RAPID ESTIMATOR
HOME EDITION

Editing The Master Cover Page

The cover page is the opening page of an estimate report. Rapid Home uses the cover page to print out information about your company and your customer.

Make sure all estimates are closed before doing any editing to your master cover page

- Click on the 'Reports' tab and select 'Edit Cover Page'
- Click on 'Show Field Text' from the top menu options to start editing.
- To insert merge fields, click the location on the cover page where you would like a merge field placed then select the merge field from the list in the left pane. Next click on 'Insert Merge Field' from the top menu options.
- To delete a merge field, click on the merge field and select 'Delete Merge Field' from the top menu options.
- Once finished editing, select 'Save Changes' located at the top far right.
- To see your edited cover page in action, open an estimate. Click on the 'Reports' tab and select 'Edit Cover Page'. If your estimate already had a cover page previously added to it that you would like to replace with your edited one, after choosing 'Edit Cover Page' select to 'Delete Cover Page'. It will automatically kick you out of the editor. Select to 'Edit Cover Page' again and now you will see your newly edited one. Click 'Save Changes' to assign the new cover page to your open estimate.

cward@sdsinow.com