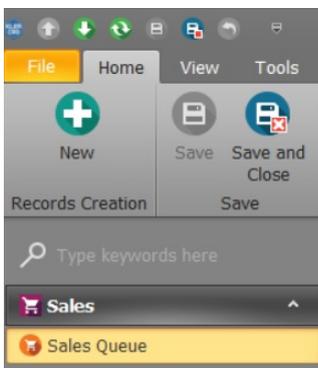# Creating a Toll Processing Order

Last Modified on 02/25/2020 3:54 pm MST

Creating a Toll Processing Order

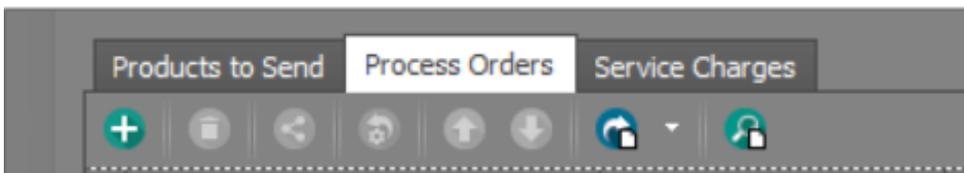Select the Sales tab on the left navigation

Choose Sales Queue then click New in the upper left-hand corner

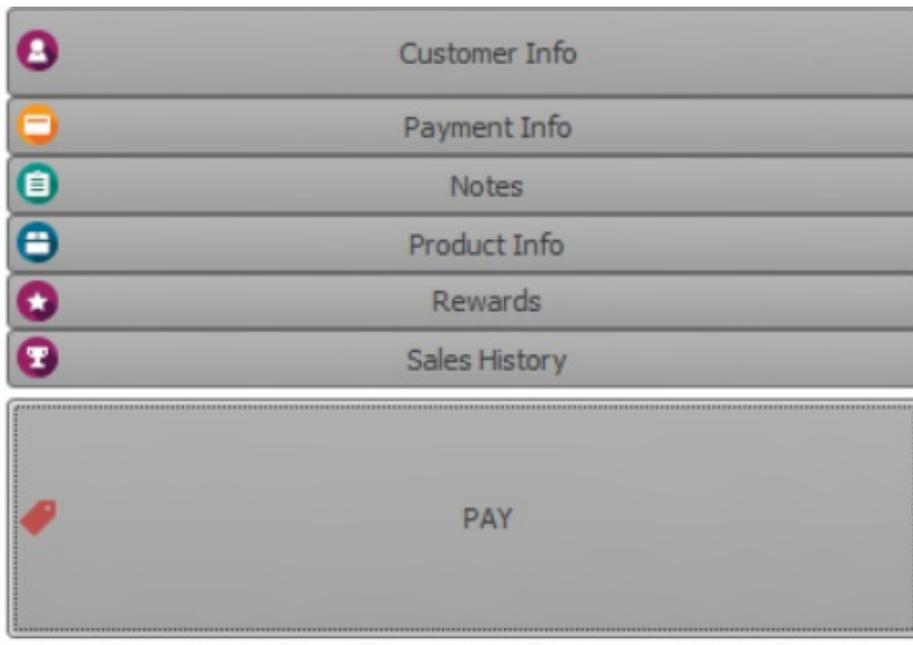Select a Customer and a Salesperson then select the Process Orders Tab

Click the green plus button

- Follow the steps in Process Order

From here you can close the sale by selecting the PAY button at the right side of the window

	Customer Info
	Payment Info
	Notes
	Product Info
	Rewards
	Sales History
	PAY

- You may print an invoice or receipt from here