

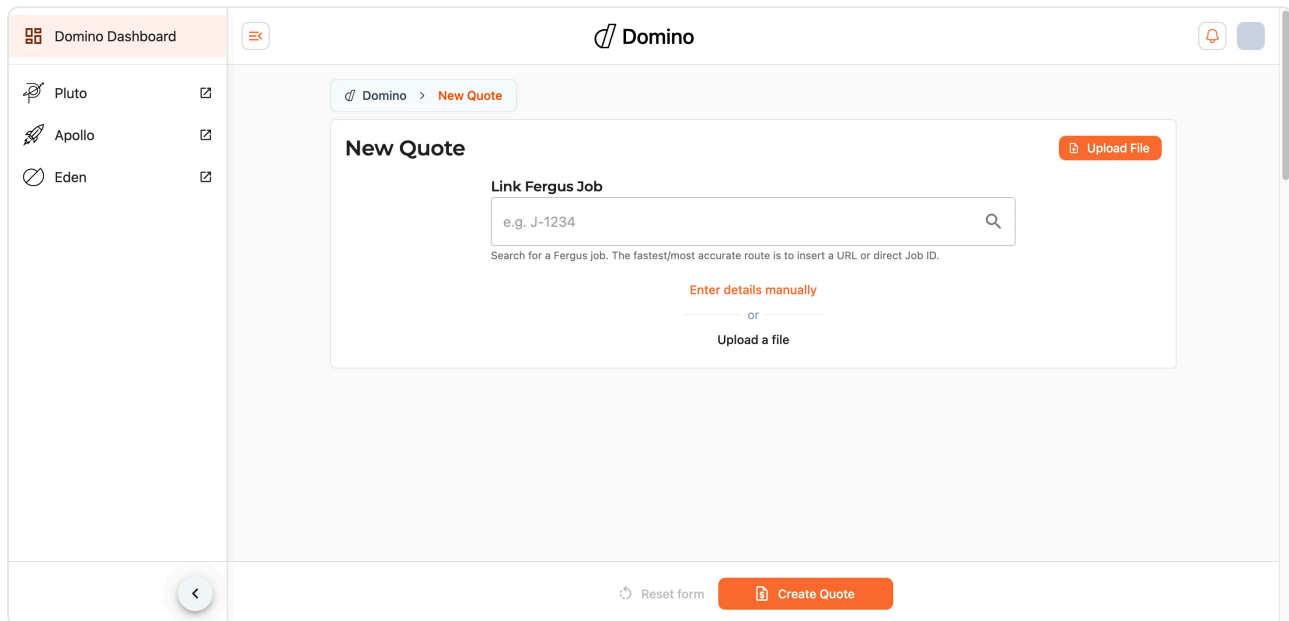
Creating a Quote

🕒 EST. 4 MINUTE READING TIME

Start a new quote with the **Create New** button on the [dashboard](#), or go straight to:

- <https://eden.samconsulting.co.nz/domino/new>

A quote is built from a short form and the documents you feed into it. *Domino* does the heavy lifting from there, reading your documents and drafting a scope of works for you to refine. Your progress is saved automatically as you go, so you can step away and come back to finish later.



The screenshot shows the 'Domino Dashboard' on the left with a sidebar containing 'Pluto', 'Apollo', and 'Eden'. The main content area is titled 'Domino > New Quote'. The 'New Quote' form has a search bar for 'Link Fergus Job' with the example 'e.g. J-1234'. Below the search bar, there are three options: 'Enter details manually', 'or', and 'Upload a file'. At the bottom of the form, there are 'Reset form' and 'Create Quote' buttons.

Starting a new quote by linking a Fergus job.

Where to Begin

There are two ways to get started:

- **Link a Fergus job** - search for the job and *Domino* will pull through what it already knows: the site address, references, customer details, and any files attached to it. You will be shown what it found and can choose what to bring across.
- **Enter the details yourself** - choose **Enter details manually**, or **Upload a file** to begin straight from a document.

Details

The **Details** section captures the essentials of the quote:

- **Site Location** - the address the work is being carried out at.
- **References** - any reference numbers or labels you want to attach.
- **Billing** - who the quote is addressed to: the customer (usually a company) and contact name, the email any finalised quote will be sent to, and the postal address that appears on the finished quote document.


Visualisations

If there are 3D visualisations of the site, you can attach them here so they travel with the quote.

Scope of Works

This is the heart of a *Domino* quote. Upload the documents the quote should be based on - a scope document, photos, a marked-up report - and *Domino* reads them and drafts a scope of works from what it finds. You can drag files straight onto the page and drop them, or pull in files from a linked Fergus job.

Scope of Works



Attach a Scope of Work document.

[+ Upload File](#)

Upload a Scope of Works to be recommended line items and field inputs.

Manually write a Scope of Works

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Submit >

Write a scope of works...

Write out a Scope of works, be as descriptive as possible - include measurements and specific details about the job.

Supplementary Files

Supplementary Files

Supplementary files are extra documents you want kept with the quote for context - things that should *not* be turned into line items. *Domino* keeps them attached for reference but does not read them into the scope.

Configuration

The **Configuration** section controls how *Domino*'s A.I. interprets your documents. The defaults suit most quotes; adjust them when a particular job calls for it.

Configuration

 Reset form

 Create Quote

- **Strictly Extract Line Items as they Appear** - pull line items out exactly as written, with no interpretation. Only turn this on when the document already contains a clear, well-defined table of line items.
- **Scan Images for Scope of Works** - read photos for items to include, rather than treating them as context only.
- **Create Pricebook Suggestions** - suggest matching items from the approved *Domino* pricebook against each line item.
- **Create A.I. Suggestions** - let the system offer its own suggestions for each line item.
- **Create "Facilitating Works" Section** - add a project-management section with appropriate line items.
- **Default "Struck Off" Label** - how struck-off line items are shown on the quote (for example `Cash Settled` or `Deferred`). You can change this later.

Note: turning off the suggestion options makes *Domino* noticeably faster, so leave them on only when you want that extra help.

Creating the Quote

When you are ready, use the save bar at the bottom of the page to create the quote, or reset the form to start over. Once created, you are taken straight into the quote to review and refine what *Domino* has drafted.