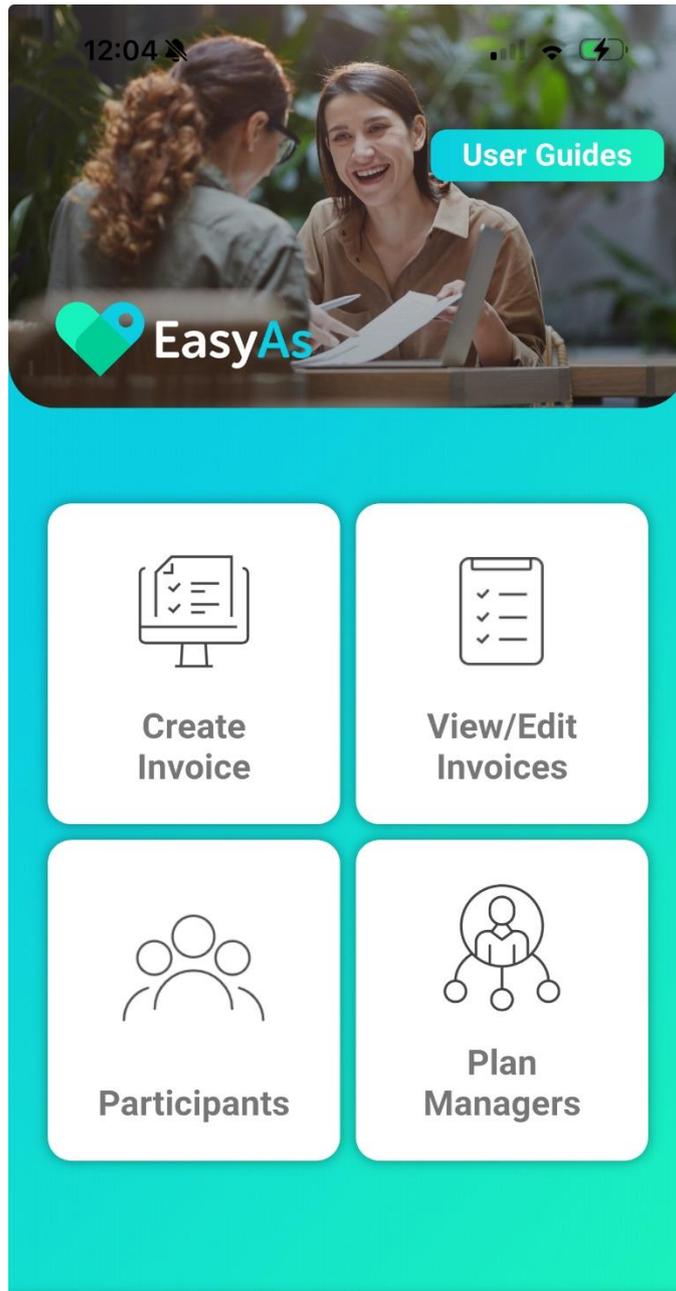




♥ Home Screen Information ♥

Welcome to EasyAs Invoicing!

Follow this step-by-step guide to navigate around EasyAs Invoicing.



Home



Invoice List



Reports



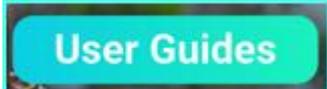
Participants



Account

♥ User Guides

Here you will find EasyAs Invoicing User Guides for operating the platform.



User Guides

♥ Create Invoice

Here you will create all your participant invoices. Please refer to the **User Guide** [Create Invoices](#)



Create Invoice

♥ View/Edit Invoices

In this area you can view and edit all your invoices. You are able to filter and search for invoices by participant and / or by invoice status and by date range. You can click on each invoice to Edit the invoice. You are able to change the status of invoices, email them for payment, cancel invoices. Please refer to the **User Guide** [View & Edit Invoices](#)



View/Edit Invoices

♥ Participants

All your participants information can be found here. Use the filter button to sort the order alphabetically. Use the Search feature to search for your participants name. The love heart found next to each participant can be clicked to make them your 'favourite' for invoicing purposes so they appear at the top of the list. You can add new participants and also edit your participant information. Please refer to the **User Guide** [Participants View, Create & Edit](#)



Participants

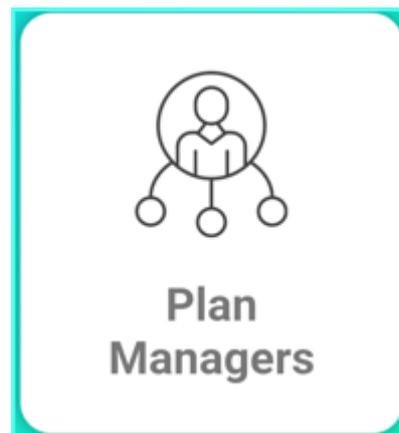
♥ Plan Managers

Hundreds of plan managers and their email addresses are pre-populated into EasyAs Invoicing.

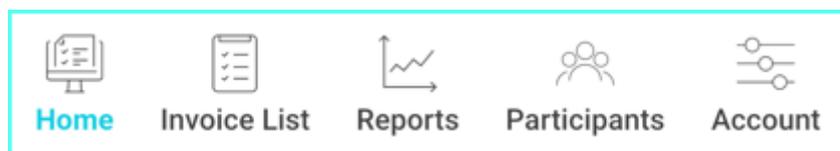
Simply link these to your participants profile and they'll be automatically sent to their plan manager when you're ready to send the invoice.

You can't edit these plan managers details, however you can Add a Plan Manager.

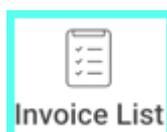
Please refer to the **User Guide** [Plan Managers View & Create](#)



♥ Menu Bar on bottom of the Home Screen ♥



Home Screen Use this icon to navigate back to the **Home Screen**



Invoices List Use this icon to navigate to **View/Edit Invoices**



Reports Use this icon to go to **Generate Your Report**
Please refer to the **User Guide** [Generate an Invoice Report](#)



Participants Use this icon to go to your **Participants**



Accounts Use this icon to go to your **Provider Profile**
Please refer to the **User Guide** [Edit Your Provider Profile](#)