

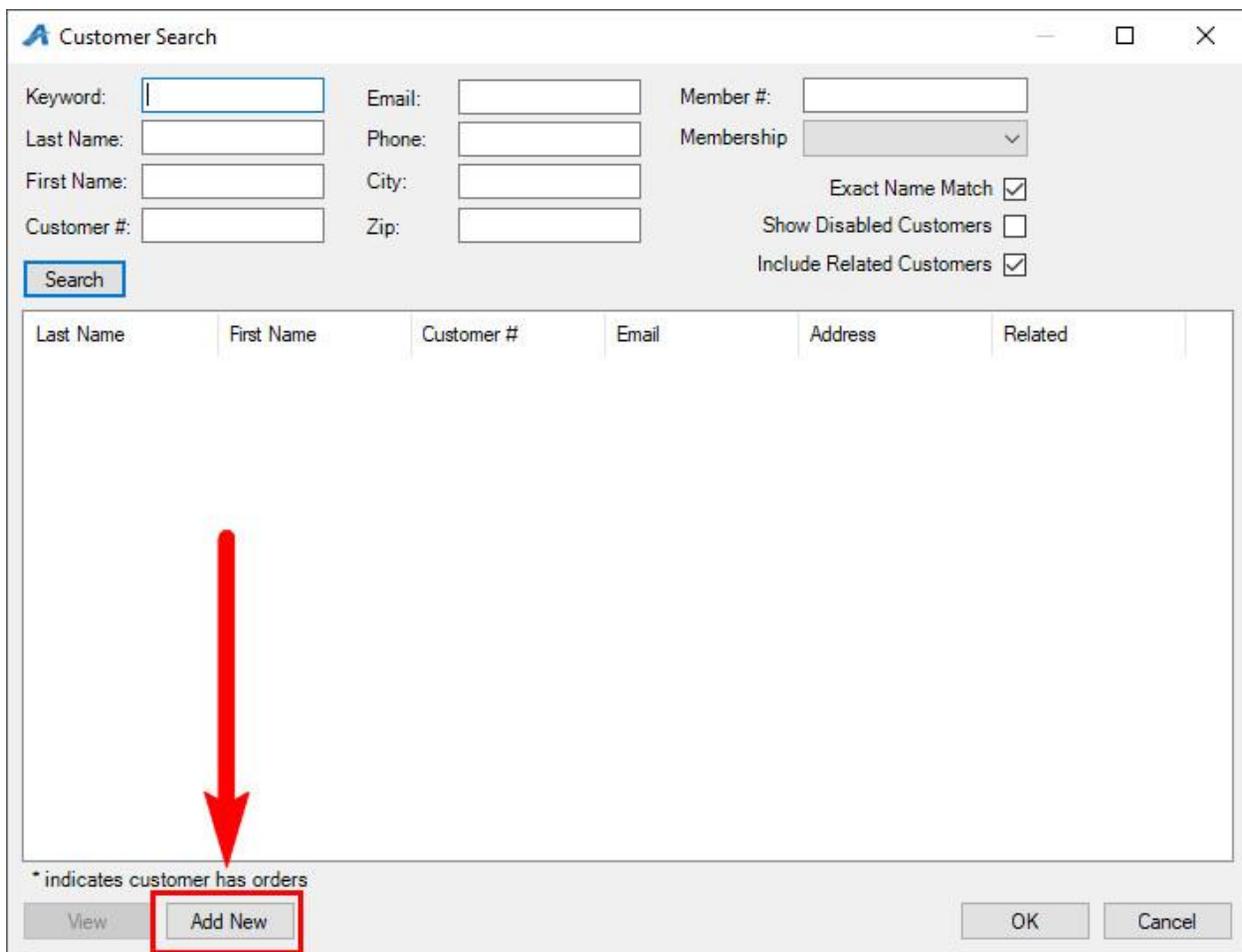
Adding a New Customer Record

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)



Customer Search

Keyword: Email: Member #:
Last Name: Phone: Membership:
First Name: City: Exact Name Match
Customer #: Zip: Show Disabled Customers
Include Related Customers

Last Name	First Name	Customer #	Email	Address	Related
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* indicates customer has orders

Image 3

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

Quick Add Customer

Business

Prefix **First*** Middle **Last*** Suffix

Email Receive email related to TicketsNashville.com (QA).
 Receive email related to Tickets Nashville (QA).

Billing Address

Country

Address 1

Address 2

City

State / Province

Zip

Phone Number

Reg Group

Regional Question *

OK Cancel

Image 4

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

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OK Cancel

Image 5

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