

How to Send Multiple Recipients an RMR Invoice

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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'

The screenshot displays the ABC Company software interface. At the top, there is a navigation bar with the company name 'ABC Company', user 'Erick', 'Support', and 'Logout' options. Below this is a 'Customers' dropdown menu and a search field. A main menu contains various tabs: Customers, Invoices, Payments, RMR, Work Orders, Proposals, Calendar, GL, Reports, Setup, and Accounting. The main content area shows details for 'Acme Security - 2435'. This includes address information (123 NewStreet, New York, AL 12345), contact details (Phone, Cell, Email), and customer type (AFA Commercial, Salesperson: AE SECURITY). A status section indicates 'Status: Active', 'Priority: Normal', and 'Customer Since: 12/19/2023'. Financial summary shows 'Open Invoices: \$14,585.75', 'Open Credits: \$0.00', 'Unapplied Cash: \$0.00', 'Balance Due: \$14,585.75', 'Late Fee Balance: \$10.00', 'Total Balance Due: \$14,595.75', 'Total RMR: \$2,400.00', and 'Auto Pay:'. A 'Comments' section is present below the details. At the bottom, a 'Contacts' tab is active, showing a table with columns for S., Name, Phone, Cell, Passcode, Relationsh., and Email. The table is currently empty, displaying '0' items and 'No items to display'.

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 checkmarking the checkboxes)

