

Creating a Work Order:

1. Open the Order Inbox.
2. Click on the double arrow icon. ⇔
3. The order will open with a work order form on the left.
4. Remember there will be page for every treatment included on the order. You cannot convert to a work order until all forms are completed.
5. Choose between Subcontract and Hourly to complete the form. If you choose Subcontract you will fill in the dollar amount to be paid to the subcontractor.
6. If you choose hourly, you will set a goal as to the number of hours you want the job completed in.
7. That is the only part of the form you will fill in, all the other information from the final quote request and the estimate will automatically be there.
8. Click on Convert to Work Order.
9. Once it's been converted, the invoice charges will drop off, leaving the hourly goal or the subcontract seamstress payment amount.
10. Open the Work Order Tab and select the order.
11. You can print it or download it or both.