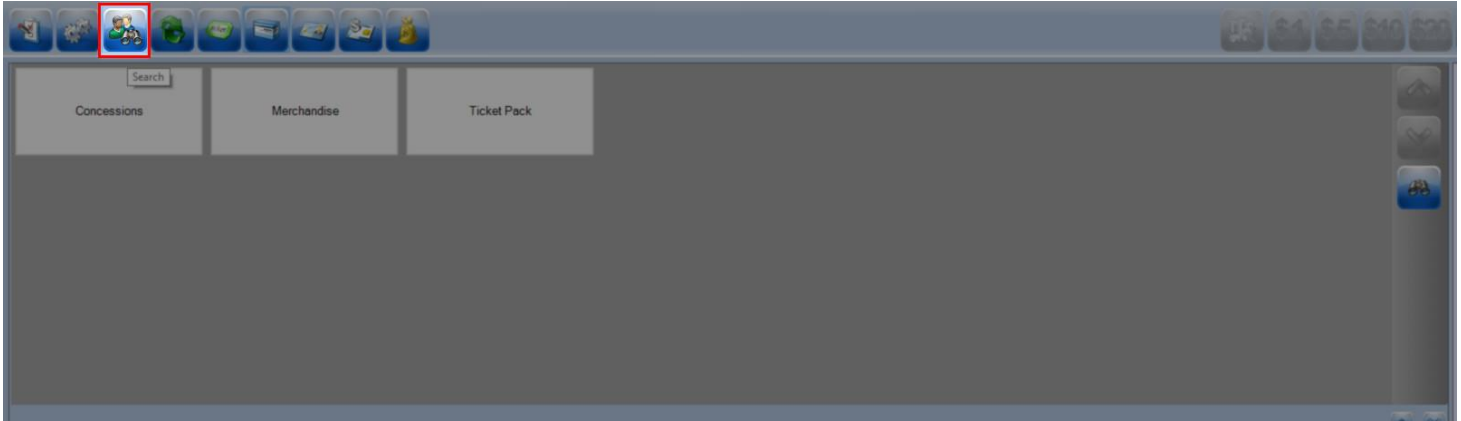
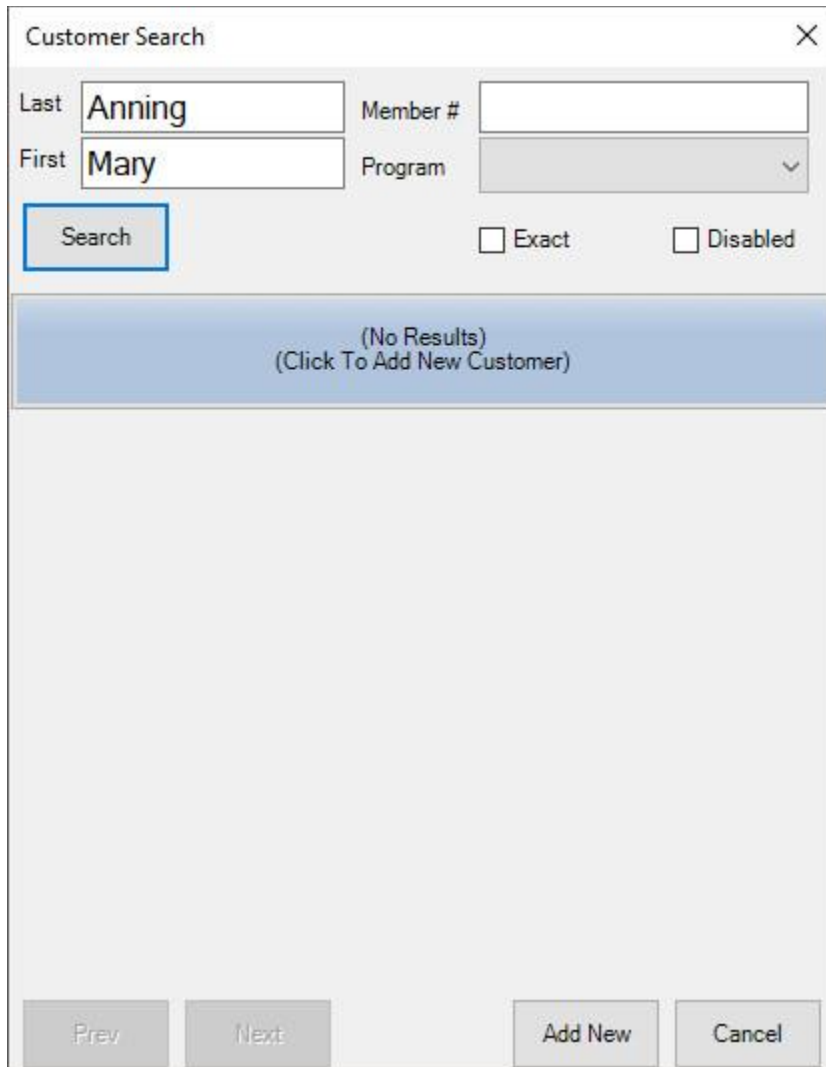


## Adding a New Customer Record in POS

1. Click on the **Customer Search** Icon.



2. Enter the customer's Last Name and First Name then click on Search to make sure that they are not already in the system.



The image shows a 'Customer Search' dialog box with the following fields and controls:

- Last:** Text input field containing 'Anning'.
- First:** Text input field containing 'Mary'.
- Member #:** Empty text input field.
- Program:** Dropdown menu.
- Search:** Button with a blue border.
- Exact:**  checkbox.
- Disabled:**  checkbox.
- Message:** A blue banner area containing the text '(No Results) (Click To Add New Customer)'.
- Navigation:** 'Prev' and 'Next' buttons (disabled).
- Actions:** 'Add New' and 'Cancel' buttons.

3. If the customer is not in the system click on the **Add New** button at the bottom of the customer search pop up.

Customer Search

Last  Member #

First  Program

Exact  Disabled

(No Results)  
(Click To Add New Customer)

4. Enter the customer's first and last name. We suggest that you capture as much customer information as you can. This includes email, billing address, and a phone number.

Quick Add Customer

General Info

Business

Prefix  First\*  Middle  Last\*  Suffix

Email   Receive email related to Agile Art House Sandbox.

Billing Address

Country

Address 1

Address 2

City

State / Province

Zip

Phone Number

OK Cancel

5. Click OK to save the customer's information, and now you are ready to process that customer's order.