Orders

How to create an order?

- 01) Access the Control Panel
- 02) After login click Clients >> Orders or Orders Phone
- 03) Click the Create button
- 04) For customers with a account select a customer and for customers without account fill out the form, after clicking Confirm

Note: For customers without account we recommend creating in phone orders.

05) Click Add Product

Fill in the Discount, Shipping and Total fields, the shipping price calculation process is done manually.

Note: Any changes you make to this page click Update to save the updates.

06) After creating the order click Details to manage this order.

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