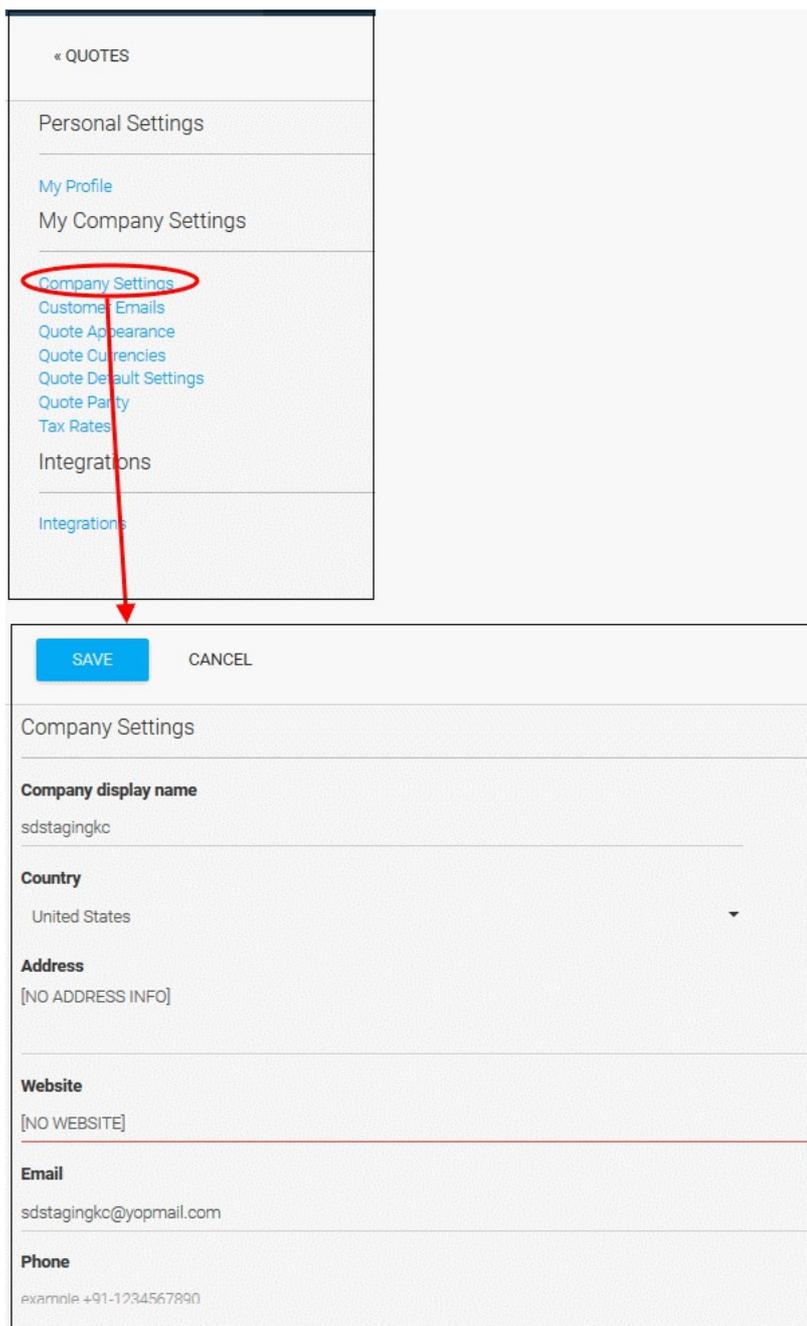
The link in the body of the email will be replaced by the link to point the quote page of the respective quote.

- To change a notification message displayed in the subject line of the email, edit the content under 'Quote Title'
- To change the content in the Message text and/or Message footer, directly edit the text in the respective white boxes
- To change a variable to have a constant text, for example, to permanently replace [company-name] with the name of your company, directly replace the variable with the content
- Click 'Save' for your changes to take effect
- To check the content of notification email, click 'SEND TEST EMAIL'

The test mail will be sent to your email address.

## 7.2.6 Configure Company Settings

- Click the gear icon at top-right and select 'Settings' > 'Company Settings'
- The 'Company Settings' interface lets you specify organization details, address and other contact info. This info is displayed in quotes and notification emails.



Company Settings - Form Parameters	
Form Element	Description
Company display name	Your company name, as it should be displayed on the quote page and notification email. Enter your company name.
Country	Choose your country from the drop-down.
Address	Add particulars of your company. These details will be displayed beneath your company name in the quotes.
Website	Add the URL of your customer-facing site.
Email	The email address at which you want to receive mails from QM.
Phone	Your business phone number.

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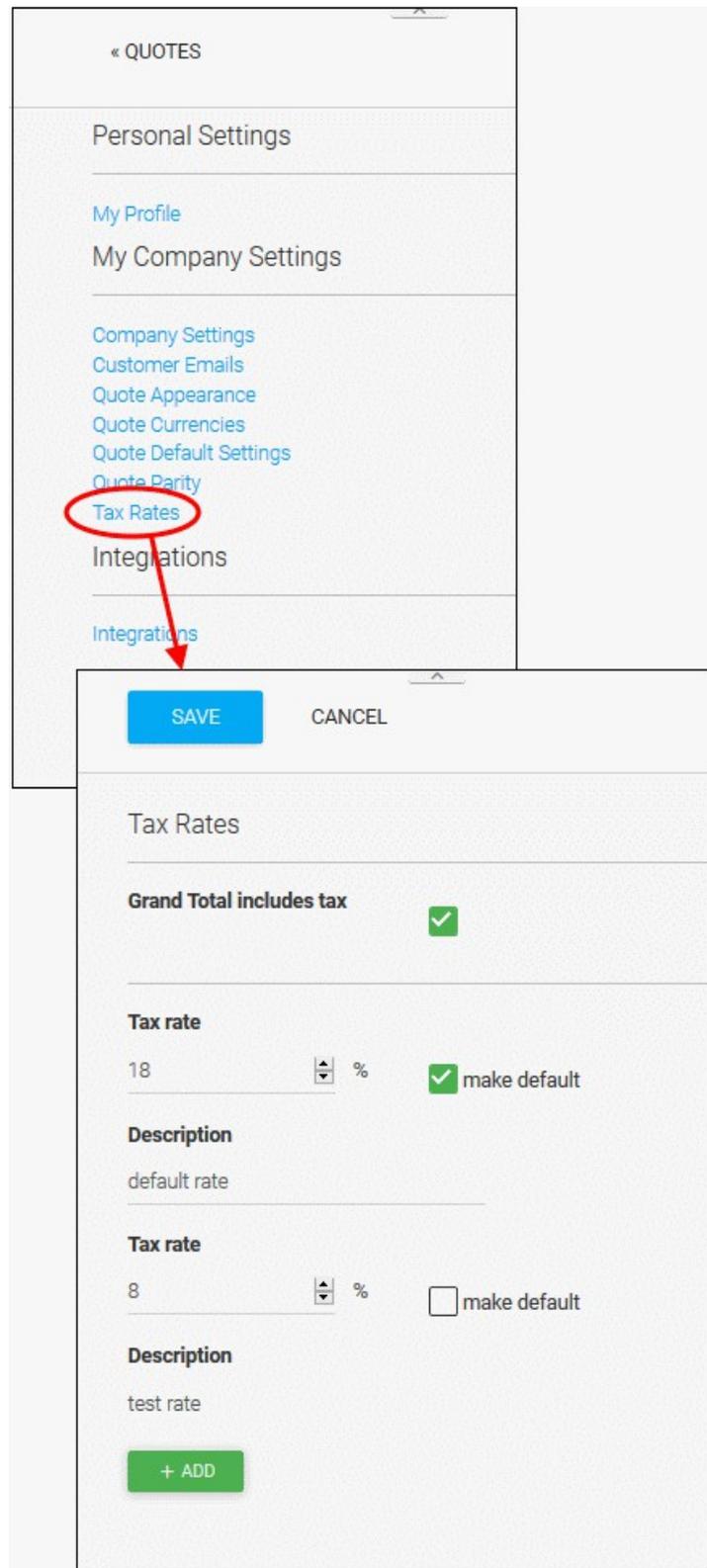
- Click 'SAVE' to enter the details

## 7.2.7 Configure Tax Rates

- The 'Tax Rates' interface lets you specify taxes which apply to items in your quotes.
  - You can apply the rates you save here to individual items ('Items' > '+ New Item')
  - You can also select tax rates after you have added an item to a new quote or template.
- 'Make default' - The default rate appears first in the tax selection list, and is applied to items for which no other rate is chosen.

### To configure tax rates

- Click the gear icon at the top-right
- Select 'Settings' from the drop-down
- Click 'Tax Rates' under 'My Company Settings':



- To add a new tax rate, click 'ADD'

A new tax rate field will appear:

- **Tax rate** - Percentage of item price that is added to total cost by this tax
- **Make Default** - This rate appears first in the tax selection drop-down when you create an item. This means it is 'auto-applied' unless you change it to another tax. You can only choose one rate as the default.

Click 'SAVE' to add the new entry to the list of tax rates.

The tax rates you create will be available for selection when adding an item to a quote or quote template:

- To remove a tax rate from the list, click 'X' beside the tax rate.

## 7.3 Configure Integrations

You can integrate Quote Manager with the Service Desk module and with QuickBooks online.

### QuickBooks Integration:

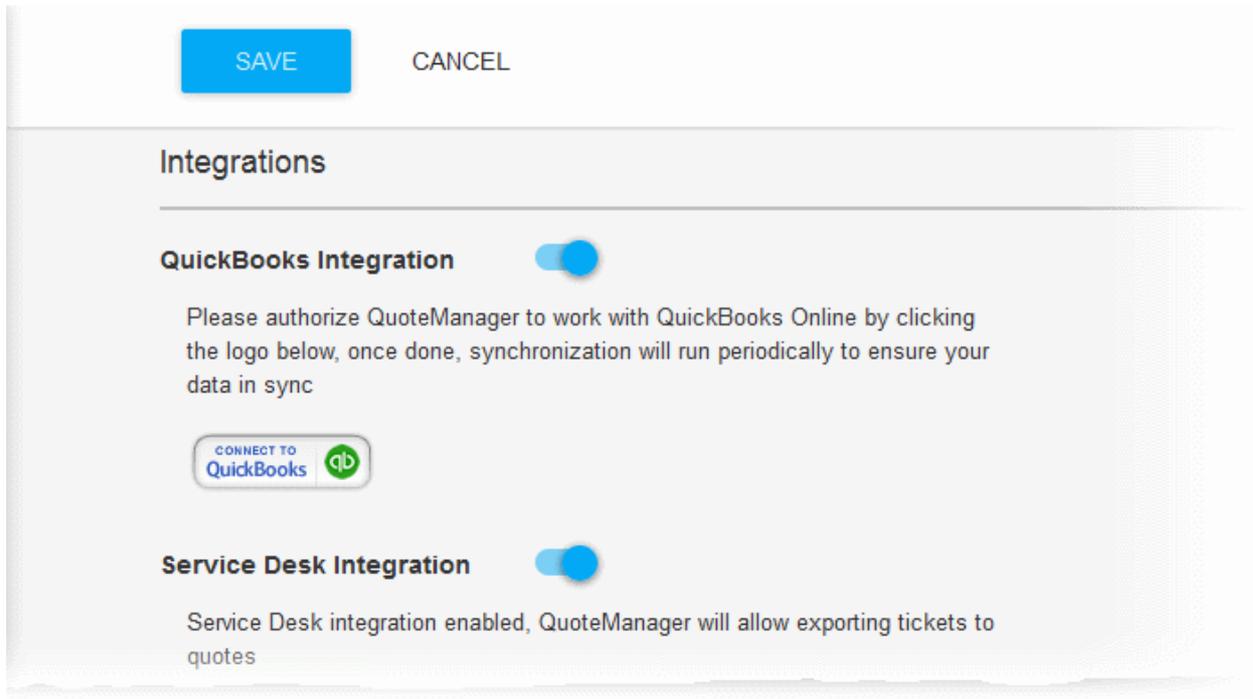
- QM can be integrated to QuickBooks online for accounting purposes. Once complete, QuickBook items and contacts will be synchronized with Quote Manager
- You need a valid QuickBooks account in order sync your data with QM. You can sign-up for a new account or use an existing account.

## Service Desk Integration:

- Service Desk staff can initiate a quote direct from a ticket.
- The quote is added as a draft in Quote Manager. These quotes have 'Service Desk' in the quote title.
- The QM admin can edit the quote, forward it to the customer and handle the process going forward.
- See [Generate a Quote from Service Desk](#) if you want to read more about this.

## To open the 'Integrations' interface

- Click the gear icon at top-right then click 'Settings'.
- Click the 'Integrations' link to open the interface:



## To Integrate QM to QuickBooks online

- Use the slider beside 'QuickBooks Integration' to enable QuickBooks integration
- Click the 'Connect to QuickBooks' button

The login screen for QuickBooks will open.

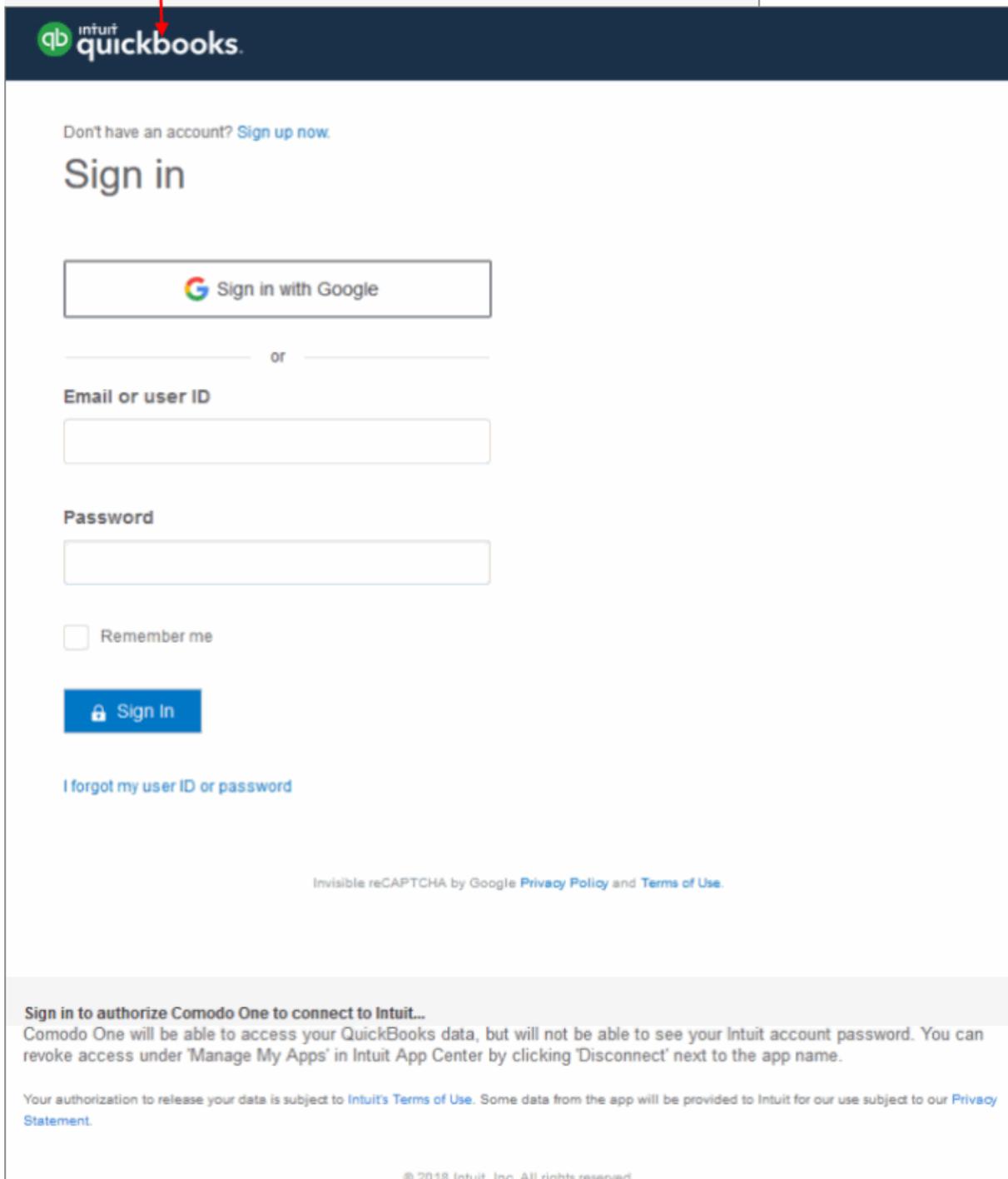
[SAVE](#) [CANCEL](#)

### Integrations

**QuickBooks Integration**

Please authorize QuoteManager to work with QuickBooks Online by clicking the logo below, once done, synchronization will run periodically to ensure your data in sync

[CONNECT TO QuickBooks](#) 





Don't have an account? [Sign up now.](#)

## Sign in



or

**Email or user ID**

**Password**

Remember me

[Sign In](#)

[I forgot my user ID or password](#)

Invisible reCAPTCHA by Google [Privacy Policy](#) and [Terms of Use.](#)

**Sign in to authorize Comodo One to connect to Intuit...**  
Comodo One will be able to access your QuickBooks data, but will not be able to see your Intuit account password. You can revoke access under 'Manage My Apps' in Intuit App Center by clicking 'Disconnect' next to the app name.

Your authorization to release your data is subject to [Intuit's Terms of Use](#). Some data from the app will be provided to Intuit for our use subject to our [Privacy Statement](#).

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- Enter your username and password in the respective fields for authorizing QM to connect to QuickBooks and start synchronizing data. If you do not have a subscription, you can signup for a new account from this interface.

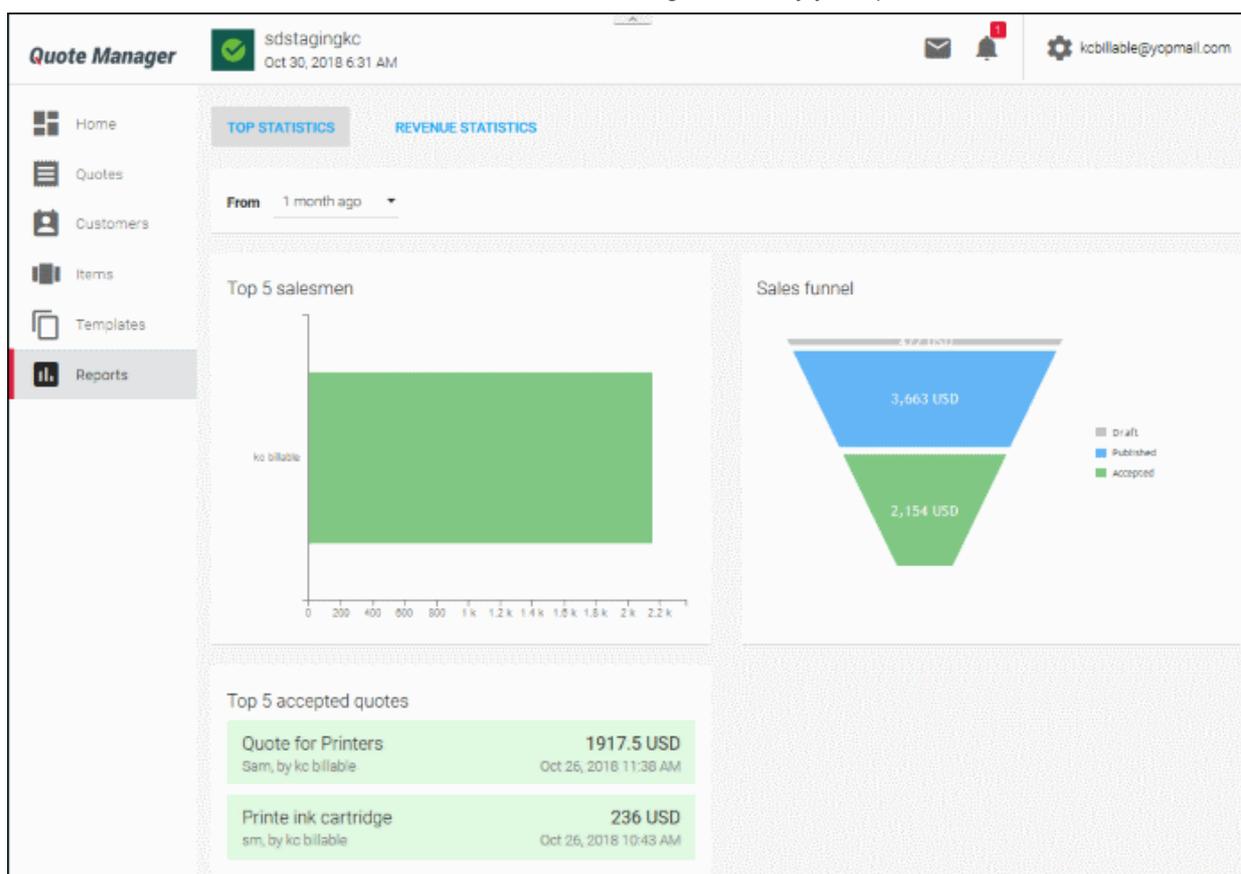
## To Integrate QM to Service Desk

- Use the slider beside 'Service Desk Integration' to enable Service Desk integration

QM will be integrated to Service Desk module of your Comodo One console. Your staff will now be able to initiate quotes from the Staff Panel of Service Desk console.

## 8 Reports

- Click 'Reports' in the left-hand menu
- There are two types of report:
  - **Top Statistics** - Your top five staff by revenue, your top 5 quotes, and your sales funnel.
  - **Revenue Statistics** - Charts about the income generated by your quotes.



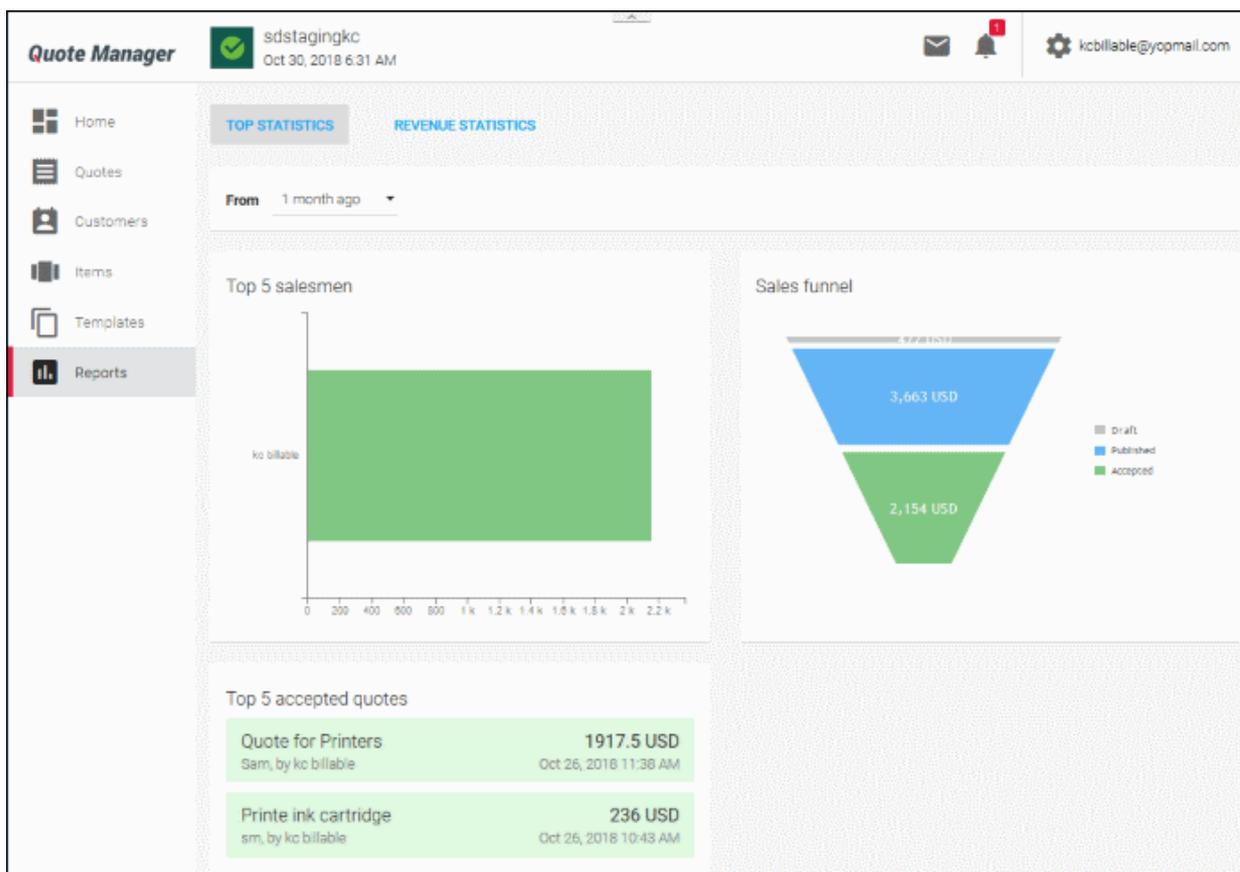
See the following sections for more details on each:

- **Top Statistics**
- **Revenue Statistics**

### 8.1 Top Statistics

- Click 'Reports' > 'Top Statistics'

- 'Top Statistics' lets you identify the best performing staff, and most successful quotes in your organization.



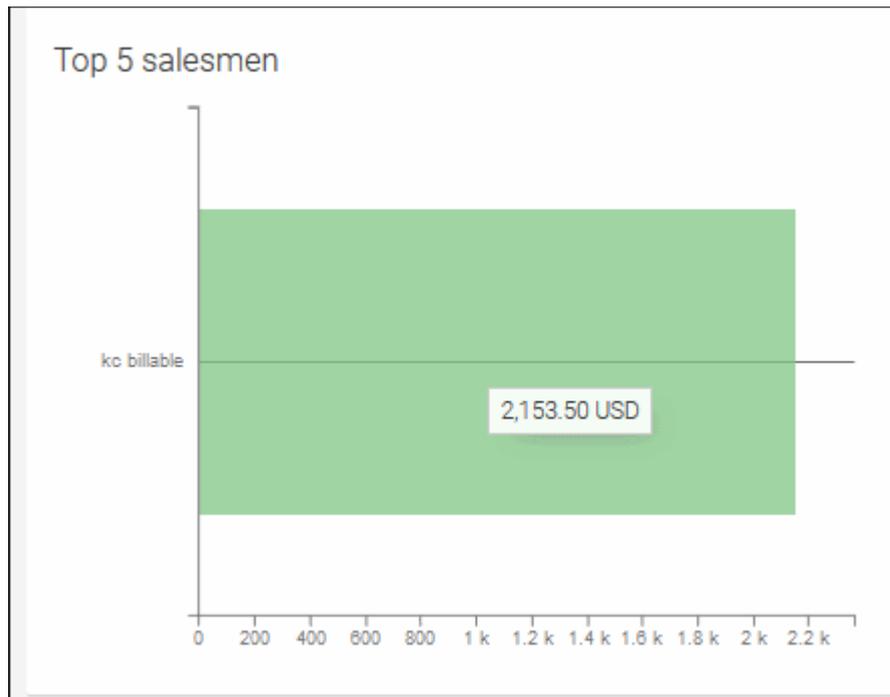
The report contains three charts:

- **Top 5 Salesmen**
- **Sales Funnel**
- **Top 5 accepted quotes**

## Top 5 Salesmen

The 5 salespersons whose quotes have generated the most revenue.

- Place your mouse cursor over a bar to view income generated by the salesperson.



## Sales Funnel

The monetary value of quotes in each of the 'draft,' 'published' and 'closed' stages.

## Top 5 accepted Quotes

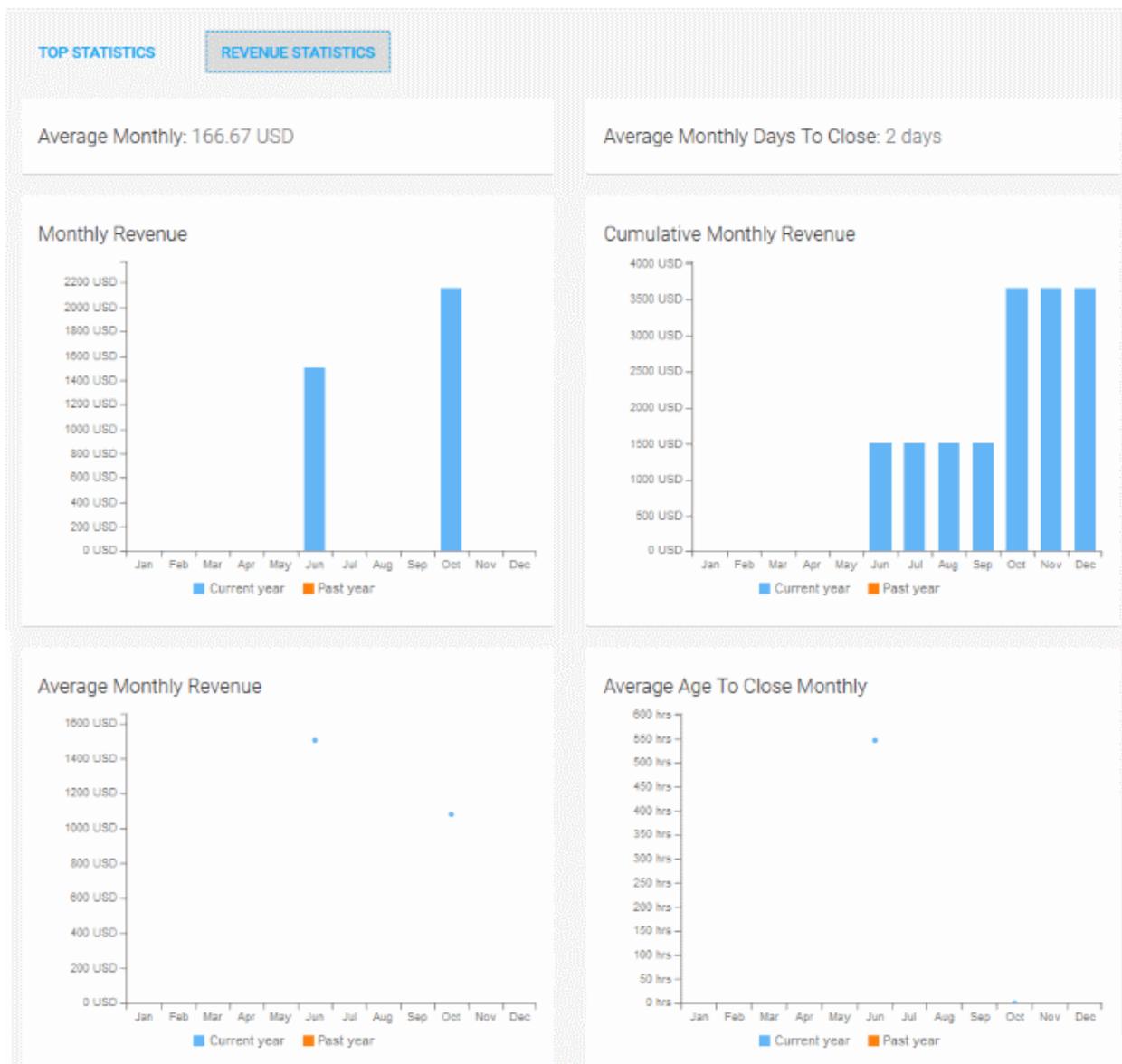
The 5 top quotes based on actual revenue generated.

- Click a quote name to open its details page.

## 8.2 View Revenue Statistics

- The 'Revenue Statistics' report displays bar-charts of monthly revenue compared to previous years.
- Click 'Reports' from the left navigation, to view the top statistics report.
- Click the 'REVENUE STATISTICS' tab from the top

An example is shown below.



- Average Monthly - Displays the average revenue generated per month for the current year
- Average Monthly Days to close - Displays the average of life-cycle time of quotes dealt per month, for the current year

The report contains four charts:

- Monthly Revenue - The bar-chart displays the income generated on each month of the current year and the previous year.
- Cumulative Monthly Revenue -The bar-chart revenue generated on a cumulative basis for each month of the current year and the previous year
- Average Monthly Revenue -The graph displays the average monthly revenue calculated for each month of the current year and the previous year.
- Average Age To Close Monthly -The graph displays the average of time taken for closing quotes dealt in each month of the current year and the previous year.

## About Comodo Security Solutions

Comodo Security Solutions is a global innovator of cybersecurity solutions, protecting critical information across the digital landscape. Comodo provides complete, end-to-end security solutions across the boundary, internal network and endpoint with innovative technologies solving the most advanced malware threats. With over 80 million installations of its threat prevention products, Comodo provides an extensive suite of endpoint, website and network security products for MSPs, enterprises and consumers.

Continual innovation and a commitment to reversing the growth of zero-day malware, ransomware, data-breaches and internet-crime distinguish Comodo Security Solutions as a vital player in today's enterprise and home security markets.

## About Comodo Cybersecurity

In a world where preventing all cyberattacks is impossible, Comodo Cybersecurity delivers an innovative cybersecurity platform that renders threats useless, across the LAN, web and cloud. The Comodo Cybersecurity platform enables customers to protect their systems and data against even military-grade threats, including zero-day attacks. Based in Clifton, New Jersey, Comodo Cybersecurity has a 20-year history of protecting the most sensitive data for both businesses and consumers globally. For more information, visit [comodo.com](https://www.comodo.com) or our [blog](#). You can also follow us on [Twitter](#) (@ComodoDesktop) or [LinkedIn](#).

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