

How to start using the New Corle Quote Form

1. The first step is to sign up as a dealer on the web site.
Go to <http://quoteform.corle.com:808/>
Click New Users button.
Fill out the form:
 - Ensure State is 2 Capital letters.
 - Fax and Mobile are optional.
 - Remember your Login Name and Password for later use.
 - Ensure you remember this information....
 - IMPORTANT Only register once per user.
 2. Send an email or call and ask to be approved to use the New Quote system. Include your Corle manager/ contact.
 3. After you're approved, go to the website <http://quoteform.corle.com:808/>. Click the REGISTERED USERS button and log in using the login name and password you used to register. Click the Profile link at the top of this page and double check your information.
 4. Download and sign in to the Quote Form. Instructions are at:
<http://quoteform.corle.com:808/FormHelp.html#info-base-column>
- On this page, click the "**Update/Install**" button and follow the instructions:

How to download and install the Corle Quote Form.

Windows 7/8/10

1. Using Internet Explorer, browse to <http://quoteform.corle.com:808/>
2. Click the 'New Windows Corle Quote Form program' link
3. Click the 'Download the current form' button
4. Click 'Run' at the bottom of the screen when prompted
5. When prompted with 'Setup.exe is not commonly downloaded and could harm your computer.',

click 'Actions'
6. A 'This program might harm your computer' pop-up screen will appear.

Click 'More Options' -> 'Run Anyway'
7. Click 'Next' then 'Install' then 'Finish' in the Install Shield Wizard setup to complete the installation
8. There should now be a 'CorleQuoteForm' link on your desktop. Any files with the '.corle' extension will now be opened with the application

After installation, double click on the green planet icon on your desktop or go to Start button -> Program Files -> Corle Building Systems -> QuickQuoteForm icon

A dialogue box will ask you for your user name and password, fill it in and click 'Initialize' button. If you're successful 'Initialized' will appear in the Status area near the top of the form.

To start a new quote use the Submission -> save as new menu item and give it a location and a file name. This is where you should save all future files for this building(s).

Remember it is always a good idea to save your work frequently using the Session -> save menu item.

This form is capable of handling one or more buildings using the controls in the Building Controls area at the top of the form. More detail and info is located on our web site.

Please review the help and How To items we have posted on our website
<http://quoteform.corle.com:808/FormHelp.html#info-base-column>

Also, when you receive a return quote form (.corle file) in an email, please save it to your file system before opening it. If you open a .corle file from your email an error may occur as it is not on the local file system.

Additional topics:

How To Create a New Job/Building

- Start the application and click 'Submission' -> 'Save As New'. Select an appropriate directory to save the currently empty file and use a name that includes the date. This will help keep track of the most current file, which should always be used. All the .corle files that are eventually received via email need to be saved there as well. It is best to keep all related files in the same directory and to save often.

How To Open an Existing Building

- There are two ways: the first is to double click on the .corle file to open the application with that building. The second way is to use the application's 'Submission' -> 'Open File' menu item to browse to the desired building (.corle) file and double click it to open.

How to Save a Building

- Click on the 'Submission -> 'Save' menu item. Be *careful* NOT to use 'Save As New'.

How To Use Save As New or Use a Previous Building as a Start for a New Building

- 'Save As New' will delete the submission information. It will allow you to rename the file and clear the submission information which will indicate a new building set. Be careful not to do this with a current building set that you wish to submit again.

How To Add Additional Buildings to the Building Set

- Use the 'Add Copy' or 'Add New' buttons. 'Add Copy' will add a complete copy of the current building, including all sections and entries. 'Add New' will add a mostly blank building and include Basic building information in the first four expansion of the 'Info' tab and the Design Loads of the Loads tab only.

How To Change Current Building

- In the building control area, use the drop down to select the desired building to modify.

How To Use the Validation Button

- Selecting the validate button will validate the current building only, it will not validate all buildings in this set.

How To Delete a Building

- The 'Delete' button will delete the current building, unless there is only a single building. The .corle file will not be deleted from this button since it will always contain at least one building.

How To Submit a Building for a Quote

- With the selected building set open in the application, ensure the building has been saved. Then use the 'Submission' -> 'Send' menu item to submit the building. This process may take some time depending on the internet speed and number of buildings. Automatic validation will be ran on all of the buildings in the set and an error window will be displayed for each building. Only when all errors have been corrected will the building set be submitted to Corle. The status at the top of the application will indicate the progress. A pop up window will inform you when the submission is complete. After the quote has been completed by Corle, you will be emailed several files to the address you registered with in the dealer site. The first file will be the .corle file, completed and modified. This file should be used for any further submissions of this building set. The next file will be a .PDF quote file. This will be the official quote for this building set. This should be carefully reviewed for accuracy as it will be the official order document. Any problems, issues, or inaccuracies should be adjusted by Corle and reissued to you. You should also receive a set of .PDF building drawing files for each building separately.

How To Expand or Collapse Tab Sections

- Individual expansions can be clicked on to expand or collapse the content. To expand or collapse all expanders of a tab, click the 'Sections' -> 'Expand All' or 'Collapse All' menu item.

How To Print

- To print a single building of the building set, change the current building being displayed using the drop down list in the building controls, then click the 'Export' -> 'PDF Current Building' menu item. This will give you options on what sections to print for the current building. To print all buildings in this set, click the 'Export' -> 'PO-PDF All Buildings' menu item.

How To Use This Help

- For help on a given section in the form (in the application), open the form to that section and click the blue question mark (?). That will open an internet browser and take you directly to the corresponding section on this webpage. This webpage has a clickable top half that will display descriptions of the various menu items and building controls in red. The bottom half, starting from the tabs, operates in the same basic manner as the form. Descriptions of the content in each expander can be found in the gold outlined box below each section.