

To look up / amend an enquiry on EvoWeb

- As with entering an enquiry on EvoWeb, on entering the system, 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 'LIST ENQUIRIES':

- This will display all enquiries you have loaded to date:

Enquiry No	Customer	Reference	Date	Ordered	Date	Evo Job No
1	Gary	GBTEST1	17/01/2008			
2			17/01/2008	Y	17/01/2008	57392
3		GB1	17/01/2008	Y	17/01/2008	57393
4			17/01/2008	Y	17/01/2008	57394
5	Ann Vincent	Ann	18/01/2008			

- Select the enquiry you wish to view simply by clicking on it.

IMPORTANT NOTE: YOU CANNOT AMEND AN ENQUIRY THAT HAS ALREADY BEEN ORDERED WITH DESSIAN – PLEASE CONSULT YOU SALES ADMINISTRATOR FOR ASSISTANCE.

- You can then add to, amend, print or order this enquiry by selecting the appropriate tab from the menu: