

To input an order or quote on EvoWeb

- On entering EvoWeb, enter Customer Number, User Name and Password. (Remember only one user can access your account at any given point in time).

WELCOME TO OUR ON-LINE PRICING AND ORDERING SITE...PLEASE LOGIN BELOW

CUSTOMER NUMBER
 LOGIN NAME
 PASSWORD

- From the menu tabs select 'NEW ENQUIRY':

- Enter details of the reference by which you want to remember the enquiry, and the details of who you are preparing the quotation for, clicking on the tab when finished.
NOTE: these details will print out on the quotation report.

QUOTATION DETAILS	QUOTATION FOR																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">QUOTE REFERENCE <input style="width: 95%;" type="text"/></td> <td style="width: 50%; border-bottom: 1px solid black;">NAME <input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">ADDRESS <input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	QUOTE REFERENCE <input style="width: 95%;" type="text"/>	NAME <input style="width: 95%;" type="text"/>		ADDRESS <input style="width: 95%;" type="text"/>													<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table>								
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- From the next menu tabs select 'ADD' to input a frame:

- Select the product category from the drop down menu:

703 Casement ▼

[SELECT PRODUCT]

706 Casement

706 Roof

706 Tilt / Turn

706 Single Door

706 Double Door

706 Mixed Sash

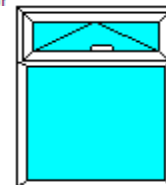
703 Casement

703 Tilt / Turn

703 Single Door

703 Double Door

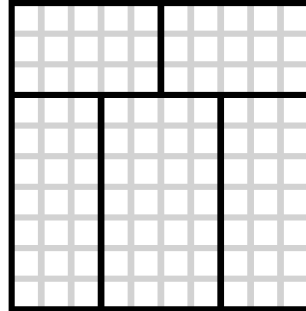
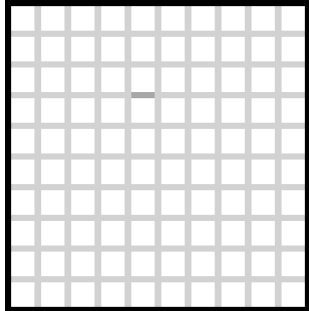
- Select the style of frame from the display clicking on it:
To view more designs, click between the and 'NEXT' buttons as appropriate. If the style you is not available, you can design the frame by selecting



by
'PREV'
require
'CREATE'.

< PREV NEXT > CREATE

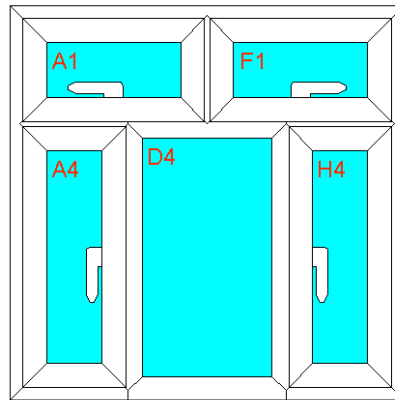
- If creating the frame detail, construct the basic shape of the frame, drawing transoms and mullions in by clicking on the appropriate place:



- If the design you require is

a fixed light, select the **CLOSE** tab to complete the specification questions on the frame. Otherwise, click on the **NEXT** tab to select opening sashes for the frame.

- Select the appropriate sash opening for each pane by selecting from each of the drop down panels:
- When finished, select the **ADD** tab to move on to answer the specification details on the frame.
IMPORTANT NOTE: selecting the **CLOSE** tab will **NOT** save your design and you will have to re-start so only select this if you have made a mistake or wish to re-design the frame.



A1	Top hung LH	▼
A4	Left hung (0/0)	▼
D4	Fixed light	▼
F1	Top hung RH	▼
H4	Right hung (0/0)	▼

- Enter the dimensions, quantity and location of the frame:
- Answer the specification questions, changing your

DIMENSIONS	
Width	1800
Height	1400
Mull 1 from left	600
Mull 3 from right	600
Mull 2 from left	900
Tran Drop 1	375
Number off	1
Location	Bedroom 1

responses by using the drop down box presented on each question. Please note – changing a response will alter the specification for the entire item.

Colour	White
Frame (Head)	546075 52mm
Frame (Cill)	546075 52mm
Frame (Left jamb)	546075 52mm
Frame (Right jamb)	546075 52mm
Transom	546085/95 69mm T/Z
Mullion	546085/95 69mm T/Z
Sash	546106 75mm Cham T
Frame drip bar	-
Cill	-
Add-on (Head)	-
Add-on (Cill)	-
Add-on (Left jamb)	-
Add-on (Right jamb)	-
Ventilator (Head)	-
Ventilator (Sash)	-
Ventilator (Frame)	-
Drainage	Face
Bead type	Contour Bead Black (706)
Handle	White Locking (Cas)
Handle height	Half Height

Example: To change the colour of the frame, click on the drop down arrow and you will be presented with the possible responses. Select the appropriate response to move on.

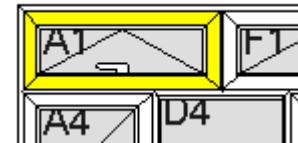
Colour White

- White
- Mahogany
- Oak

- If you wish to change the specification on one of the apertures only, select that aperture from the drop down menu **APERTURES** MAIN OPTIONS by clicking on it:

APERTURE : A1

- APERTURE : A4
- APERTURE : D4
- APERTURE : F1
- APERTURE : H4



- You will notice on the drawing of the frame that the aperture you have selected has turned the colour of yellow to remind you which you are changing.

- Once you have finished, return to the main screen by selecting 'MAIN OPTIONS' from the Drop down box.

APERTURES APERTURE : A1

MAIN OPTIONS

- APERTURE : A1
- APERTURE : A4
- APERTURE : D4
- APERTURE : F1
- APERTURE : H4

- If the frame is glazed, select the appropriate glazing from the menu.

GLASS/PANELS			
REF	SIZE	DESCRIPTION	
--		Unglazed (Glass) 28mm	...
A1	745 x 220	Unglazed (Glass) 28mm	...
A4	445 x 870	Unglazed (Glass) 28mm	...
D4	561 x 968	Unglazed (Glass) 28mm	...

Selecting this button will let you choose the same glazing material for all panes within the frame. Selecting any of the others will let you choose the glazing material for that

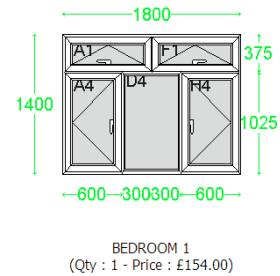
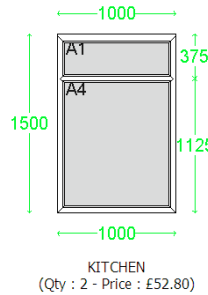
pane only.

- By selecting the **PRICES** tab, you can view the prices of the frame and glazing material:

PRICES	
DESCRIPTION	PRICE
Base price 1800 x 1400	£154.00
TOTAL FROM FRAMES SUPPLIER	£154.00
TOTAL PRICE	£154.00

- To add a note to that particular item, select the **NOTES** tab. To input another frame, select the **ADD** tab, or to finish select the **OKAY** tab.

- This will return you to the main menu screen, where you can view all the items you have processed on the enquiry.



- The screen will also give you a summary of what has been added to date: **[2 FRAMES] [3 EXTRAS] TOTAL PRICE : £231.51**

- To add an ancillary product to the enquiry, select the **EXTRAS** tab. (Follow the instructions on the separate instruction sheet "To process ancillary items in EvoWeb").
- If you need to remove an item from the order, click on that item, and from the menu select the **DELETE** tab.
- To add a note to the enquiry, select the **NOTES** tab, to print costing details of the enquiry, select the **COSTING** tab, to print a quotation of the enquiry, select the **QUOTE** tab, to save the enquiry, select the **SAVE** tab and to order the goods processed on the enquiry from Dessian, select the **ORDER** tab.

- IMPORTANT NOTE:** selecting the **CLOSE** tab will **NOT** save the details you have processed, but will cancel the enquiry completely.

Aug 08