

ABC FOR QUOCUT PROFESSIONAL

(This listing is to assist users to find the various menu options. It is not intended to provide complete details to operate each function and process – for further assistance please contact Elaine Morton on 07 4724 6177)

Options	Menu access
Address details <ul style="list-style-type: none"> Maintain address details 	System Configuration Company Details <ul style="list-style-type: none"> Use access password Modify as required and SAVE
Aluminium Colour Descriptions <ul style="list-style-type: none"> Descriptions Display in quotations 	Setup Aluminium Colour Descriptions <ul style="list-style-type: none"> View/update Modify descriptions Select product as appropriate and SAVE
Component pricing <ul style="list-style-type: none"> Generic product 	Setup Components <ul style="list-style-type: none"> Search by code View/Update – modify pricing and SAVE
Configurations options <ul style="list-style-type: none"> Modify glass minimums View configuration options 	Setup Configurations <u>Glass Minimums</u> <ul style="list-style-type: none"> Select configuration Select options Modify glass minimum and SAVE <u>Configuration Options</u> <ul style="list-style-type: none"> View options applicable
Commercial Labour	Setup Components LAB <ul style="list-style-type: none"> Modify costs
Customers	Select Customer menu option <ul style="list-style-type: none"> Add or modify as required and SAVE
Delivery Docket	Quotes Current <ul style="list-style-type: none"> Generate an invoice/delivery docket Select print Add a note if required and PRINT
Diary Notes <ul style="list-style-type: none"> Audit trail for quote calculation Audit trail for cost analysis Add notes and set reminders 	Quotes Current <ul style="list-style-type: none"> Select Diary Notes option View or add Select reminder if required and SAVE
Extrusion – standard lengths <ul style="list-style-type: none"> Lock individual lengths 	Setup Components <ul style="list-style-type: none"> Search by code View/Update – modify as required and SAVE Select Lock
Formulae variances <ul style="list-style-type: none"> Modify formulae 	Setup Configurations <ul style="list-style-type: none"> Highlight configuration View/Update – modify as required and SAVE
Full Bar Roundup (FBR) Markup	System Configuration System Options <ul style="list-style-type: none"> Use access password Modify percentage and SAVE
Full Bar Roundup (FBR) Default	Setup Components <ul style="list-style-type: none"> Search by code View/Update – select FBR default and SAVE
Finish Surcharge	System Configuration System Options <ul style="list-style-type: none"> Use access password Select exclude Finish Surcharge and SAVE
Glass <ul style="list-style-type: none"> Glass types Glass pricing Export set up details 	Setup Glass <ul style="list-style-type: none"> Glass Types Glass Price Categories Minimums Glass Export Setup Double Glazing

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<p>Invoices Generate an invoice from the current quote menu <i>(Note – invoices/Delivery Dockets can be viewed from the current quote screen or from the Invoice menu.)</i></p>	<p>Select Invoice Menu</p> <ul style="list-style-type: none"> • Modify and print an invoice • Modify terms and bank details • Print a reminder • View outstanding invoices • Print a delivery docket
<p>Labour default times</p> <ul style="list-style-type: none"> • Labour default times (windows, doors, showers and robes only) 	<p>Setup Configuration Types</p> <ul style="list-style-type: none"> • Select group • Modify default times <p><i>(Note – platinum louvres have a separate menu for labour times)</i></p>
<p>Labour defaults applied</p> <ul style="list-style-type: none"> • Apply labour default times 	<p>Setup Configuration Types</p> <ul style="list-style-type: none"> • Tag group/s • Select Default Labour • Tag labour types • Apply (tagged types and groups)
<p>Labour rates</p>	<p>Setup Components</p> <ul style="list-style-type: none"> • Search for LAB • View/update – modify pricing and SAVE
<p>Labour modifications</p>	<p>Setup Configurations</p> <ul style="list-style-type: none"> • Select Labour • View/update as required to modify • Lock labour and SAVE
<p>Licensing details</p> <ul style="list-style-type: none"> • Determines product and pricing structure 	<p>System Configuration Name Details</p> <ul style="list-style-type: none"> • Modify if necessary • Select CHECK OK SAVE
<p>Look up List</p>	<p>Setup Configurations</p> <ul style="list-style-type: none"> • Select Lkup – choose item for default
<p>Louvre labour</p>	<p>Setup Louvres</p> <ul style="list-style-type: none"> • Select configuration • Access louvre labour icon • Modify as required and SAVE
<p>Louvre Blades and Galleries</p>	<p>Setup Louvres</p> <ul style="list-style-type: none"> • Gallery icon for pricing • Blade icon for pricing
<p>Markups (Price Bands) The markup percentage will in general be applied to all costs, (materials and labour). Security has a separate function for markups on on materials and labour, and Louvres has a separate function for markup on labour.</p>	<p>Setup Configuration Types</p> <ul style="list-style-type: none"> • Tag groups as appropriate • Select Default Markup • Modify or add as required • Apply to tagged groups
<p>Orders</p>	<p>Orders</p> <ul style="list-style-type: none"> • View – To be ordered • Process an order • Update supplier details
<p>Panel Limitations</p>	<p>Setup Configurations Panels</p> <ul style="list-style-type: none"> • View parameters for height, width and area

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Powder coat (third party) <ul style="list-style-type: none"> Select charging option Modify pricing 	System Configuration System Options <ul style="list-style-type: none"> Select appropriate area type and SAVE Setup Aluminium Colour (Pricing) <ul style="list-style-type: none"> Select SPEC Spec Prices Add or modify pricing and SAVE
Price Bands	See markups
Quote numbering and ID	System Configuration System Options <ul style="list-style-type: none"> Use access password Modify as required and SAVE
Reports <ul style="list-style-type: none"> Material usage Job Analysis 	Reports menu option <ul style="list-style-type: none"> Complete details Select Report to print <i>(Note this option is only valid if the job analysis function has been used in the quotation screen)</i>
Reveals	Setup Reveals <ul style="list-style-type: none"> Add new and SAVE View update to modify pricing and SAVE
Security Labour	Setup Security <ul style="list-style-type: none"> Highlight configuration Select labour – modify as required and SAVE
Security Markups	Setup Security Markups <ul style="list-style-type: none"> Highlight security type View/update – modify as required and SAVE
Staff details for quotations and diary notes	Setup Sales representatives Setup Staff <ul style="list-style-type: none"> Add or modify details and SAVE
Stock Code	Setup Components <ul style="list-style-type: none"> Select search icon and search by code
Terms & Conditions	Setup Quote Defaults Margins etc <ul style="list-style-type: none"> Modify as required and SAVE
Updating QuoCut <ul style="list-style-type: none"> Update (File used QCUPD) Pricing (File used QCPRICE) Library information (File used LIB1) Files should be saved to the Root Directory OR a Folder specifically for these files (NOT the QC folder).	File Update Control Panel <ul style="list-style-type: none"> (1) Select (UPD - Path will be where QCUPD is saved (e.g. C:\)) (2) Select Pric – Path will be where the QCPRICE is save (e.g. C: (3) Select Lib - Path will be where LIB1 saved (e.g. C:) <i>(Note – use the browse button to find the correct path destination if unsure)</i>
Wardrobe panels <ul style="list-style-type: none"> Add new panel types Modify pricing 	Setup Wardrobes <ul style="list-style-type: none"> Add Complete details and SAVE Add price in cost field and SAVE
Wastage <ul style="list-style-type: none"> Modify by individual group Add percentage by summary 	Setup Component Groups <ul style="list-style-type: none"> Highlight as appropriate Either view/update and modify OR select Tag Summary and then select wastage
Wind details (This option is only used when showers and robes are exclusive products)	System Configuration System Options <ul style="list-style-type: none"> Select No Wind details and SAVE