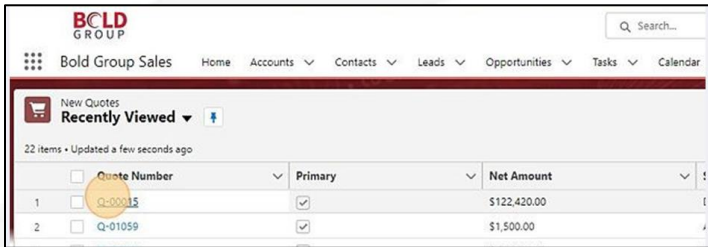


Quote Approval Process

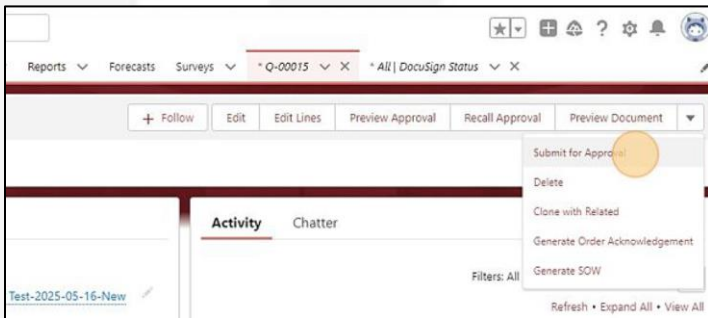
This document provides instructions on how to submit quotes for approval and how to approve quotes.

Submit Quote for Approval

1. From the **Quote** queue, click the quote associate with the customer.

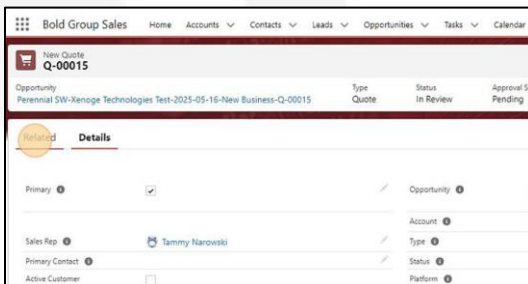


2. Click on the drop down arrow and select **Submit for Approval**.



Verify quote was sent to Approval Queue

1. Click on the **Related** tab and navigate to the **Approvals** section.

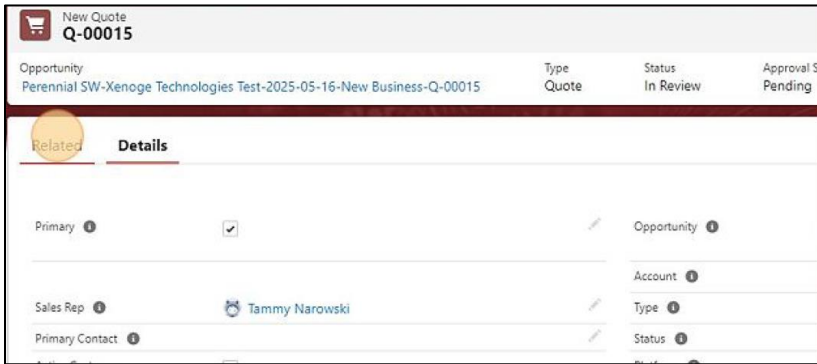


2. Verify quote went to the following approver groups:
 - Tammy, Eric, or Amy
 - Josh Williams



Approve Quotes (Approvers only)

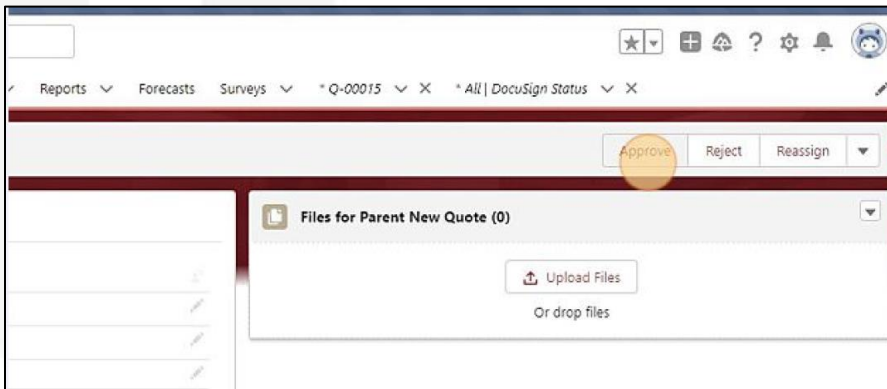
1. Click on the Related tab.



2. Navigate to the **Approval** section.
3. Click on the **Approval #** in the queue to open quote.



4. Review quote.
5. Click **Approve** at the top right.



6. Click **Approve** again to approve the quote.



For a videos of this process, [click here](#) and [here](#).