

## CLASS INFORMATION

**Title:** Using MoversSuite Quotes

**Date:** Wednesday, April 14

**Time:** 3:00 p.m. (MDT)

To join this webcast click on the following **LiveMeeting** icon:



**Note:** Option is also available through the MoversSuite homepage at [www.moverssuite.com](http://www.moverssuite.com).

If you have not accessed a Live Meeting recently, then please allow yourself a minimum of 15 minutes prior to the class start time to ensure that your environment is available for viewing the class.

Once you are logged in, use the following to access this training session:

**MeetingID** = MSTRAIN1

**Entry code** = MS%Train1

Please note that the audio portion of the meeting will come through your PC and all users will be muted.

## CLASS OUTLINE

Using Quote

### Topic #1 Setting up a quote

- Use existing Rate Plans
- Adding Quote Items- Service Providers and Vendors
- Defining Quote Layout-Moving Lines and Grouping
- Quote Status
- Printing a Quote- Logos

### Topic #2 Managing Quote Items

- Setting a Quote Status
- Editing Quote
- Copying a Quote

### Topic #3 Importing and Processing Quotes

- Importing a Quote
- Processing the transactions