

How to Send Deliverables to a Client in theBOSSapp



1 Click "Deliverables"

The screenshot shows theBOSSapp interface. At the top right, there are three user avatars labeled 'DB', 'JW', and a third one. On the left, there is a card for 'n St, Ipswich' with 'Chat' and 'Copy Link' buttons. Below it is a 'TEMPLATE' section with a 'Project Number' field containing '0005'. On the right, a vertical menu lists: Details, Overview, Documents, Jobs, Deliverables (highlighted with an orange circle), Invoices, Purchases, Allowances, and Equipment.

2 Select the deliverable that you would like to send.

SELECT DELIVERABLES TO SEND

Search...

<input type="checkbox"/>	DELIVERABLE NAME	DELIVERABLE VALUE	DELIVERABLE
<input type="checkbox"/>	Wheel Alignment	\$ 200.00	Last sent at
<input checked="" type="checkbox"/>	Design Drawings	\$ 200.00	Not Sent
<input type="checkbox"/>	Maintenance Manuals	\$ 200.00	Not Sent

3 Click "SEND SELECTED DELIVERABLES"

PROJECT / 0000000 - 84 Mountain St, Ipswich

\$220.00 overdue. \$220.00 unpaid.

Client: O'Connell, Bogisich and Carter
Address: 84 Mountain Street, Sydney, NSW, 2007

Open

app.thebossapp.com.au/.../deliverables

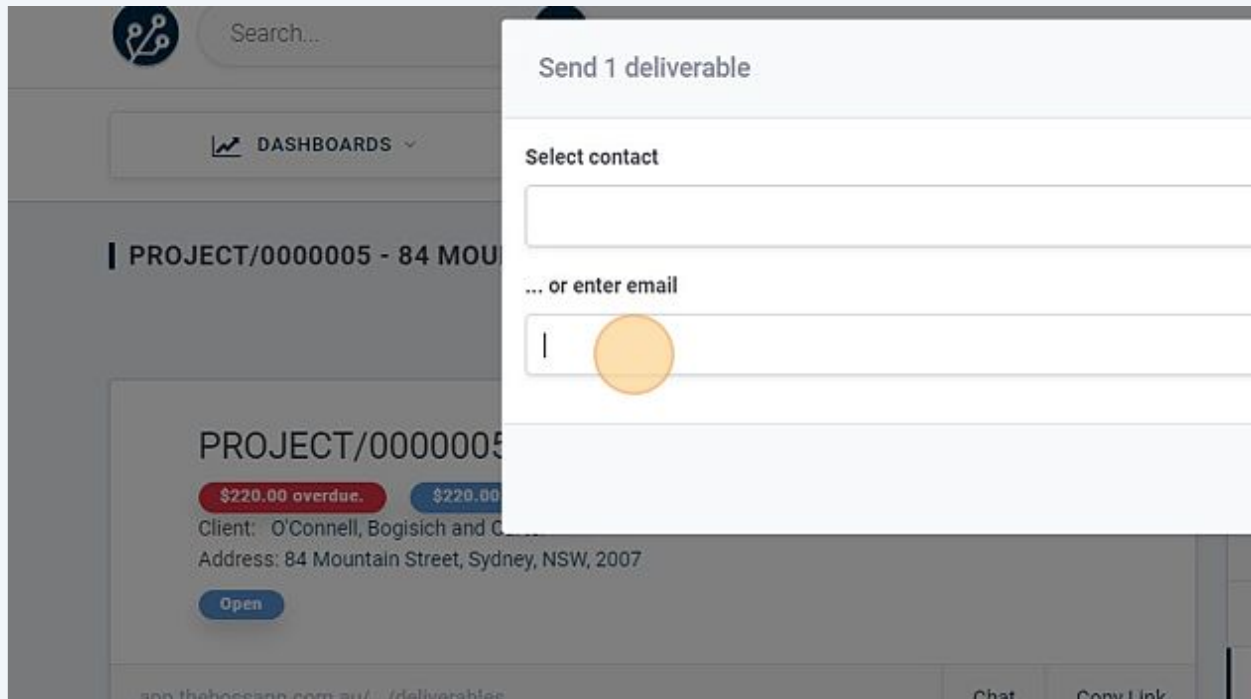
SEND SELECTED DELIVERABLES

DOWNLOAD SELECTED DELIVERABLES

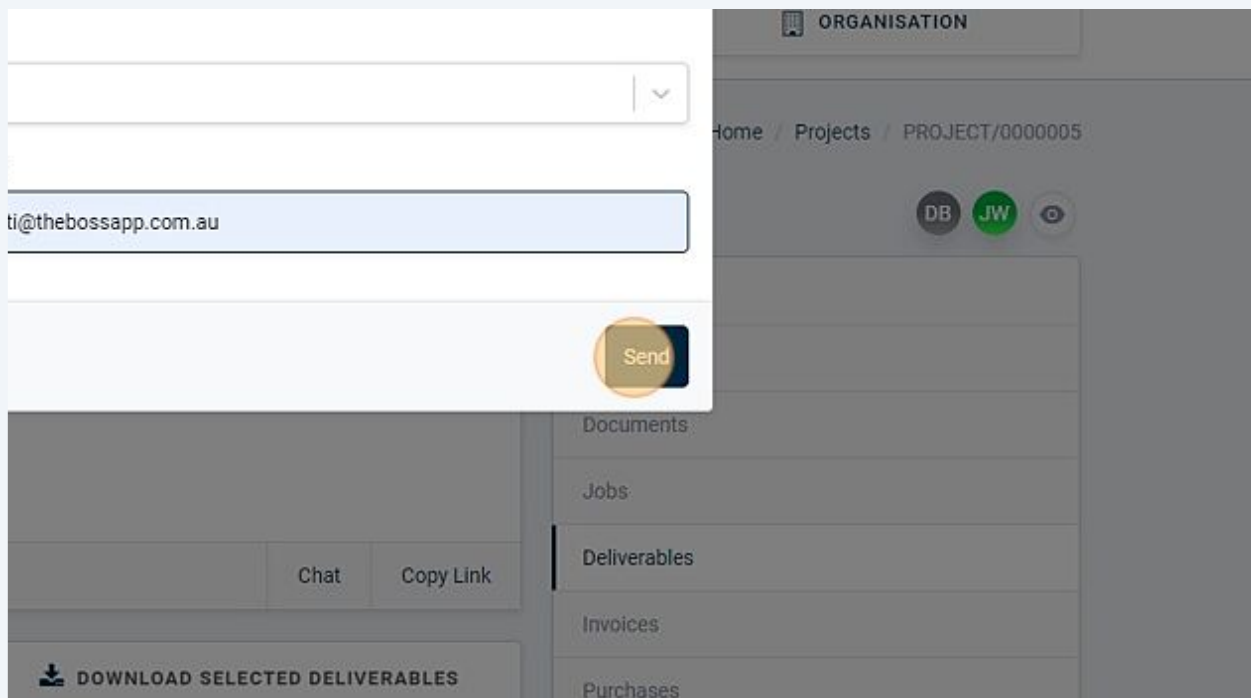
Search...

<input type="checkbox"/>	DELIVERABLE NAME	DELIVERABLE VALUE	DELIVERABLE STATUS	INVOICE
<input type="checkbox"/>	Wheel Alignment	\$ 200.00	Last sent at 02/06/2023	INV
<input checked="" type="checkbox"/>	Design Drawings	\$ 200.00	Not Sent	No

- 4 Enter the email address that you would like to send to.



- 5 Click "Send"



6

The deliverable will now show the date that it was last sent.

The screenshot shows a software interface with a table of deliverables and a sidebar on the right. The table has four columns: 'E NAME', 'DELIVERABLE VALUE', 'DELIVERABLE STATUS', and 'INVOICE STATUS'. There are three rows of data. The first row shows 'ment' with a value of \$200.00, a status of 'Last sent at 02/06/2023', and an invoice status of 'INV-8 Completed'. The second row shows 'wings' with a value of \$200.00, a status of 'Last sent at 02/06/2023', and an invoice status of 'No Invoice Created'. The third row shows 'e Manuals' with a value of \$200.00, a status of 'Not Sent', and an invoice status of 'No Invoice Created'. A callout circle highlights the 'Last sent at 02/06/2023' button for the 'wings' row. The sidebar on the right contains a list of categories: Invoices, Purchases, Allowances, and Equipment. Below the list are sections for 'PROJECT VALUE', 'PERCENTAGE COMPLETED', 'WORKLOAD OVERVIEW (HOU', and 'BILLED AMOUNT OVERVIEW'.

E NAME	DELIVERABLE VALUE	DELIVERABLE STATUS	INVOICE STATUS
ment	\$ 200.00	Last sent at 02/06/2023	INV-8 Completed
wings	\$ 200.00	Last sent at 02/06/2023	No Invoice Created
e Manuals	\$ 200.00	Not Sent	No Invoice Created