Adding a New Customer Record

1. Log in to Sales.

2. Select the **Customer** Icon. (Image 2)

Image 2

3. At the bottom of the **Customer Search** window, click the **Add New** button. (Image 3)
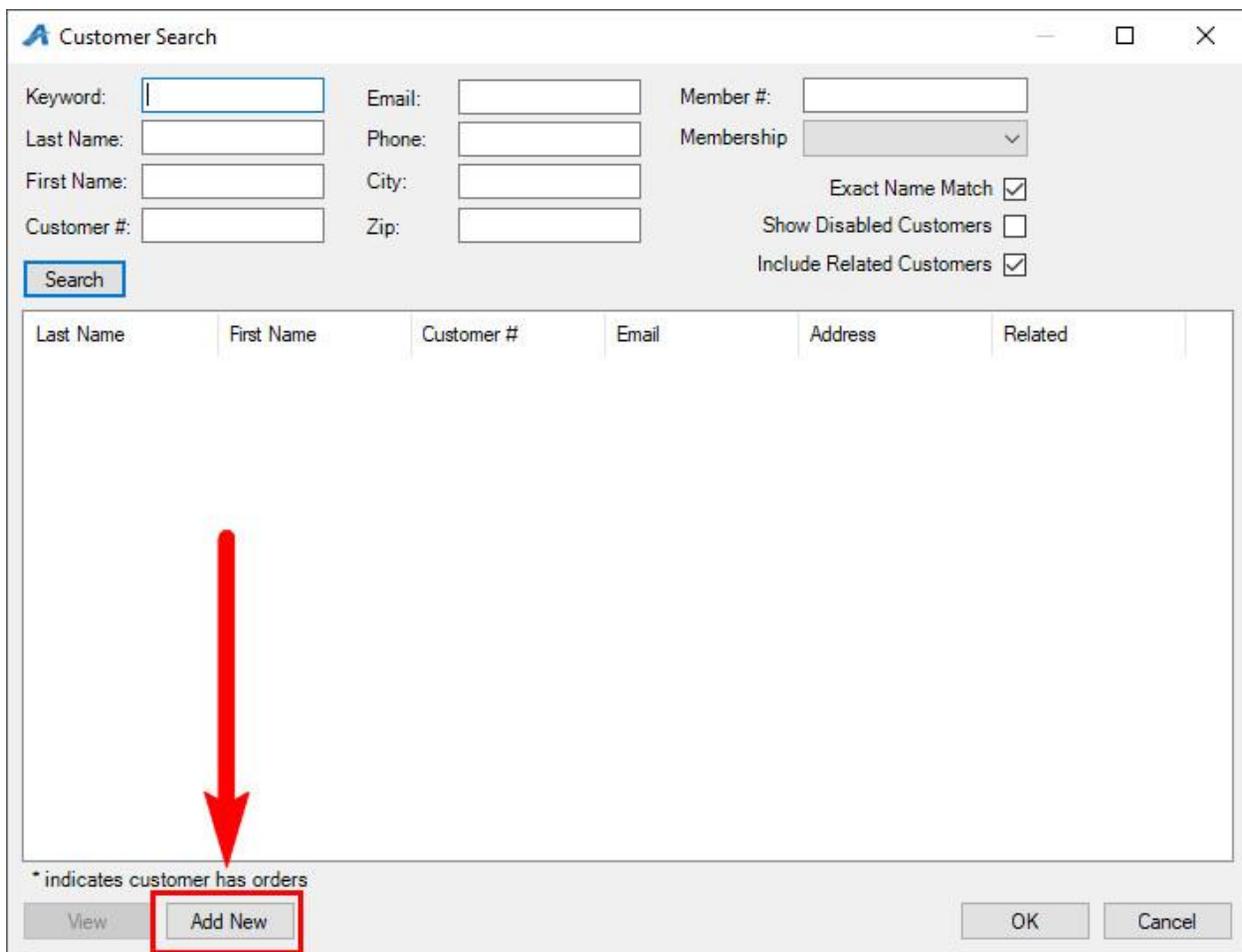
Image 3

4. In the **Quick Add Customer** page, the fields that have an asterisk are required customer information. (Image 4)

Image 4

5. Some customer information is optional, such as the customer's phone number and email. (Image 5)

Image 5

6. Once you have filled in the customer's information, select **OK** to finish creating the new customer record.