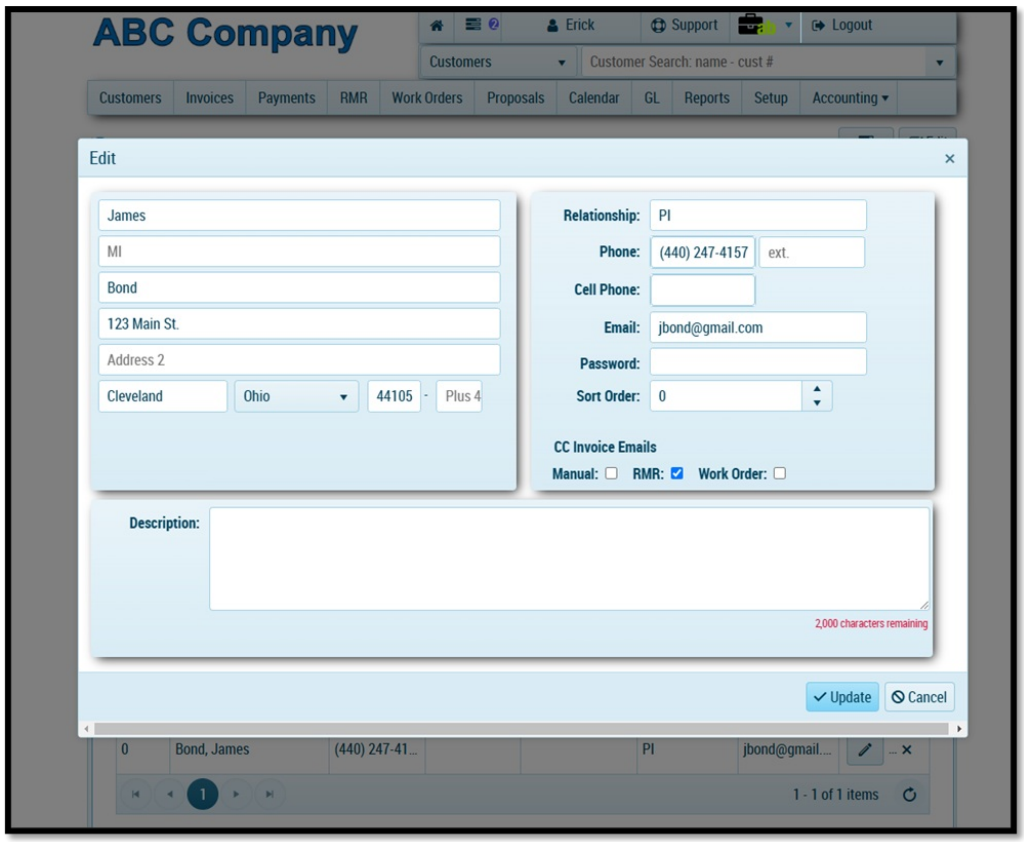
How to Send Multiple Recipients an RMR Invoice

Last Modified on 11/19/2024 6:19 pm EST

AlarmBiller allows Users to give contact(s) the ability to receive a copy of the invoice

1. Log into the customers page in question, click on the contacts tab below and then click on either 'Add New Contact' or 'Add Existing Contacts'

2. Create the contact and if you would like the contact to receive a copy of the RMR invoice, checkmark the RMR checkbox (you can also give the contact the ability to receive a copy of the Manual and Work Order invoices by check-marking the checkboxes)


ABC Company
Erick
Support
Logout
Customers
Customer Search: name - cust #
Customers
Invoices
Payments
RMR
Work Orders
Proposals
Calendar
GL
Reports
Setup
Accounting
Edit
James
MI
Bond
123 Main St.
Address 2
Cleveland
Ohio
44105
Plus 4
Relationship:
PI
Phone:
(440) 247-4157
ext.
Cell Phone:
Email:
jbond@gmail.com
Password:
Sort Order:
0
CC Invoice Emails
Manual:
RMR:
Work Order:
Description:
2,000 characters remaining
Update
Cancel
0
Bond, James
(440) 247-41...
PI
jbond@gmail....
1 - 1 of 1 items