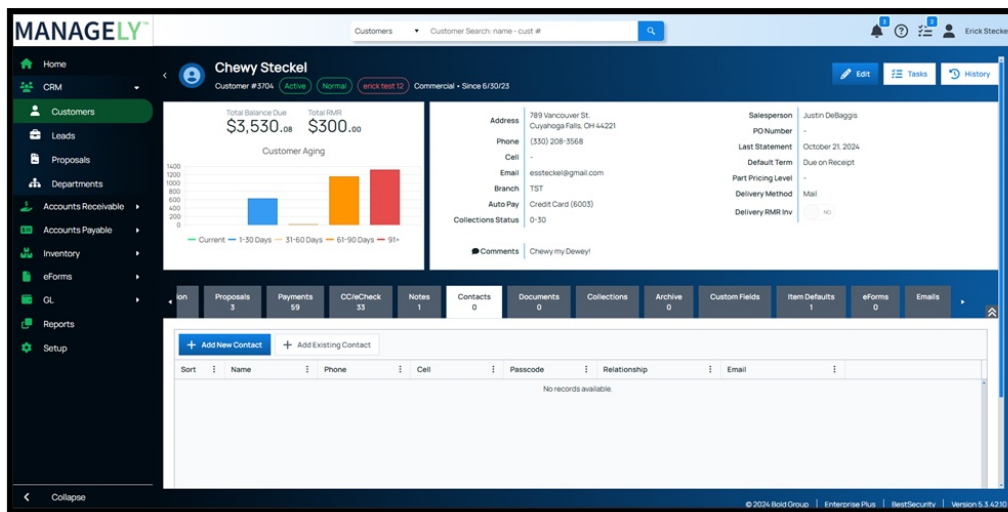


How to send multiple recipients an RMR invoice (Managely)

11/11/2024 3:09 pm EST

Managely 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 the + Add New Contact button



2. Create the contact and if you would like the contact to receive a copy of the RMR invoice toggle the RMR from 'No' to 'Yes' (you can also give the contact the ability to receive a copy of the Manual and Work Order invoices by toggling the 'No' into a 'Yes')

