# Registering service in single orders

Here we will explain how to register a general and single order from an offer and register services. In case if you do not register offers please refer to proper part of manual describing how to register services in order without offer.

First what you have to do is to register a general order. This could be done in two ways from level of offer itself or from level of order. In first case you have to open the offer for which you would like to register general order and press button on left main tool bar shown on picture below.
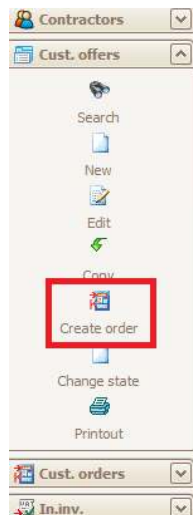
Entering all data asked from EURAD a new window with general order will be displayed. You will see that also one single order will be registered as well. Please note that all prices and costs for orders have been copied to general order and to single order. In order to proceed with registering services you have to accept (change state to "Accepted") general and single order. You can change state of general order in left main tool bar and state of single order you can change on the bar on left side of single order table as on picture below.

Please note that it is enough to accept single order and EURAD will automatically accept general order. After you change both states you can proceed with registering services. In order to register a service you need to press Add button marked on picture below.

After this a proper window will be displayed. Services which could be registered in order depend on the prepared offer. That means if you prepare an offer for railway then a wagon register window will appear for truck service will appear truck registration window and so on. All those windows will ask you to provide different data depending on service itself. However, all those windows will have same bottom part.

Clicking on those three dots if you need you can change prices and costs only for this service.

After registering service you have to mark it as Executed. Remember that only executed services can be invoiced. To mark a service as executed press button on picture below.

After this service will disappear from "Ordered services" table and will appear in "Executed services" table. In such way you can add all services you need to.

There is a possibility to first add all services as ordered (in "Ordered services" table) and after this select all those services and press same button as on picture above. After this all services will be marked as executed and moved to "Executed services" table.

Entering ordered services you can also use "Save and new" button or just press F3 on your keyboard.

In this case service will be registered and window for registering new service will appear. Remember also that there is a option for importing services into order. For this please refer to proper documentation.

After registering all services and marking them as executed you can proceed to invoicing whole order.