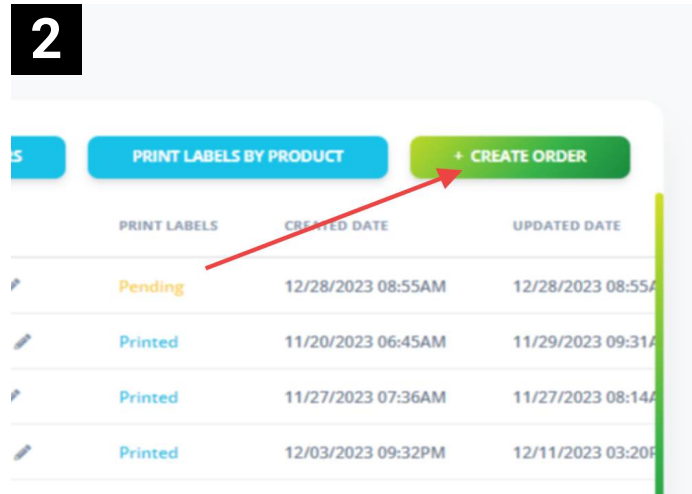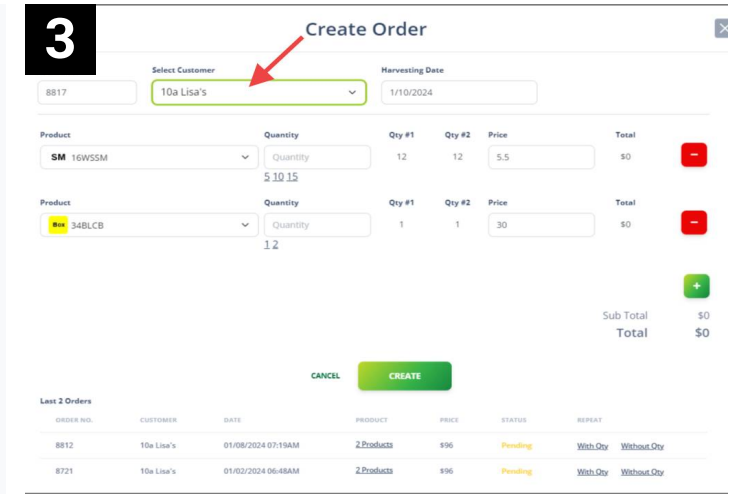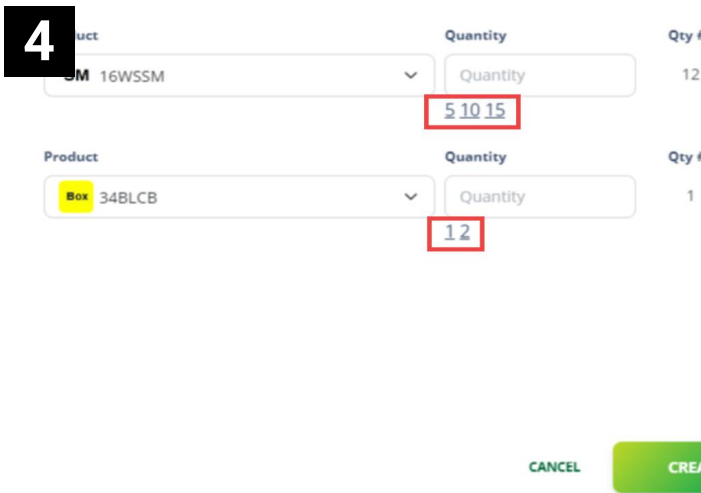# How to Create a new order in GreenEase

1

On the "Customers" page click the name of the customer you want to create an order for OR.....
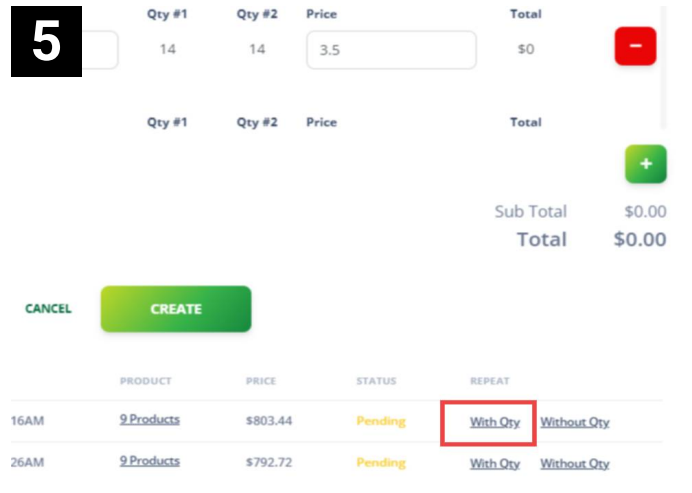
2

....on the "Orders" page click Create Order
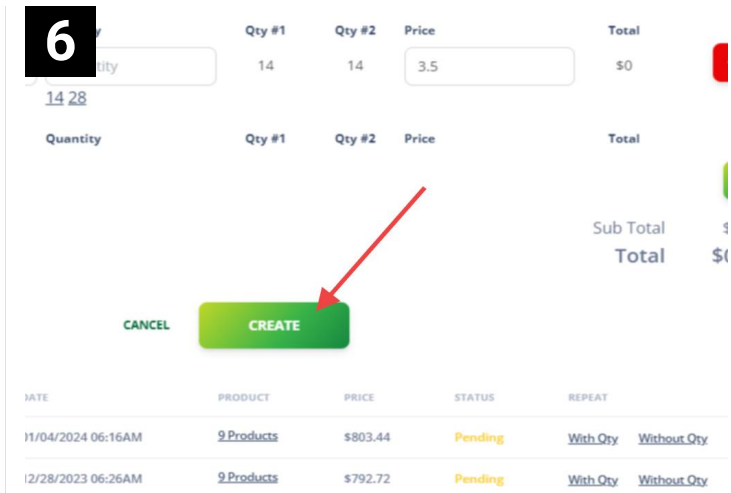
3

Select the customer from the drop down if needed. All the products from the last two orders will automatically load.

4

These are shortcuts to amounts that are frequently used. These are editable on the product page.

5

This button copies the previous order.

6

Click "Create" to create the order and the invoice!

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CYCLE TIME: N/A

Author: Trent Koehn

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Please Note! If this is your first order, enter the number here that should be your next Quickbooks invoice number

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CYCLE TIME: N/A

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