Adding Services

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About Services

Services are created from packages, and are billed at regular intervals. Some services collect and store information (username, etc.), and may integrate with remote services to perform various actions. For example, a cPanel service can be suspended, unsuspend, or canceled within Blesta which will then notify the cPanel server to perform that same action.

Creating a Service

Services may be added to a client's account by clicking **Add Service** under the client profile. Clients, and new customers, may also add services using an order form if configured.

To add a service:

1. Click **Add Service** under the client profile.
2. Select the package you wish to provision a service for.
3. Enter the Basic Options and any Module Options and Add-ons that appear.
4. Confirm and the service is added.

Basic Options

Option	Description		
Invoice Method	**Option**	**Description**	
	Create Invoice	Will create a new invoice for this service.	
	Do Not Invoice	Will not invoice this service. The service will be invoiced only when it renews.	
	Append to Invoice	Will append this service as a line item to an existing invoice. This option will only appear if there are other invoices this service may be appended to.	
Term	The term as defined by the package.		
Send order confirmation email	Check to send a confirmation email to the client.		
Status	The status of the service. Set to **pending** if the service should only be activated once paid.		
Provision using the module	Check to have the module automatically provision the module. Uncheck if the service already exists with the module.		
[Module Row Name](e.g. Server)	Which module row to use when provisioning this service. The label will depend on the module row name for the module being used		

Module Options

Module options vary from module to module.

Add-ons

If the package group has defined any add-on packages they will appear here. Selecting an add-on will take you through the Module Options for that add-on.