



Workflow: How to create new orders

6 Steps [View on Tango](#)

Created by

Ludvik Ludviksson

Creation Date

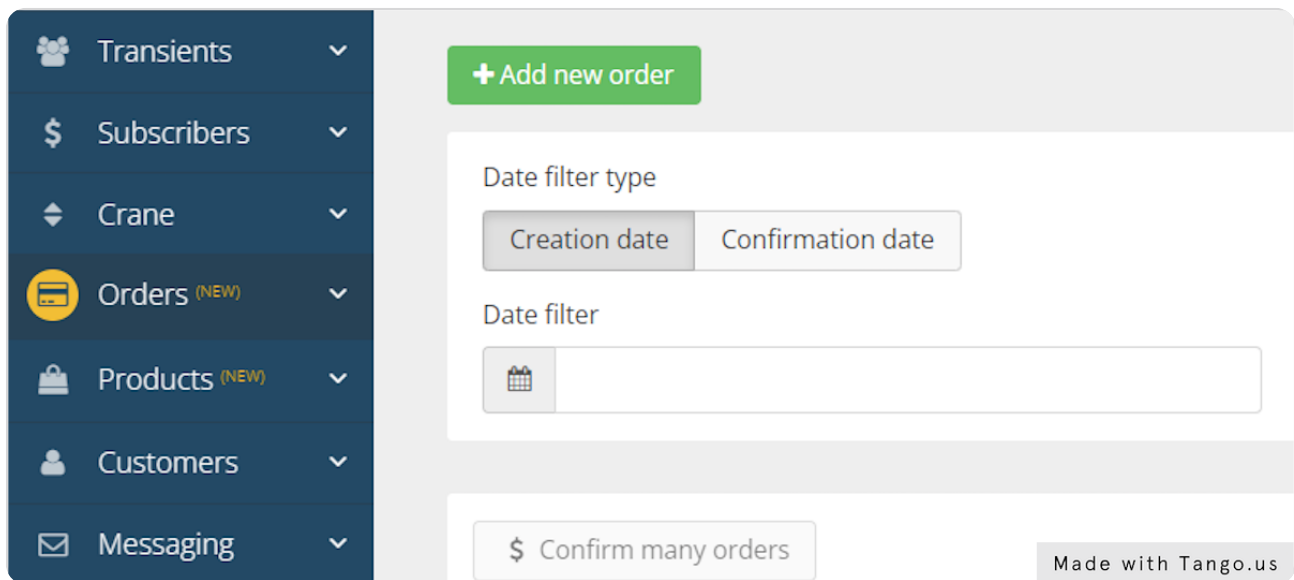
August 23, 2022

Last Updated

August 23, 2022

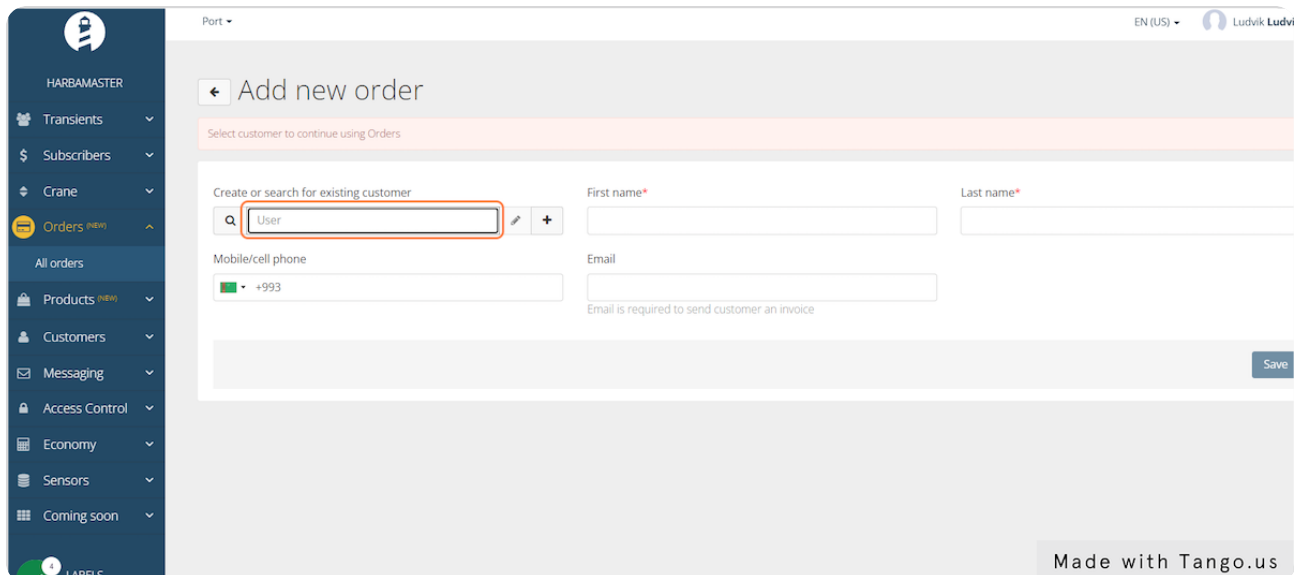
STEP 1

Click on Orders and then click on add new order



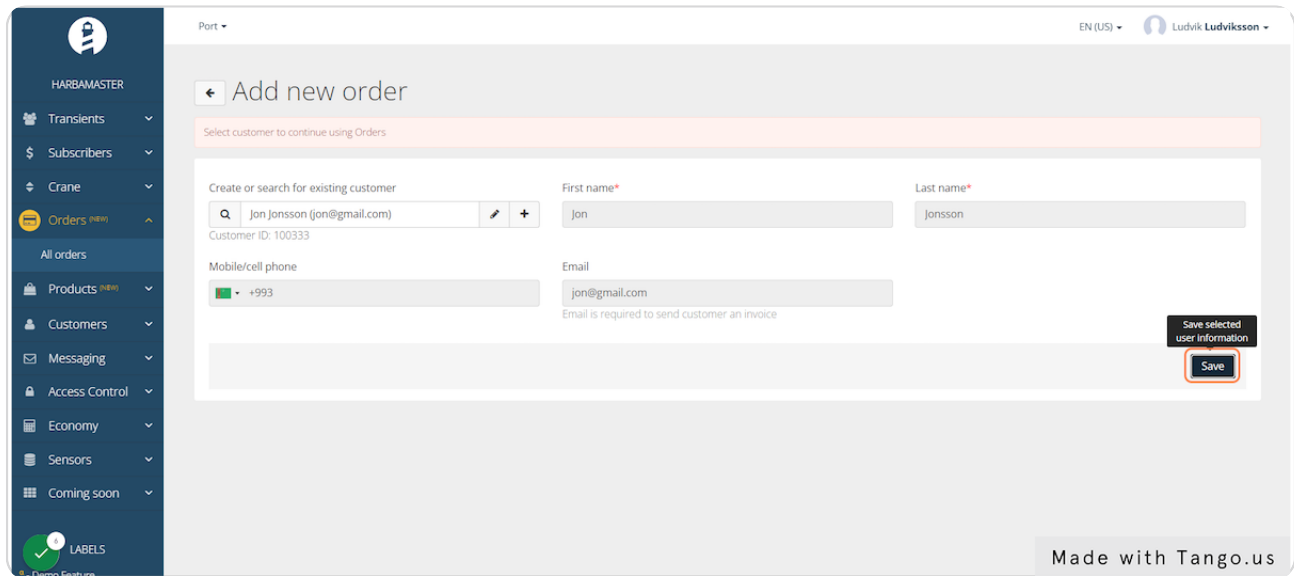
STEP 2

You can either select a customer from your existing customer list or add a new customer



STEP 3

Once you have selected a customer you click on save

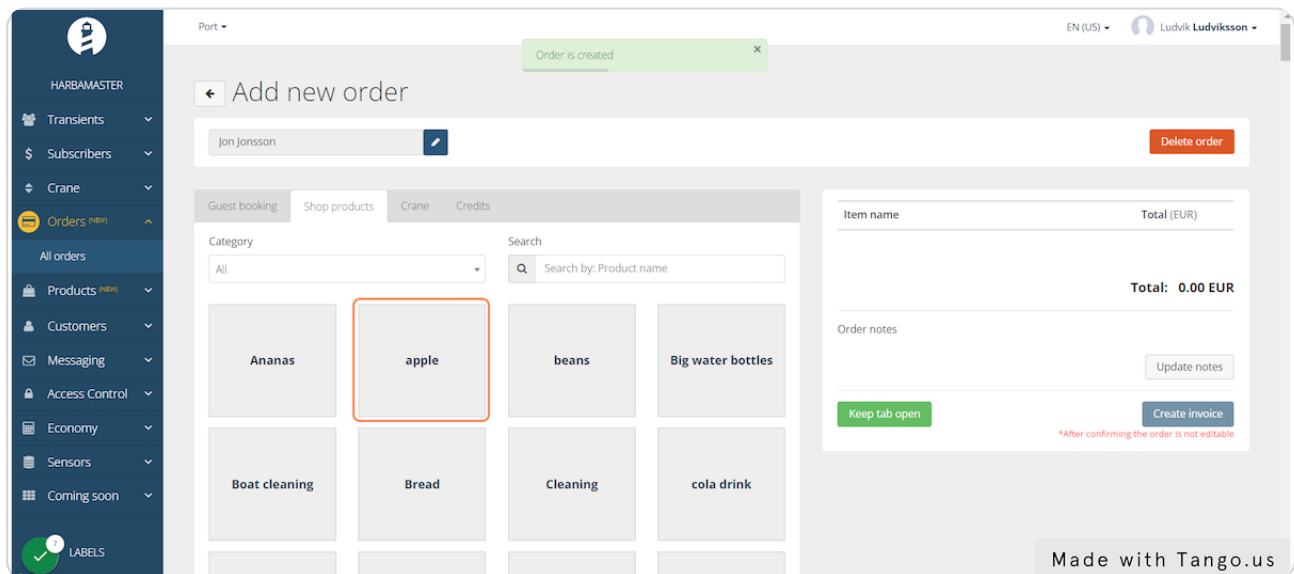


STEP 4

Here you can select what product you want to add to the order

Notice that here you can select shop products, create a guest booking, add a crane reservation, and more.

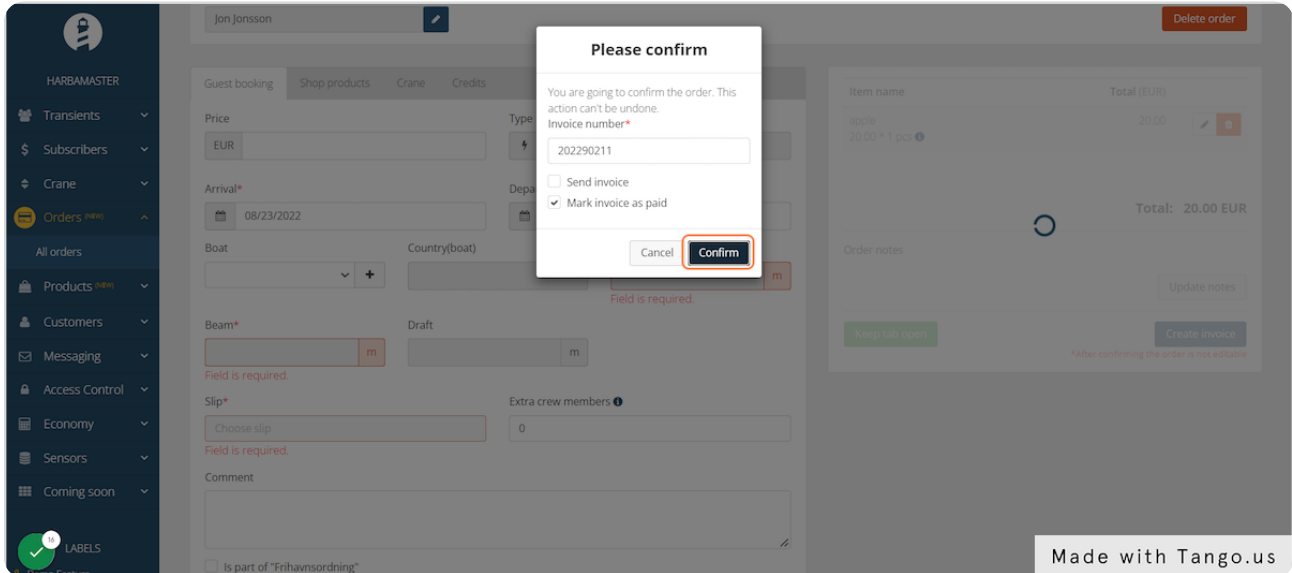
These items can then all be added to the same order.



STEP 5

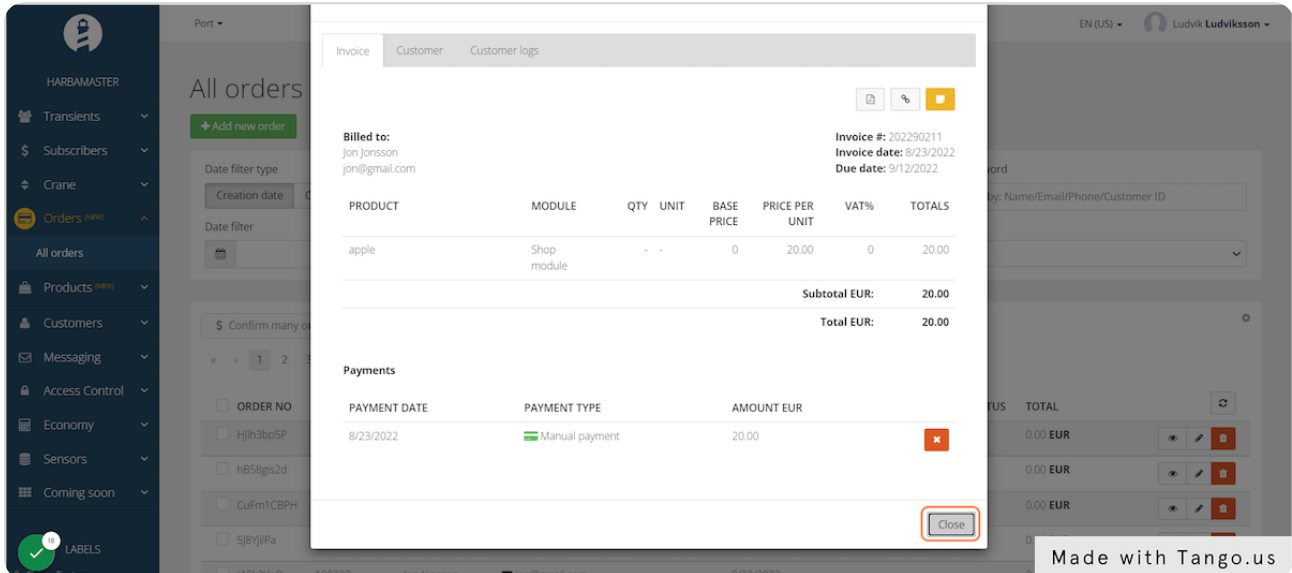
Confirm the order

When you have finished adding items to your order you can click on create invoice and confirm. Here you have the option to mark the invoice as already paid or you can send the invoice to your customer



STEP 6

Summary of the order



Created in seconds with

Tango