

# Orders by Telephone

## 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.

Unique solution ID: #2220

Author: MFORMULA FAQ

Last update: 2017-04-19 14:44