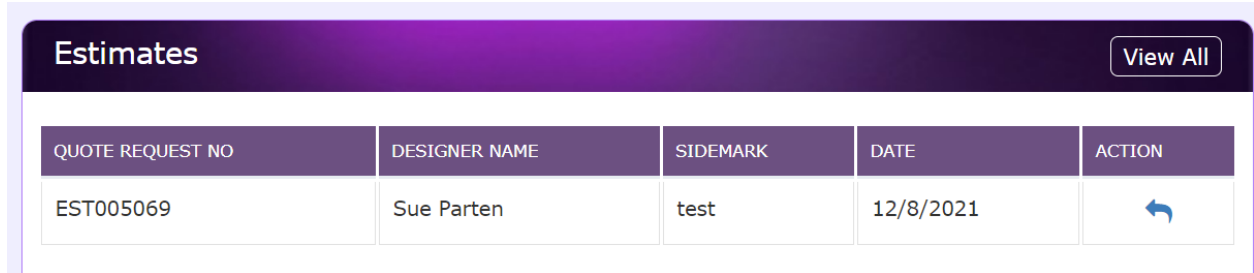



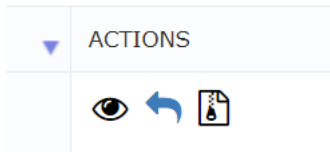
How to Convert an Estimate into an Order:

1. Log into your site and select “View All” under your Estimates inbox.

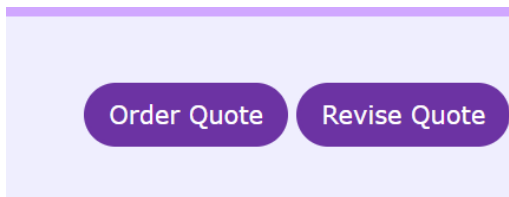


Estimates View All				
QUOTE REQUEST NO	DESIGNER NAME	SIDEMARK	DATE	ACTION
EST005069	Sue Parten	test	12/8/2021	

2. Select the blue arrow in the action’s column next to the estimate you want to convert to an order.



3. Click on the blue arrow to convert it to an order.



4. Then click on “Order Quote” to convert your estimate to an order.
5. In the next screen select the rooms you want to order by clicking the box to the right.

ORDER ESTIMATE

Please Select the Forms which you want to Order.

Added Forms	Rooms	Order *
Drapery	test	<input checked="" type="checkbox"/>

Note – Non-Selected Form will remain as a canceled treatment in your Order.



6. After you’ve selected the rooms, you want to order, click “Submit”.
7. You have successfully placed your order.
8. It will now be in your Order Inbox, where you can check the status.