

Assessor's Guide to the MKC Online Quotation System



The MKC Learning web site is found at <http://mkclearning.co.uk/>

1. From the home page click on Assessor Configurator.



2. Log in to the system using the **username** and **password** provided. Enter these in the relevant fields then click **Login Here**.

NOTE: If you don't already have a username and password then you can apply by clicking *Register Here* and entering your contact details.



3. If you wish to view and/or modify a quotation that you created previously then click the *Retrieve Previous Quotes* button then click on the student's name.

To create a new quotation enter **your name** and the **student's first and last names** in the relevant boxes. The student's name is required so that we can file the quotation and recall it easily later if needed.

By selecting a **System Type** (PC or MAC) the quotation system will be able to show you hardware and software relevant to that system.



Click on **Submit** to proceed.

NOTE: You also have the option of entering the names of products you would like to see added to our portfolio.

4. We have created some pre-defined templates that have a number of the most commonly recommended items pre-selected for you. These templates are not intended to be “click ‘n’ go” systems but are intended to provide a starting point to a) help speed up quote production, and b) help ensure that quotes are error free.

If you do not wish to use a pre-defined template then just leave the System Type as the default “No pre-defined system”, click on **Go** and continue from step 5 below.

To **select a pre-defined template** just choose the one you want from the System Selector pull-down list.


Review the list of pre-selected items carefully then click on the red **“Click to re-configure this system”** link in order to make any changes you require.

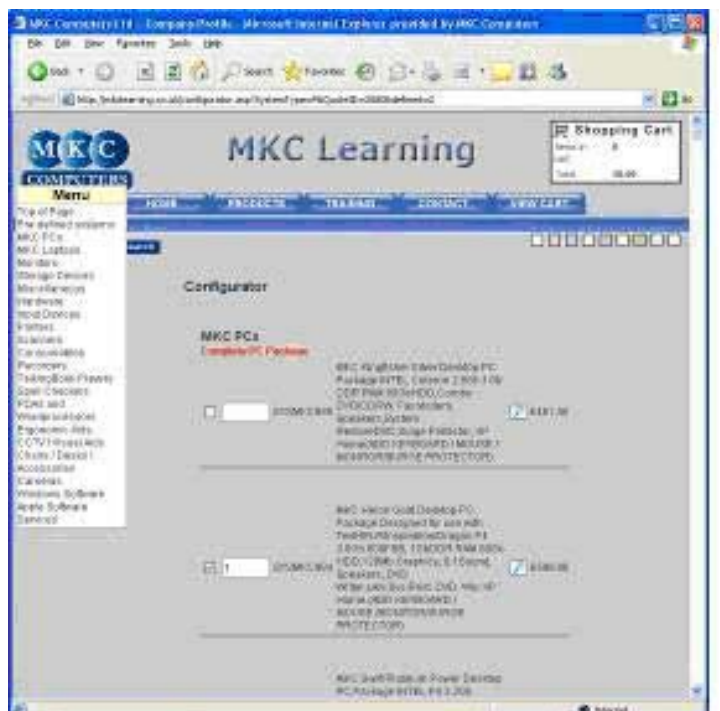
Note: If there is a particular configuration that you use on a regular basis, then we can add your template to our database so that it is available to you in the drop down menu, e.g. “Z01 Customer desktop”.

Please call either Ted or Ron on 01223 506006 with details of your template.

5. The **Menu window** at the left of the main screen allows you to jump straight to a specific section of the product portfolio.

If you selected a pre-defined template at step 4 then the items associated with that template will already be selected.

For each product in the portfolio there is a description with a product code to the left of it and the price to the right. To view more detailed information or to see a picture of the product click on the magnifying glass icon . The



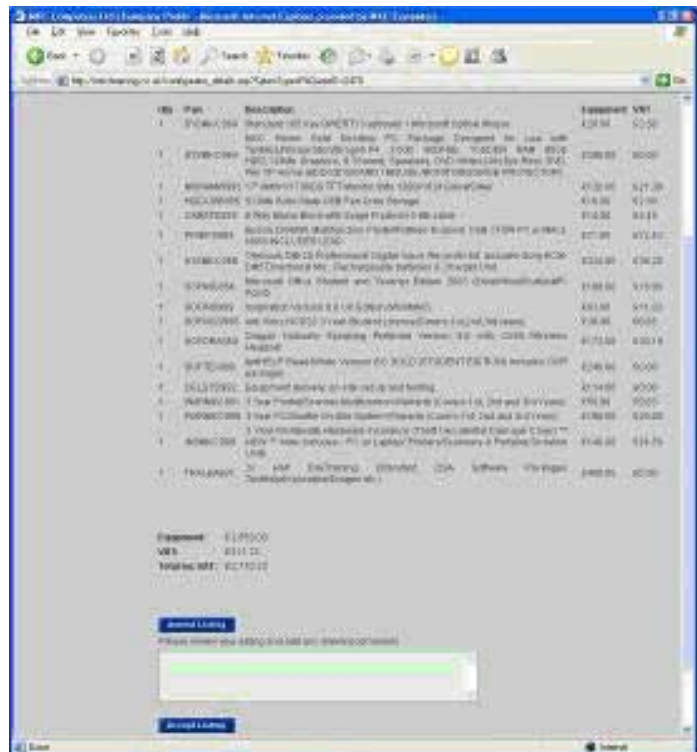
product description opens in a separate window.

To add an item to your quotation just **click its selection checkbox**. A tick is displayed in the checkbox and a value of 1 is entered in the quantity box. If you require more than 1 of this item simply **edit the quantity**. If you select an item by mistake, or if you want to remove an unwanted item that was included in a pre-defined template, just click the selection checkbox again to deselect it.

When you have finished adding items to your quotation **scroll to the bottom** of the list and click on the **Submit** button.

6. A list of the items you have selected is displayed. Check through the list to ensure that you have included everything you need. If you have missed anything just click the *Amend Listing* button to go back to the selection screen and edit the list. If you need items that you were unable to find in the portfolio then enter the details in the dialog box just above the *Accept Listing* button. We will add these items to your quotation later and email a copy of the final quotation to you.

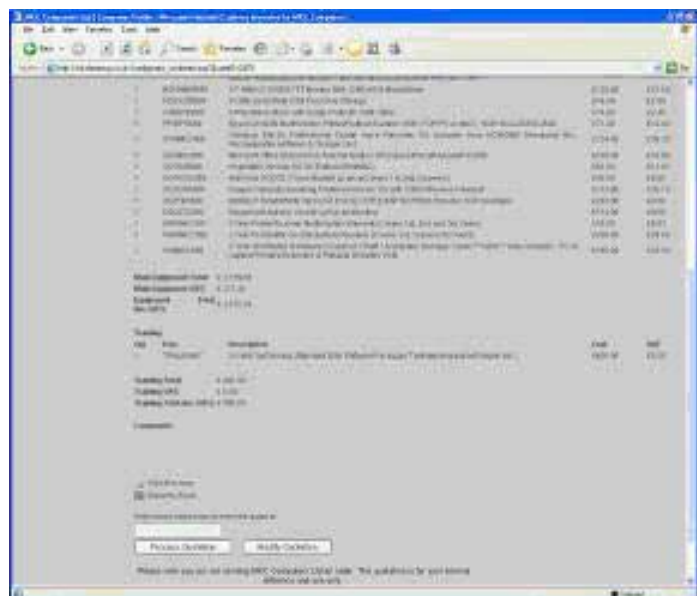
When you're happy with your quotation click **Accept Listing**.



7. A full copy of your quotation is displayed, including the header containing your access centre name, the name of the student, and a quotation number. If you notice any errors or omissions at this point then just click on *Modify Quotation*. You will see a warning message that the copy of the quotation saved on our system will be overwritten with any changes you make. Click *OK* and proceed as in step 5.

Enter your **email address** in the dialog box provided. We will then email you a copy of the quotation for your records. Data can be copied from this email and pasted into Microsoft Word as a table.

Entering your email address also helps us identify the creator of the quotation should we need to clarify anything later.



To print a copy of your quotation click on  Print this form.

To display your quotation as an Excel worksheet click on  Export to Excel.

When you are happy with your quotation then click **Process Quotation**.

8. You then have the opportunity to either prepare another quotation or to finish the quotation session (i.e. log off). **Click on the relevant line of text** to select that option.



If you need any assistance, or have any suggestions on ways the quotation system can be improved, then please contact us using the contact information below.



MKC Computers Ltd., MKC House, Cambridge Road, Milton, Cambridge, CB4 6AZ

Tel :- 01223 506006 Fax :- 01223 506019

Web :- www.mkclearning.co.uk

E-Mail :- dsales@mkccomputers.co.uk

Registered in England No 3570306