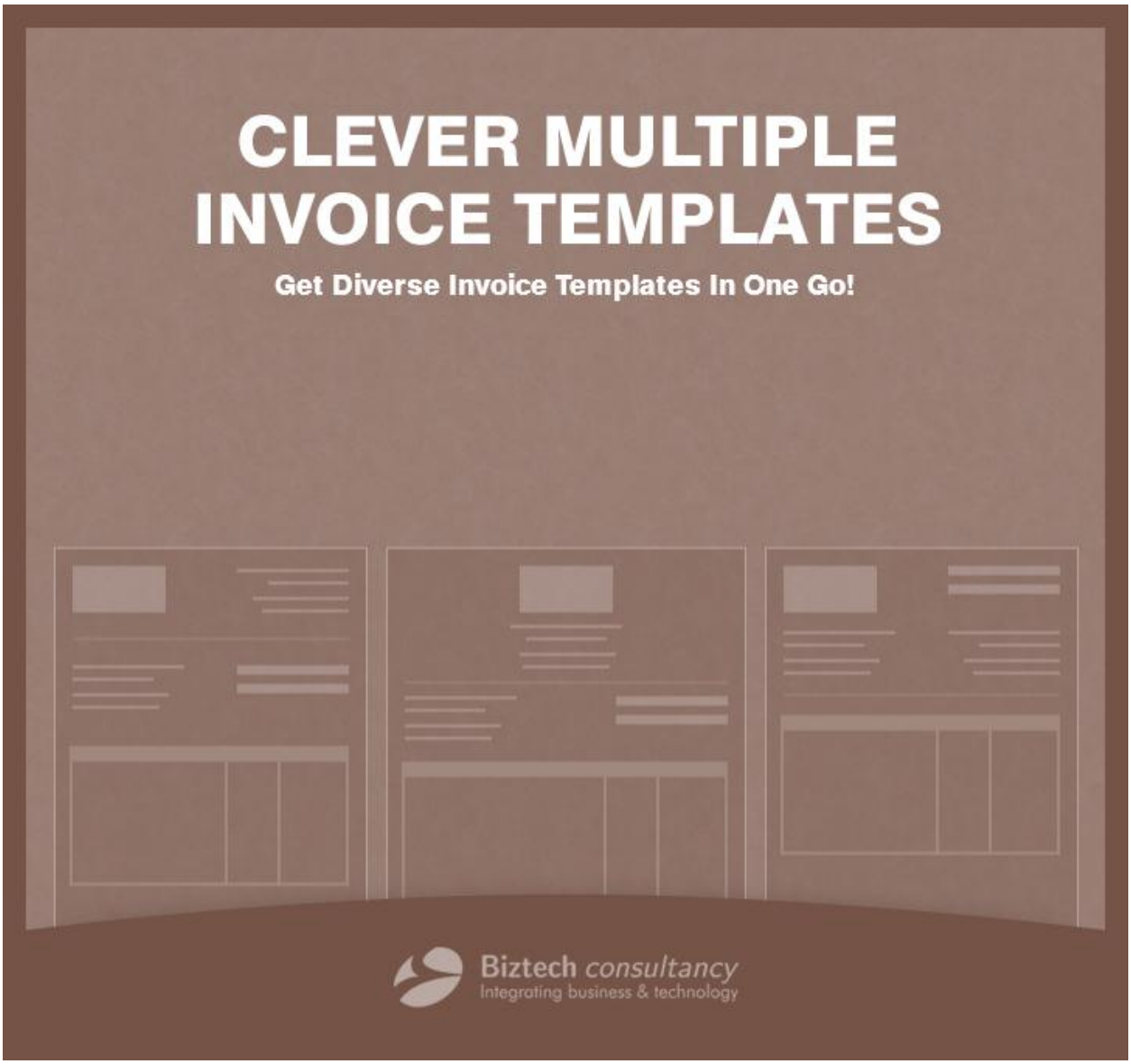
USER GUIDE



Clever Multiple Invoice Templates

Compatibility:

Odoo 8.x, 9.x

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1. Introduction

Biztech is introducing an exclusive app to manage Order Invoices and to make them more impressive. Clever Multiple Invoice Templates app will assist you to maintain your invoices in a superior way. Admin can set layout of the invoice in multiple ways. There are inbuilt 6 types of invoices for the references. Admin can manipulate it the way required. Admin can view Payment History in the invoice to keep a check of order details. Admin can manipulate multiple fields of the invoices with Clever Multiple Invoice Templates. Admin can choose different colors with Color Picker. With Clever Multiple Invoice Templates you can print duplicate bills with the prior Duplicate Header. Admin can also set different templates for different customers.

2. Pre-requisites

Following points must be followed before starting the Plugin installation:

- You should login as an Admin in Odoo.
- Check that your Odoo Instance is compatible for Clever Multiple Invoice Templates.
- An e-commerce module should be present in your instance to use this app.

3. Installation

Step 1: Download and extract the zip file.

Step 2: Check your Odoo add-ons path.

- It should be same as defined in OdooConfig file.
- Config files are mostly saved in /etc folder. For e.g. /etc/odoo.conf
- Open Config file:
    - Give the command: sudo/etc/odoo.conf
    - Config file content: addons_path = /opt/odoo/addons

Step 3: Open Terminal and go to download location

- For e.g. if the download location path is : /home/odoo/Downloads then the command to be written in the terminal would be:
  cd/home/odoo/Downloads

Step 4: Copy download modules to addons path

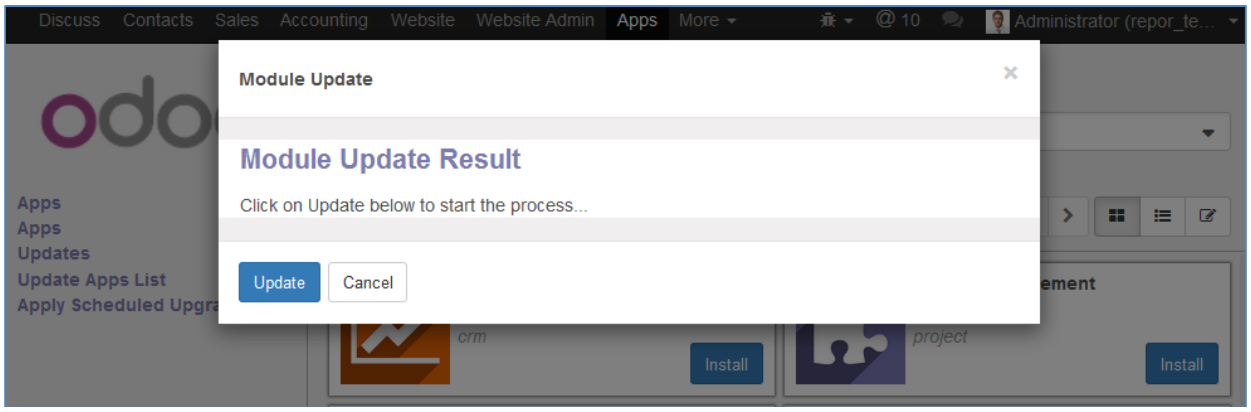
- Give the below mentioned commands to perform copy operation:
    - $cd /home/odoo/Downloads/biztech_report_template
    - $cd v8
    - $sudocp biztech_report_template/opt/odoo/addons

Step 5: Restart Odoo server

Step 6: Login with the admin credentials in your Odoo instance.

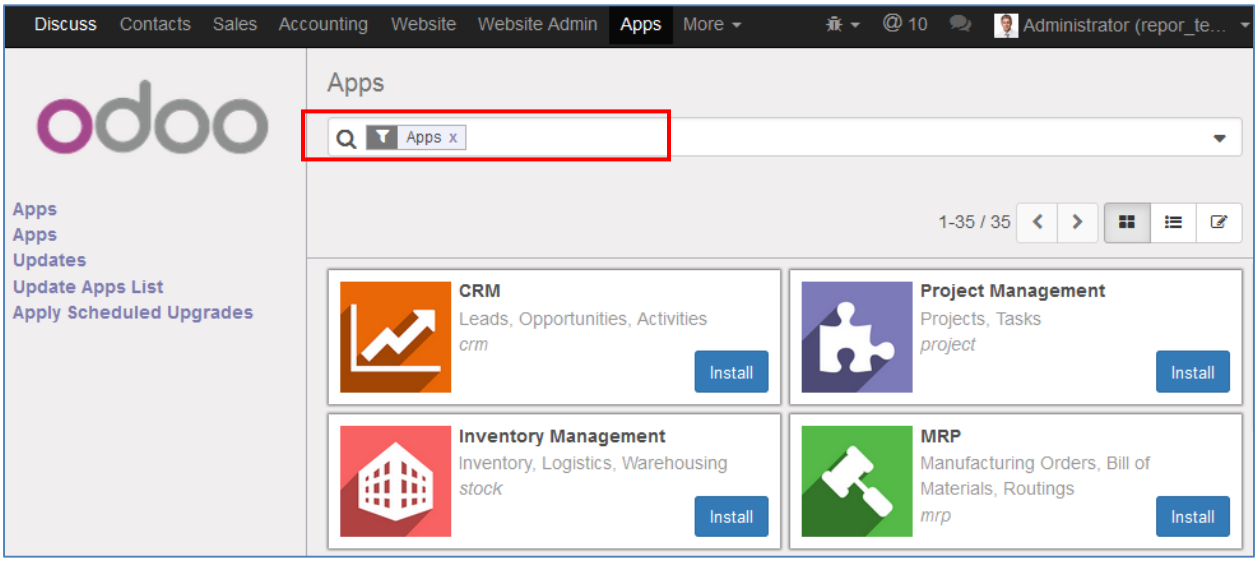
Step 7: Go to Apps/Update Apps List.

- Click on “Update” button.

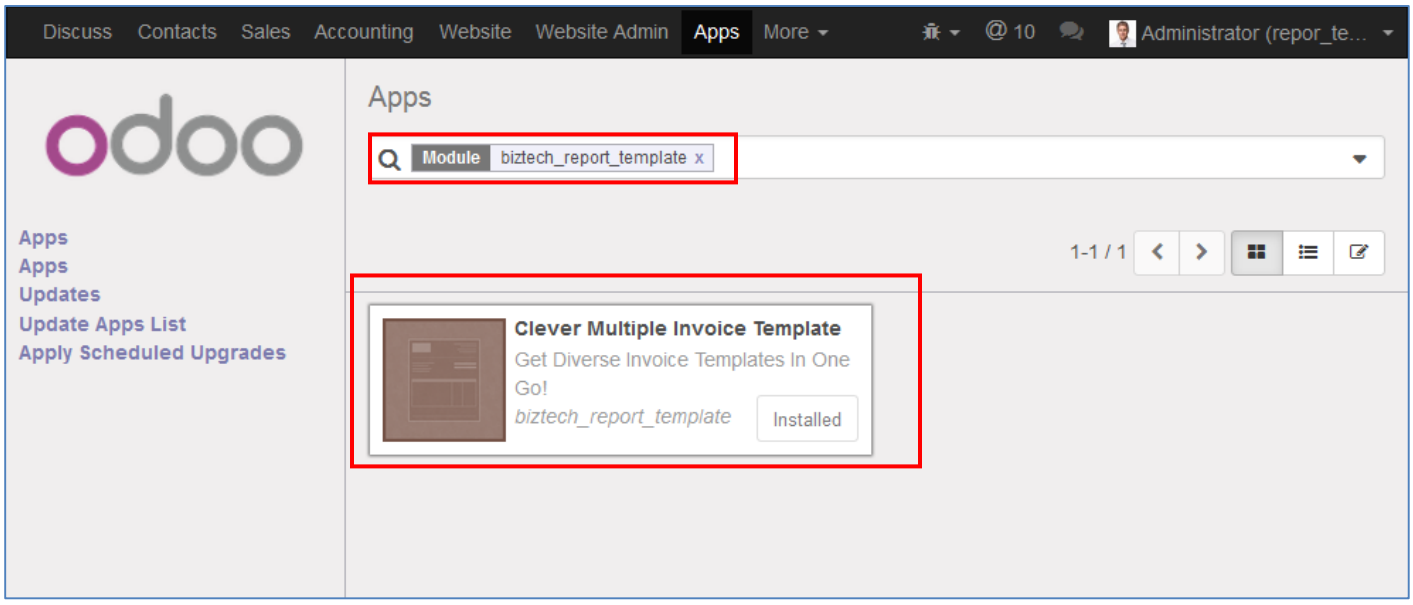


Step 8: Go to Apps

- Remove search filter



- Enter module name in the search box provided in the top right corner of the page. For e.g. here write “biztech_report_template”.
- Click on install button.



4. Plugin Configuration

Step 1: Configuring Invoice Template

- Go to Settings -> Companies.
- Select Your Company and click on **Report Configurations.** Click on **Edit to Edit the Template.**

Step 2: Set the Custom Footer

- To set Custom Footer Enable **Custom Footer.**
- Add the required Footer in **Report Footer**Box.
- Select the Paper Format as required.

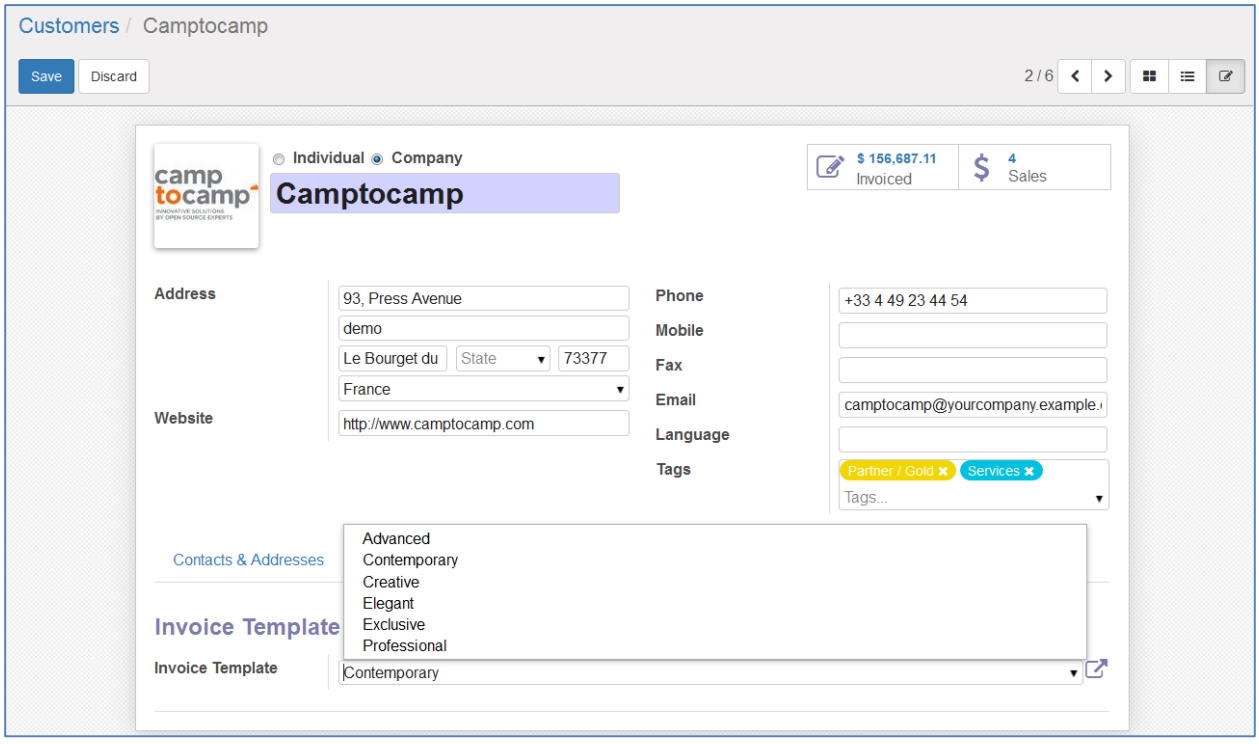
Step 3: Set Default Report Settings

- **Report Logo:** Set the Report Logo for the Invoice.
- **Default Invoice Template:** Set the Invoice Template from following 6 Options.
    - Contemporary
    - Elegant
    - Creative
    - Professional
    - Advanced
    - Exclusive
- **Template Base Color:** Set the Template Base Color for the Invoice.
- **Template Text Color:** Set the Template Text Color for the Invoice.
- **General Text Color:**Set the General Text Color for the Invoice.
- **Company Address Color:** Set the Company Address Color for the Invoice.
- **Report Watermark Logo:** Set Watermark for the Invoices.
- **Table Odd Parity Color:** Set Table Odd Parity Colorfor the Invoices.
- **Table Even Parity Color:** Set Table Even Parity Colorfor the Invoices.
- **Customer Name Color:** Set the Customer Name Color for the Invoice.
- **Customer Address Color:** Set the Customer AddressColor for the Invoice.
- **Display Product Description:** EnableDisplay Product Description to display product description on invoice.
- **Display Customer Name in Bold:** EnableDisplay Customer Name in Boldto display Customer Name in Bold.
- **Display Company Name in Bold:** EnableDisplay Company Name in Boldto display Company Name in Bold.
- **Admin can choose any color for the editable text fields with the color picker**

NOTE: Watermark feature is not provided for Odoo v8.0

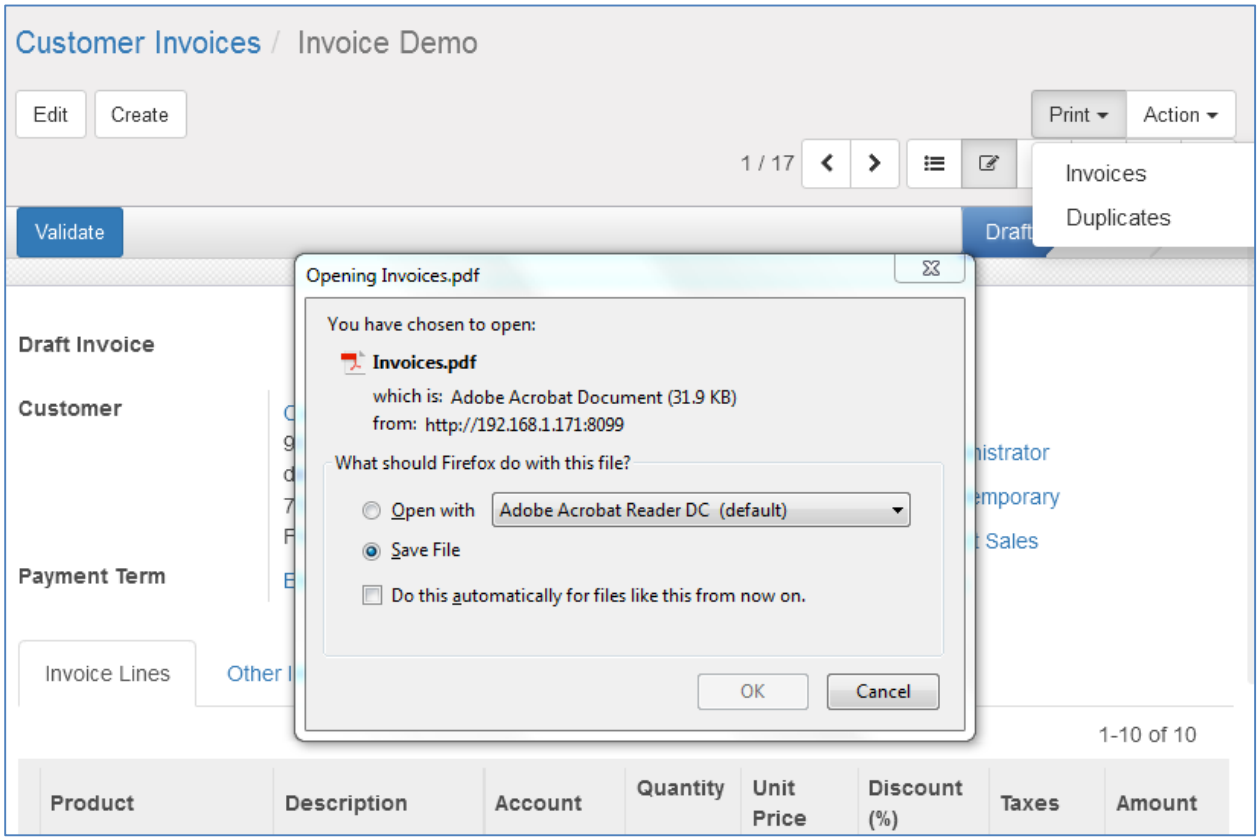
Step 4: Setting different Template for Customer

- Go to Sales ->Customers.
- Select the Customer you want to set Template for and click on **Report Configurations.** Click on **Edit to Set the Template.**
- Click on **Invoice Template**and choose from multiple templates to set for specific customer.



Step 5: Printing the Invoice

- Go to Accounting -> Customer Invoices.
- Select any Invoice that you need to print.
- Click on Print / Duplicate to print the invoice.



5. Technical Support

We accept all kinds of Odoo queries and provide customized OdooSolution, focusing on distinct business requirements!

We provide all technical support! Get in touch filling in our online message form to contact our support team or shoot us an email at

support@biztechconsultancy.com

Your IT Partner, With You Anytime, Anywhere!

6. About of Biztech Consultancy

We simplify your business, by offering unique business solution in digital web and IT landscapes.

Our core expertise includes

Odoo Expertise

We are Odoo specialist!

Whether it is

- Odoo Customization
- Odoo apps development
- Odoo support and maintenance
- Theme development

We offer reliable and best solutions!

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support@biztechconsultancy.com

sales@biztechconsultancy.com

www.biztechconsultancy.com