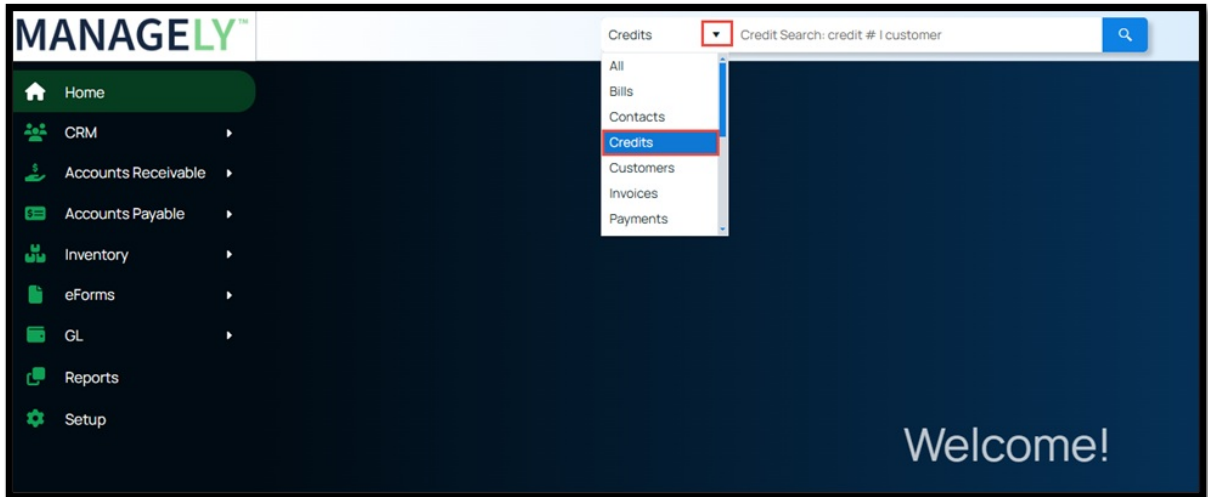


Multiple Ways of Looking up a Credit (Managely)

Last Modified on 12/16/2024 3:49 pm EST

There are multiple ways of looking up a credit in Managely, either by the credit number or customer.

1. Switch the search criteria from the top drop-down from Customers to Credit (then type the credit number or customer's name in the search area and push the Enter key or click the magnifying glass icon):



2. Access the credit from the customer's account by accessing the Credits tab:

