

Tutoriel - Suivi remise d'items



1 Cliquer sur "FACTURES"

PREVIEW 01/16/2024 11:55 AM

OPEN 01/16/2024 12:00 PM

CLOSE 01/17/2024 10:05 AM

INVOICE GENERATED (\$9)
INVOICES: 5/5

RESEND INVOICES

New note

ADD A NOTE TO SELECTED ITEMS

SELECT ALL NON PICKED UP

SELECT ALL ITEMS

Filter

Phone number	Amount	Status	Is a donation	Picked up	Ordered	Link to Stripe invoice	Actions	Notes	Selection
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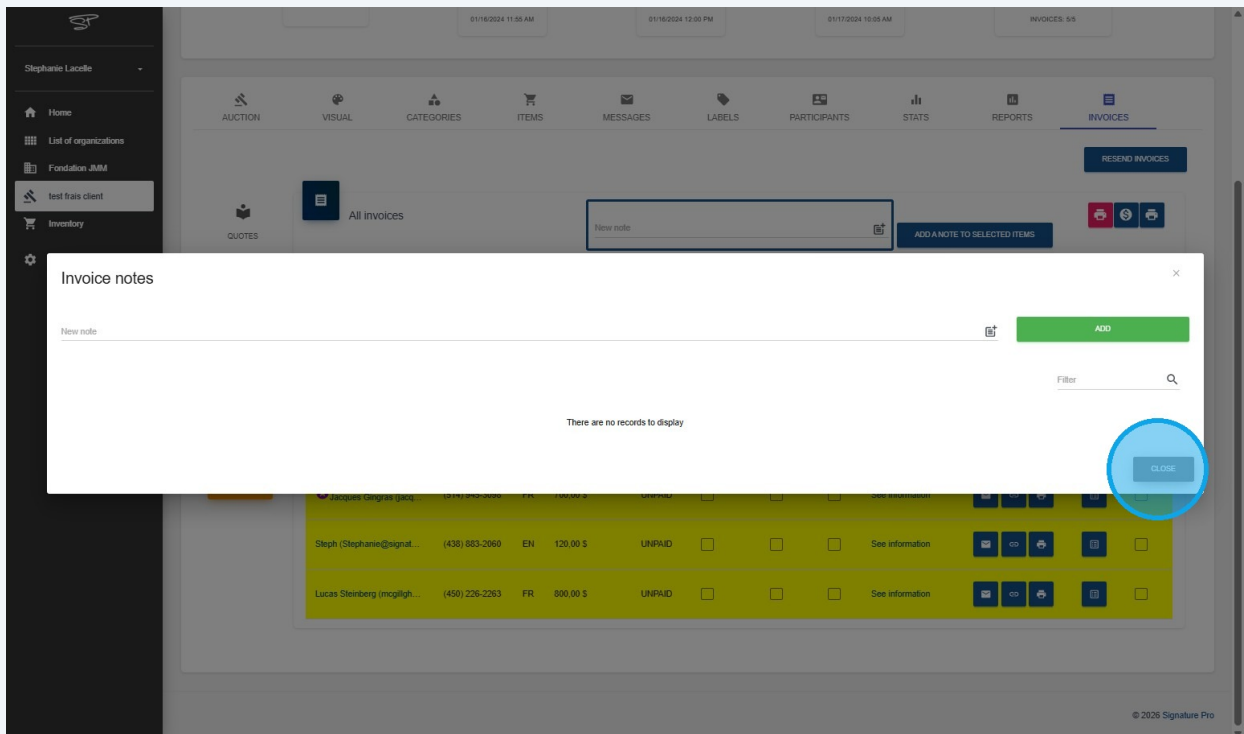
2 Cliquer sur "TOUTES LES FACTURES"

Customer	Phone number	Amount	Is a donation
Jean-Samuel Belliveau (jeansam@signaturepr...)	(438) 827-0117	870,00 \$	<input type="checkbox"/>
Larryn Bro (lawrence@signaturepro.ca)	(514) 291-9494	800,00 \$	<input type="checkbox"/>
Jacques Gingras (vicbegin99@outlook.com)	(514) 945-3098	700,00 \$	<input type="checkbox"/>
Stephanie Lacelle (Stephanie@signaturepro.ca)	(438) 883-2060	120,00 \$	<input type="checkbox"/>

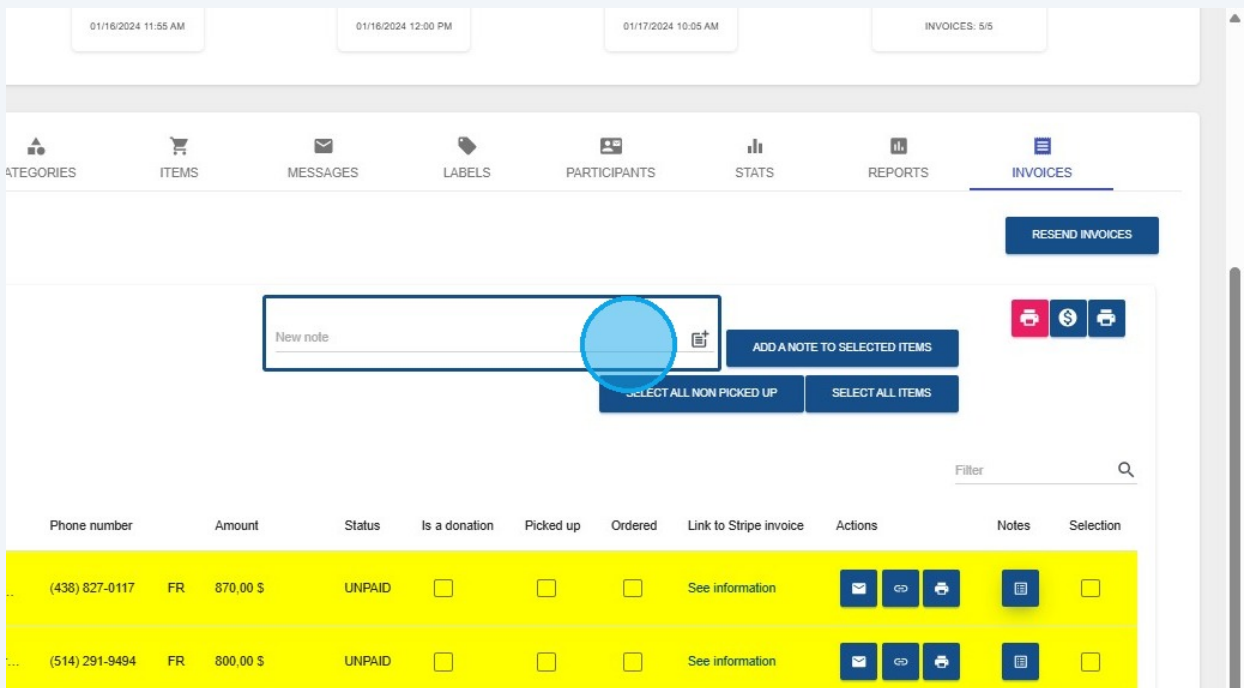
3 Pour ajouter un note dans le dossier d'un acheteur, cliquer sur "Voir les notes de la facture"

Phone number	Amount	Status	Is a donation	Picked up	Ordered	Link to Stripe invoice	Actions
(438) 827-0117	FR 870,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	[Email] [Share] [Print] [Document] [Check] See related invoice notes
(514) 291-9494	FR 800,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	[Email] [Share] [Print] [Document] [Check]
(514) 945-3098	FR 700,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	[Email] [Share] [Print] [Document] [Check]
(438) 883-2060	EN 120,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	[Email] [Share] [Print] [Document] [Check]
(450) 226-2263	FR 800,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	[Email] [Share] [Print] [Document] [Check]

4 Ajouter la note et cliquer sur "FERMER"



5 Pour ajouter une note identique dans plusieurs dossiers, sélectionnez les clients concerner (si la note est à ajouter dans tous les dossiers, cliquez sur un des boutons "SÉLECTIONNER TOUS LES NON RÉCUPÉRÉS" OU SÉLECTIONNER TOUS LES ARTICLES"). Ensuite inscrire la note dans "Nouvelle Note" et cliquez "AJOUTER UNE NOTE AUX ARTICLES SÉLECTIONNÉS"



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


















Pour garder le suivi, lorsqu'un client récupère ses items, cliquez sur "Récupéré"

invoices

New note ADD A NOTE TO SELECTED ITEMS

SELECT ALL NON PICKED UP SELECT ALL ITEMS

Filter

	Phone number	Amount	Status	Is a donation	Picked up	Ordered	Link to Stripe invoice	Actions	Notes	Selection
muel Bellivea...	(438) 827-0117	FR 870,00 \$	UNPAID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See information	  		<input type="checkbox"/>
e@signaturepr...	(514) 291-9494	FR 800,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	  		<input type="checkbox"/>
Gingras (jacq...	(514) 945-3098	FR 700,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	  		<input type="checkbox"/>
hanie@signat...	(438) 883-2060	EN 120,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	  		<input type="checkbox"/>
berg (mcgillgh...	(450) 226-2263	FR 800,00 \$	UNPAID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See information	  		<input type="checkbox"/>