

How To Quickly Get Into An Invoice

From an repair order or estimate number you know type that number in the box in the white box then press the **Tab** key. This feature also works if you only have the estimate number and the estimate has been converted to a repair order. It will automatically do the conversion for you.

- 1) From any order screen in the order number in the white box



- 2) Highlight the order number and type in the estimate, repair order, or invoice number



- 3) Press **TAB** and now you are in that Estimate, Repair Order, or Invoice



- 4) You can now bypass the WIP screen to quickly find orders