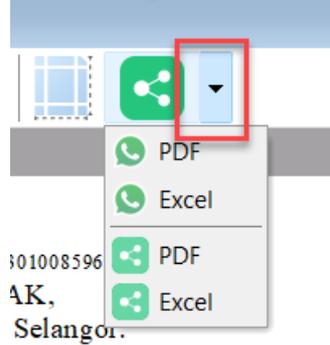
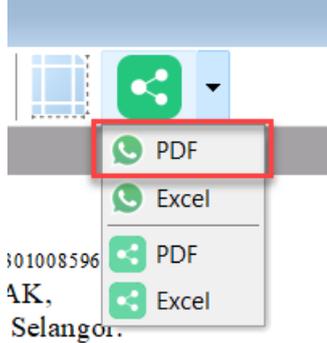


**WhatsApp Share**

Preview report | Click drop down arrow

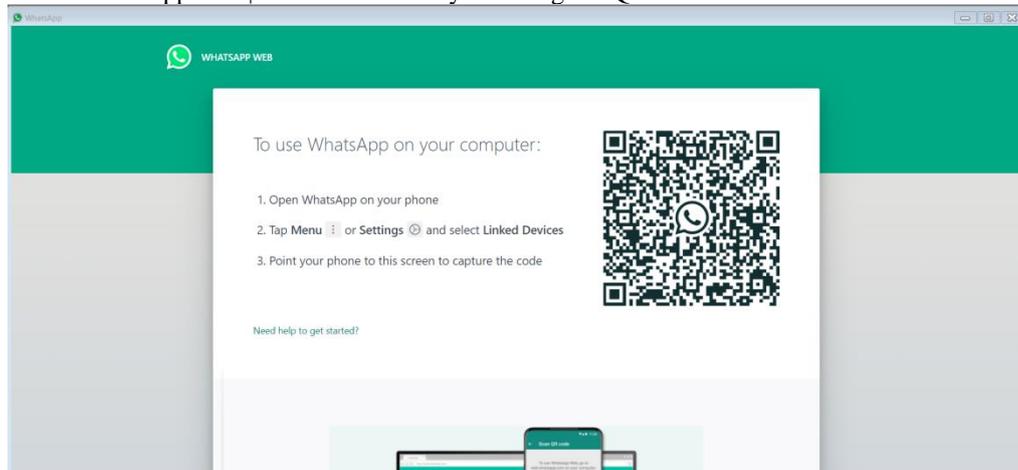


1. Click WhatsApp PDF/Excel

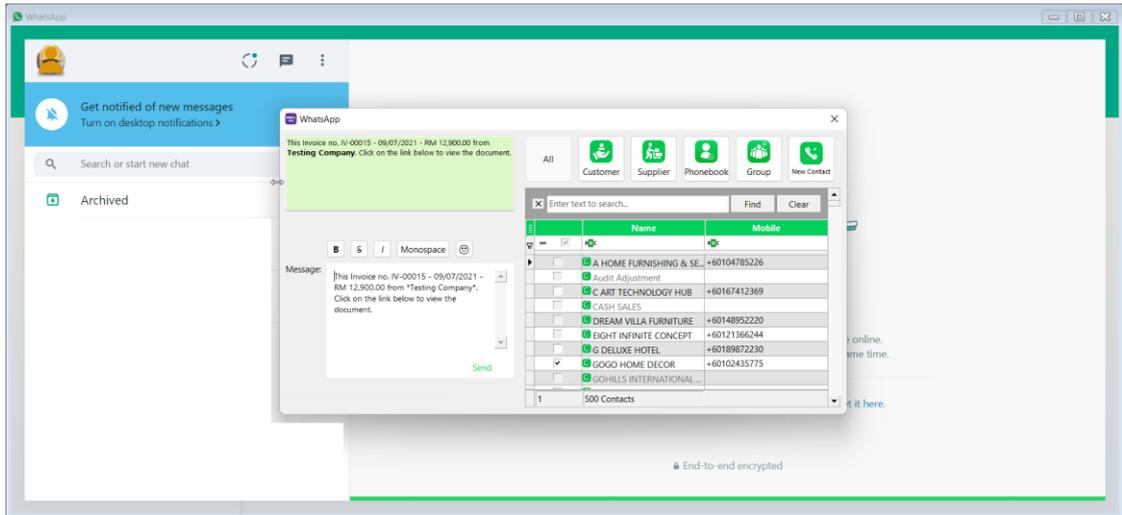


*Might prompt a message ask to install Microsoft Web, click OK to install*

Show WhatsApp web | Linked Devices by scanning the QR Code

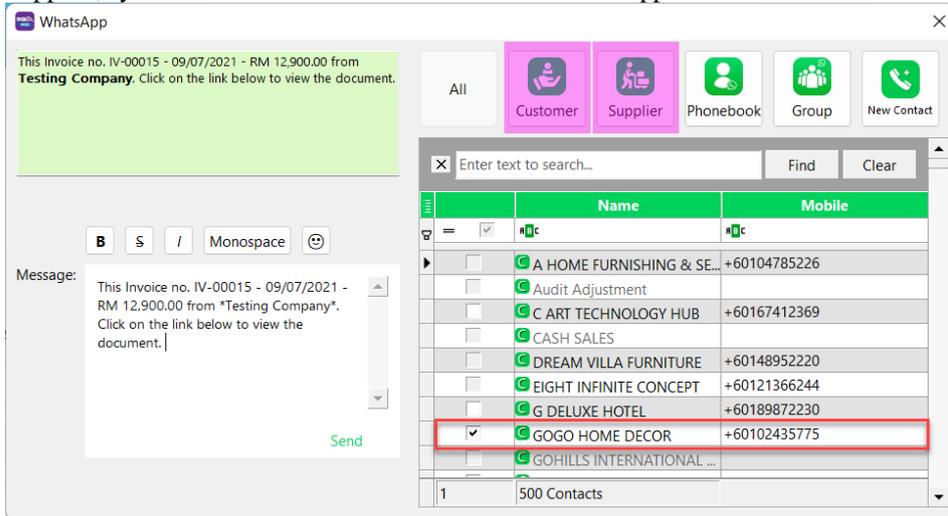


Once linked, you will see this screen

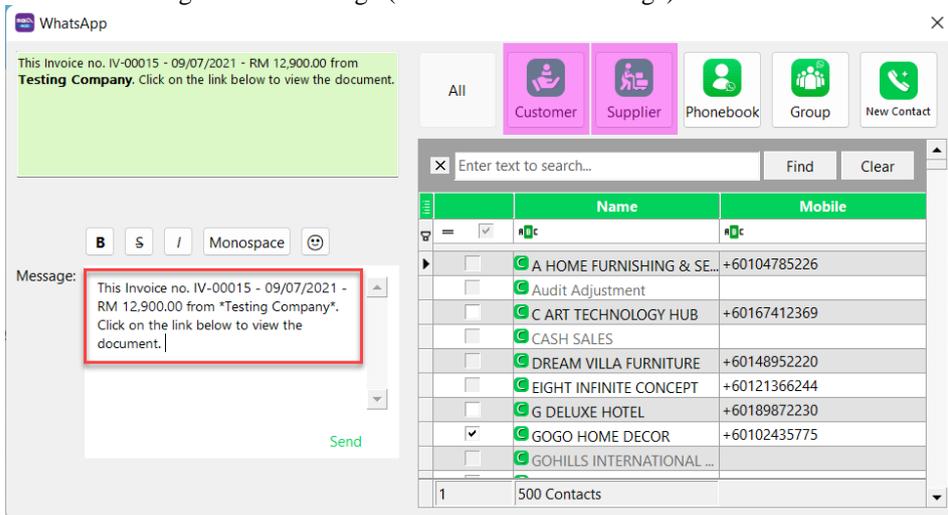


## Customer / Supplier

If you have updated your Customer or Supplier mobile number In Maintain Customer or Maintain Supplier, system will auto tick the relevant Customer or Supplier name



This is the auto-generated message (allow to edit the message)



## Click Send

The screenshot shows the WhatsApp interface. At the top, there is a notification: "This Invoice no. IV-00015 - 09/07/2021 - RM 12,900.00 from Testing Company. Click on the link below to view the document." Below this is a text input field containing the same message. A red box highlights the "Send" button. To the right, there is a contact list with columns for "Name" and "Mobile". The list includes contacts like "A HOME FURNISHING & SE...", "Audit Adjustment", "C ART TECHNOLOGY HUB", "CASH SALES", "DREAM VILLA FURNITURE", "EIGHT INFINITE CONCEPT", "G DELUXE HOTEL", "GOGO HOME DECOR", and "GOHILLS INTERNATIONAL ...". The "GOGO HOME DECOR" contact is selected, indicated by a checkmark in the first column.

Message and attachment will send to your customer/supplier directly without export/save to pdf

The screenshot shows a WhatsApp chat interface for "GOGO HOME DECOR". The chat history shows a message and a PDF attachment "Sales Invoice 1.pdf" (141 KB) sent at 11:20 am. Below this, a red box highlights a new message and another PDF attachment "Sales Invoice 1.pdf" (309 KB) sent at 11:06 am. The message text is: "This Invoice no. IV-00015 - 09/07/2021 - RM 12,900.00 from Testing Company. Click on the link below to view the document." The chat interface includes a search bar, a notification banner, and a "Type a message" input field at the bottom.

## Phonebook

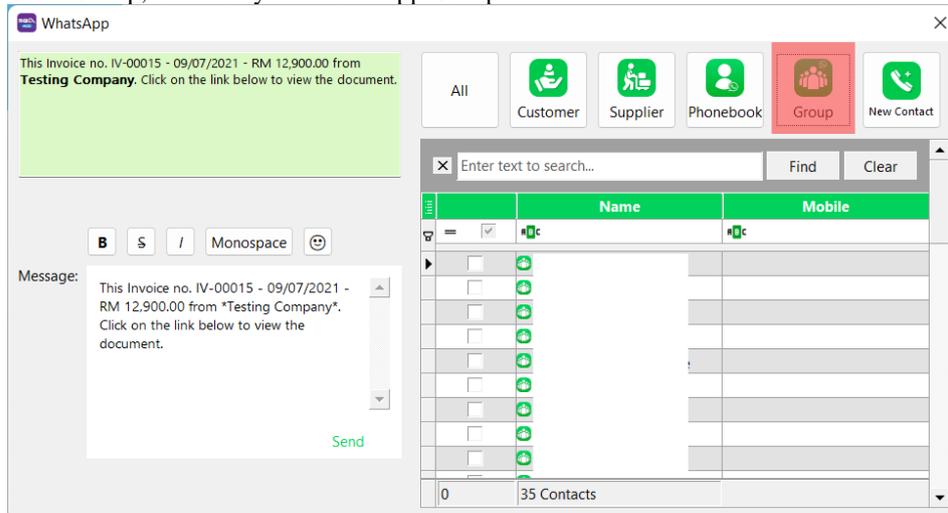
Click Phonebook, these are the contact number from your own mobile contact book

The screenshot shows the WhatsApp interface with the "Phonebook" tab selected in the contact list. The notification at the top is the same as in the previous screenshot. The contact list now shows contacts from the phonebook, including "Ms Ch", "Ms Dc", "Ms Els", "Ms Ern", "Ms Eu", "Ms Ey", "Ms Far", and "Ms Gr". The "Phonebook" tab is highlighted in blue. The "Send" button is visible at the bottom of the message input area.

\*Tick on the check box | Click Send

## Group

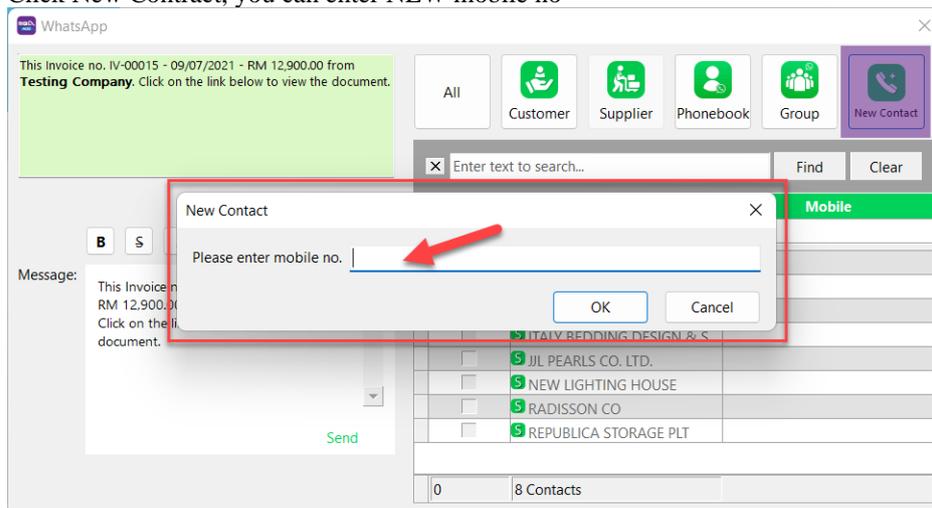
Click Group, there are your WhatsApp Group



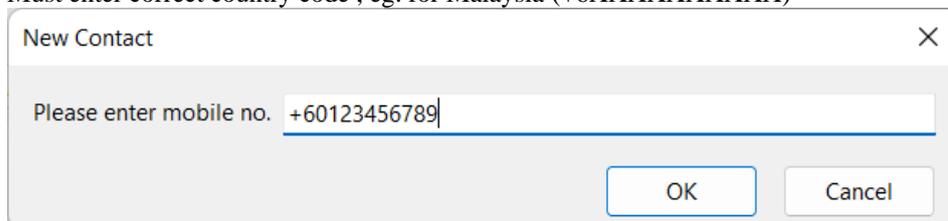
\*tick on the check box | Click Send

## New Contact

Click New Contract, you can enter NEW mobile no



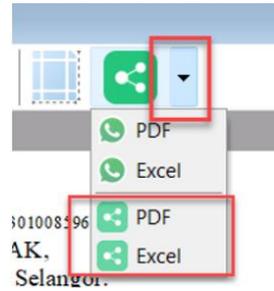
Must enter correct country code , eg. for Malaysia (+6XXXXXXXXXX)



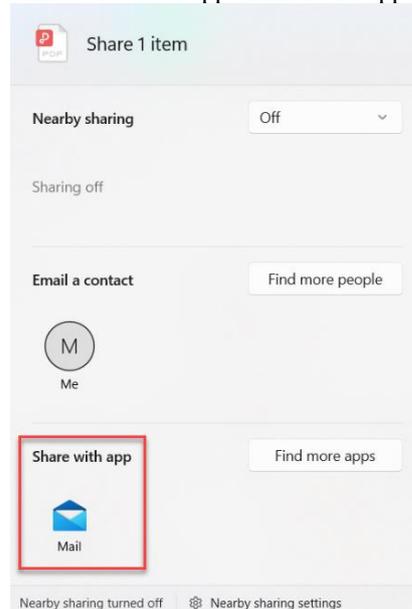
Then Click OK | Click Send

## Email Share

Click Share PDF or Excel



Share with Mail app / Find more apps



Login with your email & email password.

Check all info if correct, Click Send

