

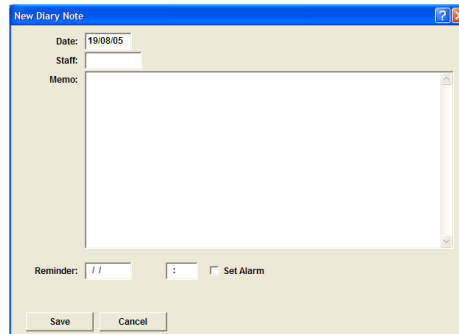
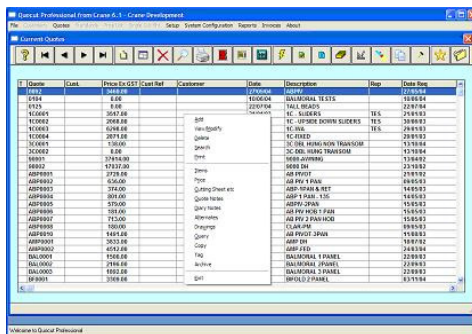
## DIARY NOTES

Diary notes are used to record calculations of a quotation and the cost analysis. It is extremely useful to calculate a cost analysis for each quotation so that the summary of the costs are recorded. In the event a quote is recalculated and there appears to be a difference in the calculated cost, the costs analysis summary can be viewed to determined whether it is the metal, parts, labour, reveals, glass etc have altered.

You can also add a diary note if you have modified a quotation or need to record specific information in relation to the quotation. Once a diary note has been added a star will appear beside the quote number to identify a note has been recorded.

To add a diary note to a particular Quote, proceed as follows:

- Highlight a quote and select Diary Notes
- To select diary notes you can either choose from the tool bar or right-click to produce a menu
- Select Add and complete as appropriate



If you wish to add a reminder for a particular quotation, add a diary note as above and then complete the reminder details – e.g. date 19/08/05 : time 14:30 (this must be in 24 hours time) and tick the 'Set Alarm' box and **SAVE**

The reminder as per example below will automatically pop up in QuoCut Professional at the requested alarm time. **NOTE – If your program is closed, the next time you open QuoCut Professional, your reminders will appear on the screen.)**



**Note: The time is linked to your computer time.**



## DIARY NOTES