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| <https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php> |  |
|  Knowledge Base We are here and ready to helpInstantly find the answer to more than 500 questions. If that doesn’t help, Create a Ticket or start a Live Chat and we will be glad to help. |  |
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| **Basic Overview**Lead the basics ofPnaPnaTech.Learn the Basics | **Projects**Get Started with Your First Project.How to add a project? | **Projects**Creating aLead.How to create a lead effectively? | **Projects**Crafting an EffectiveProposal.How to create a compelling proposal? |
| **Invoice**Creating an Invoice Made Simple.How to create an invoice efficiently? | **Estimates**Estimating a Project Effectively.How to estimate a project effectively? | **Payment**Making a Payment: A Step-by-Step Guide.How to make a payment efficiently and securely? | **HR**Adding an Employee to Your Team.How to add an employee? |

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| How can we help you today?Our Knowledge Base contains the answers to more than 500 previously asked questions. |  |
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| **Projects**[Add New Project Status](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[New Project](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Project Discussion](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Timesheets](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Manually linking invoices to Project](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Pin Projects](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Projects Activity](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Finance Overview](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Disallow project members to see all project tasks](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **Tasks**[Create New Task](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Add New Task Status](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Disallow project members to see all project tasks](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Copy Task](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Linking tasks to features](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Recurring Tasks](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Add task assignees](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) [Task Timesheets](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Bill Tasks](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **Modules**[Introduction to PnaPnaTech CRM modules](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Module Basics](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Module File Headers](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Create Menu Items](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Common Module Functions](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Module Security](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Module as Payment Gateway](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Working With Forms](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Preparing Module Upgrade](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Module Language](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) |
| **Customers**[Sending proposal to customer or lead](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[New Customer Contact](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[New Customer](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Send contact set password link](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Customer Reminder](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Customer Overview](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Customer admins](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Customers Registration](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Reports](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **Proposals**[Create proposal](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Proposals Templates](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Proposal expiration reminders](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Sending proposal to customer or lead](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Converting proposal to estimate/invoice](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **Invoices**[Merging Invoices](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Invoice Overdue Notices](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Record Invoice Payment](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Send Invoice to Email](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Recurring Invoice](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Create Invoice](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) |
| **Estimates** [Link Estimate To Project](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Send Estimate to Email](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Converting Estimate To Invoice](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Create Estimate](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Converting proposal to estimate/invoice](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **General/Setup**[Tracking Sent Emails](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Add Items/Products](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Currencies](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Subscriptions](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Tax Rates](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Payment Modes](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Add currencies in total to the words feature](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **Support Tickets**[Email Piping / Auto Importing Tickets](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) [Setup Ticket Form](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) [Departments](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Ticket Services](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) [Auto Close Tickets](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Ticket Email Templates](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Allowed file extensions](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) |
| **Expenses**[Record Expense](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Expense Reports](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Billable Expense](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Creating Recurring Expense](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Converting Billable Expenses to Invoice](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **Contracts**[Contracts Templates](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[New Contract](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Contract Expiry Notification](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Renewing Contract](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) | **Knowledge Base**[New Knowledge Base Article](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[Disabling Knowledge Base](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php)[New Knowledge Base Group](https://sanjana.hubetc.com/bootstrap/kb.pnapnatech.com/knowledge_base.php) |

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