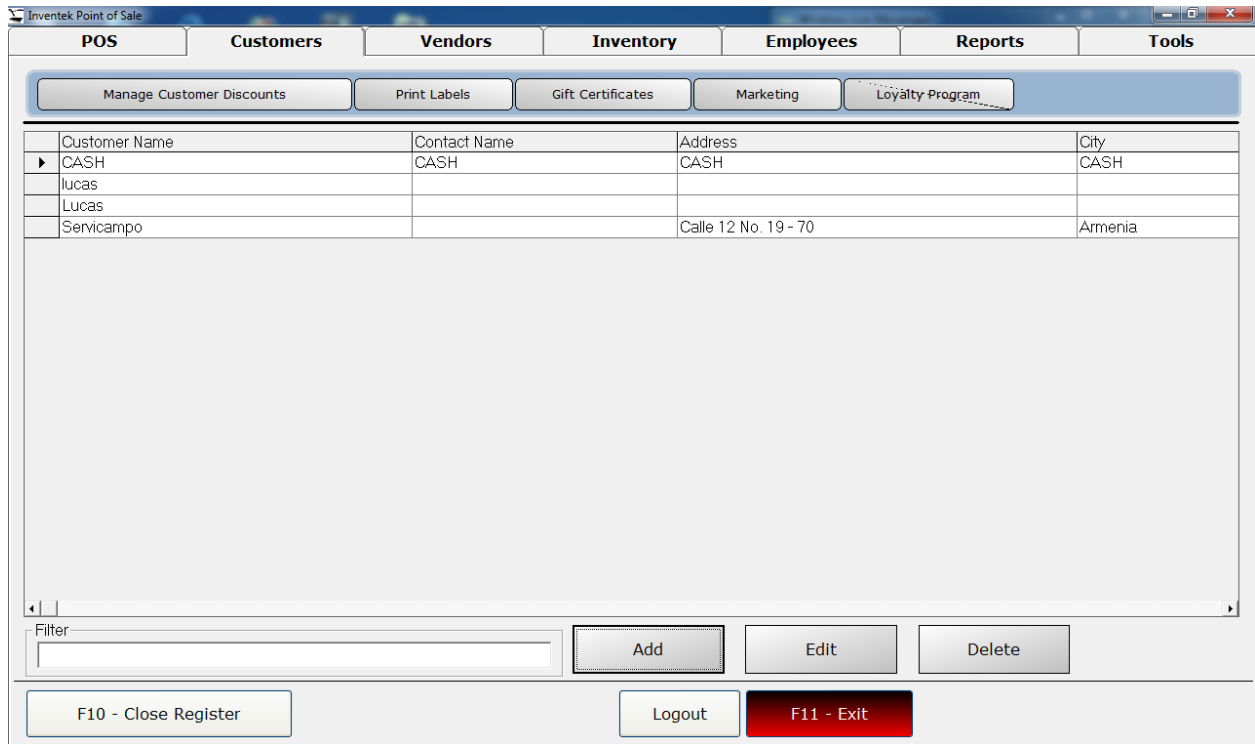
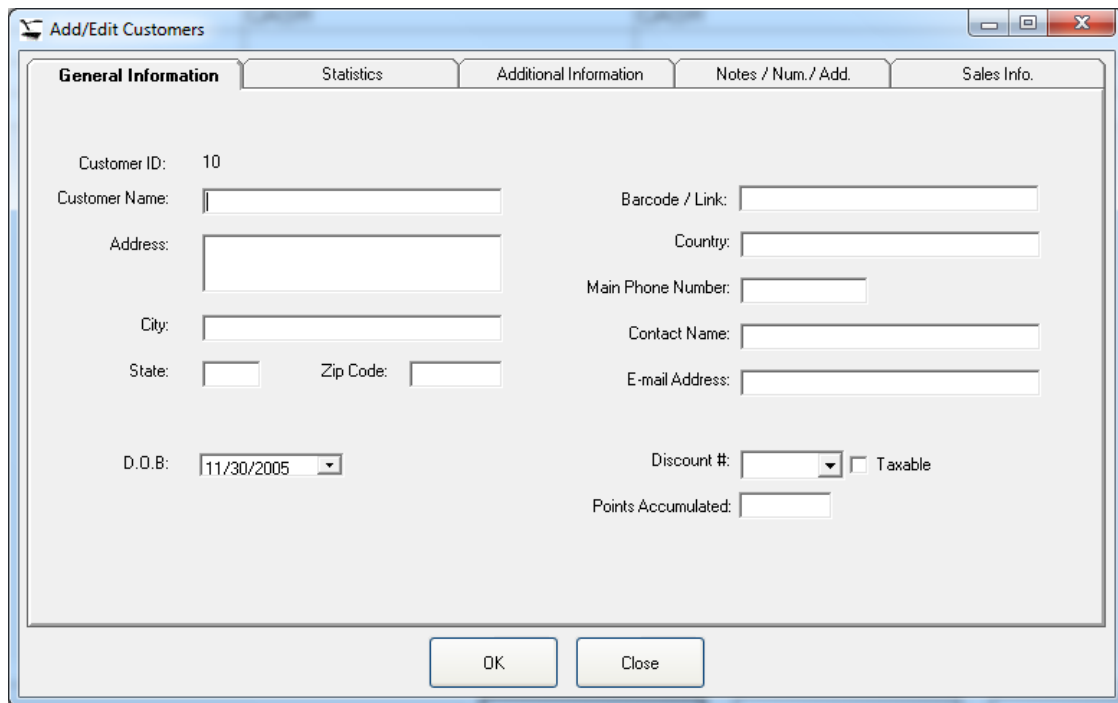


Customer Tutorial



To add a customer, click on the Customer Tab and then click on [Add]. The following screen will appear:



Enter the information for the customer on the available fields. You can create generic customer groups such as Teachers or Churches and reference the group in general. In this example, we will create a group called St. Thomas Church:

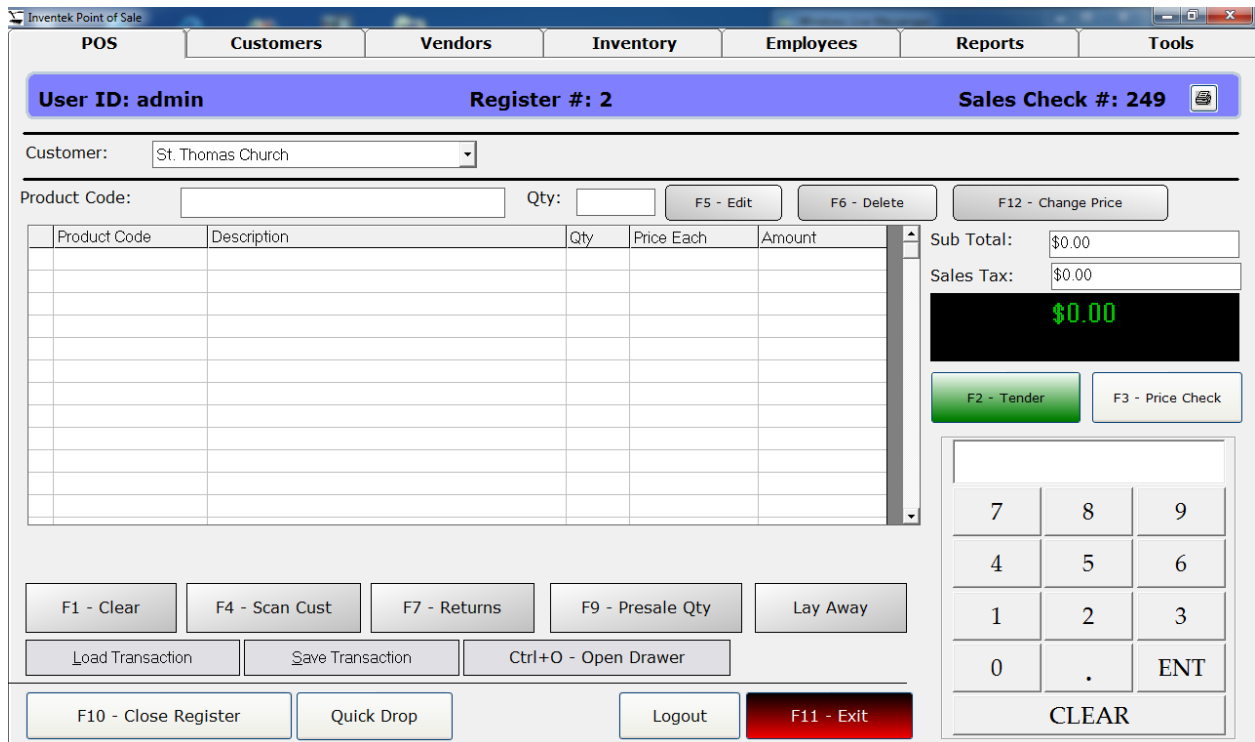
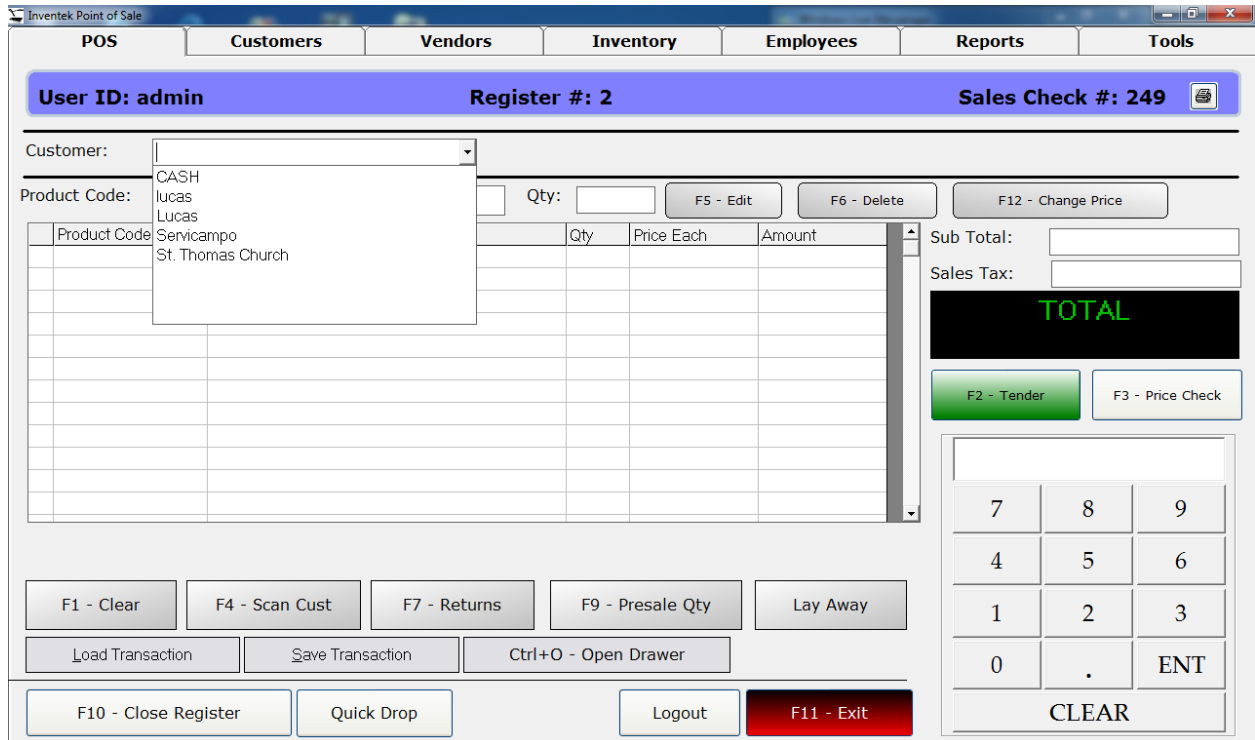
The screenshot shows a software window titled "Add/Edit Customers" with a tabbed interface. The "General Information" tab is active, displaying the following fields and values:

- Customer ID: 10
- Customer Name: St. Thomas Church
- Address: Any Address
- City: Anywhere
- State: AY
- Zip Code: 00000
- D.O.B.: 11/30/2005
- Barcode / Link: (empty)
- Country: USA
- Main Phone Number: 555-555-5555
- Contact Name: Contact Person
- E-mail Address: email@theemail.com
- Discount #: (empty dropdown)
- Taxable:
- Points Accumulated: (empty)

At the bottom of the window are "OK" and "Close" buttons.

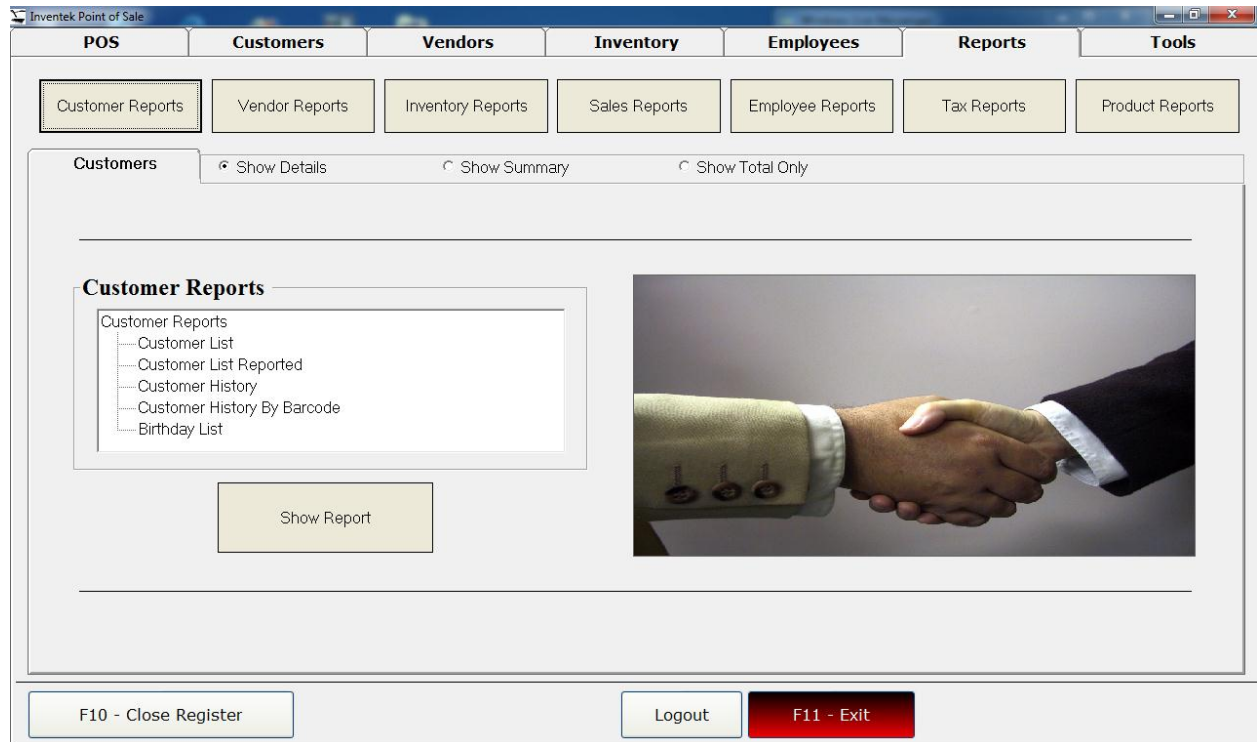
If the group is tax free, uncheck the Taxable field. If you would like to provide the customer with an automatic discount, select a preset discount from the Discount # drop menu. When complete, click OK.

To sell to the customer, simply select the customer from the drop down menu on the POS Tab:

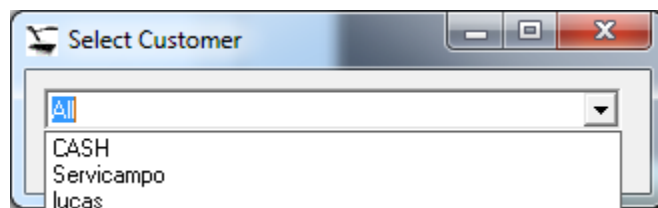


The customer name should display as seen on the screen above. Continue with the transaction as normal.

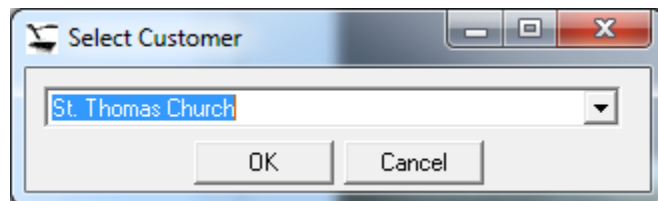
To view the sales history for that customer, click on the Reports Tab, and then click on Customer Reports:



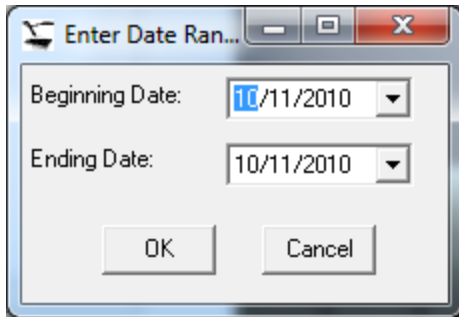
Click on Customer History and click on Show Report:



Select the Customer you want and click the OK button.



Select a date range for the report:



Enter Date Ran...

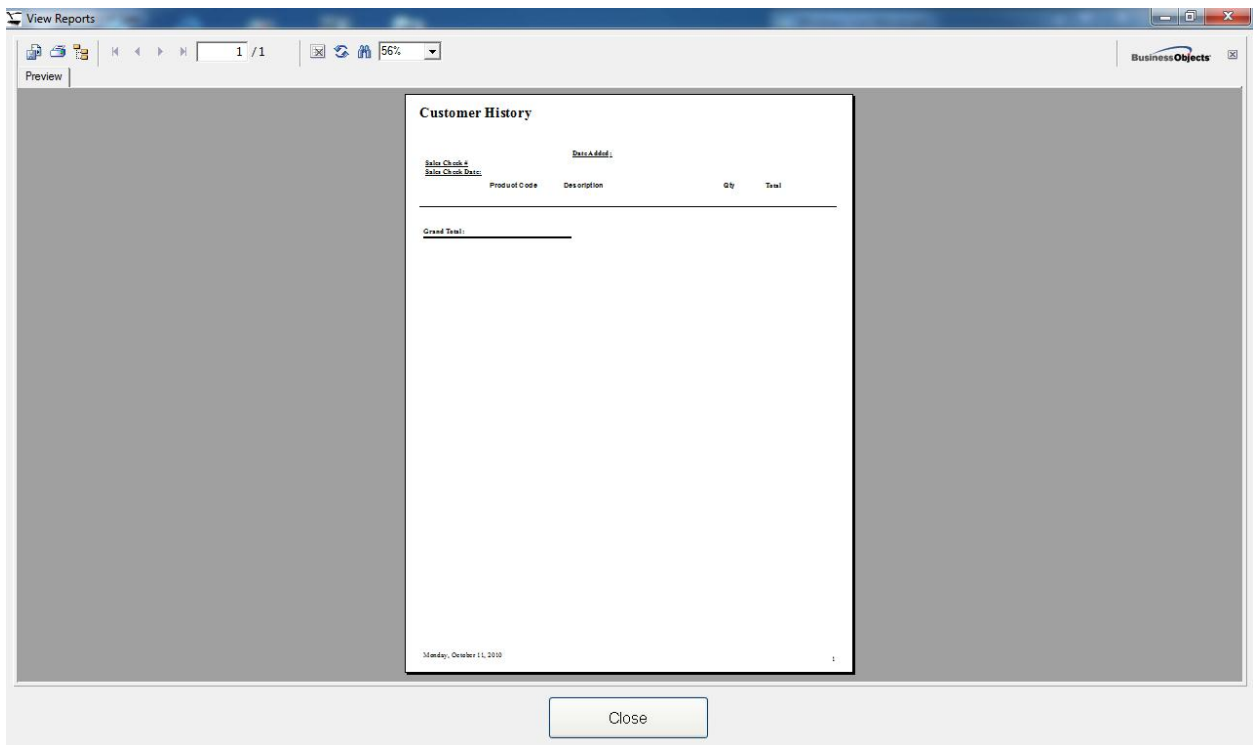
Beginning Date: 10/11/2010

Ending Date: 10/11/2010

OK Cancel

Click OK.

The report will display:



View Reports

1 / 1 56%

Business Objects

Preview

Customer History

Sales Clerk's		Data Added:			
Sales Clerk Date:		Product Code	Description	Qty	Total
Grand Total:					

Monday, October 11, 2010

Close