Adding a New Customer Record in POS

1. Click the **Customer Search** Icon.
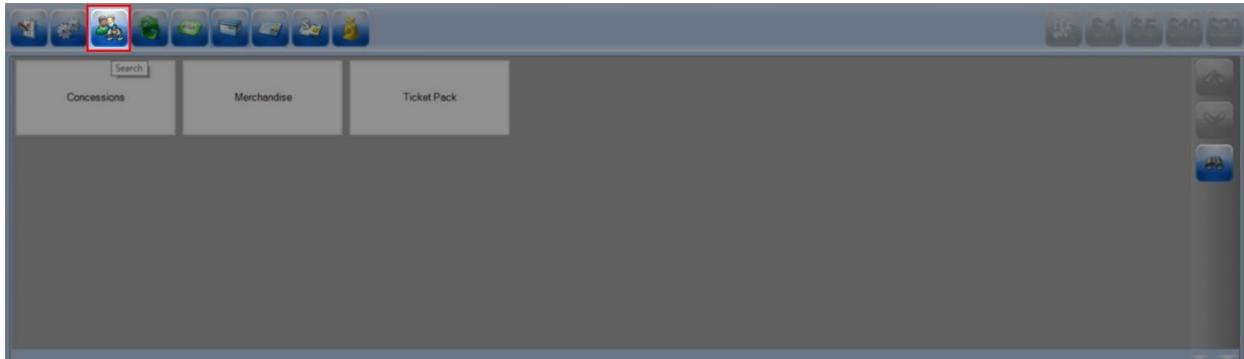
2. Enter the customer's Last Name and First Name, and then click **Search** to make sure that the customer is not already in the system.
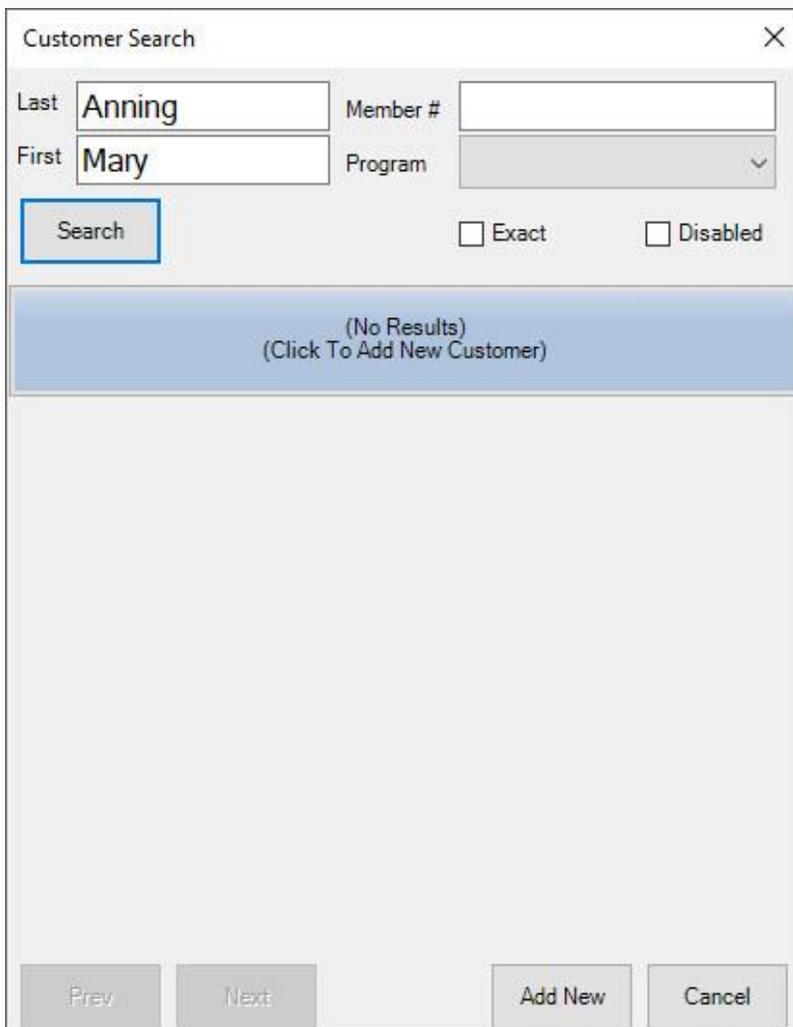
3. If the customer is not in the system, click the **Add New** button at the bottom of the Customer Search window.

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.

5. Click **OK** to save the customer's information. You are now ready to process that customer's order.