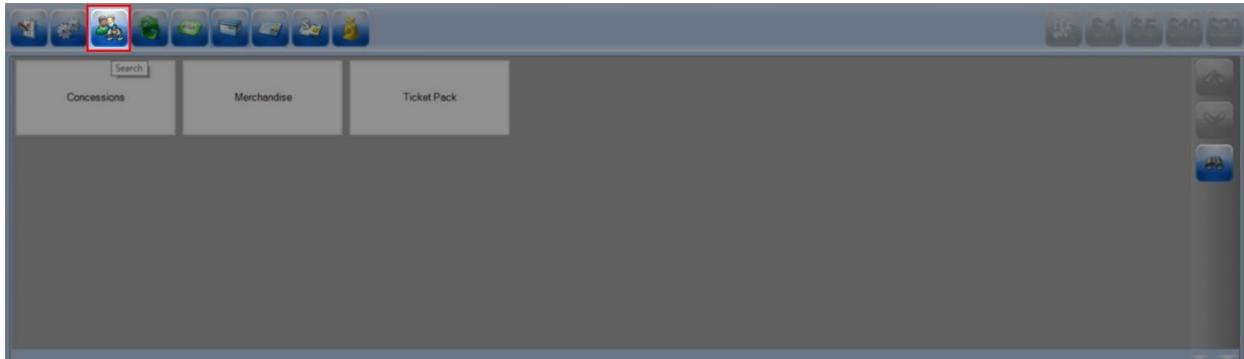
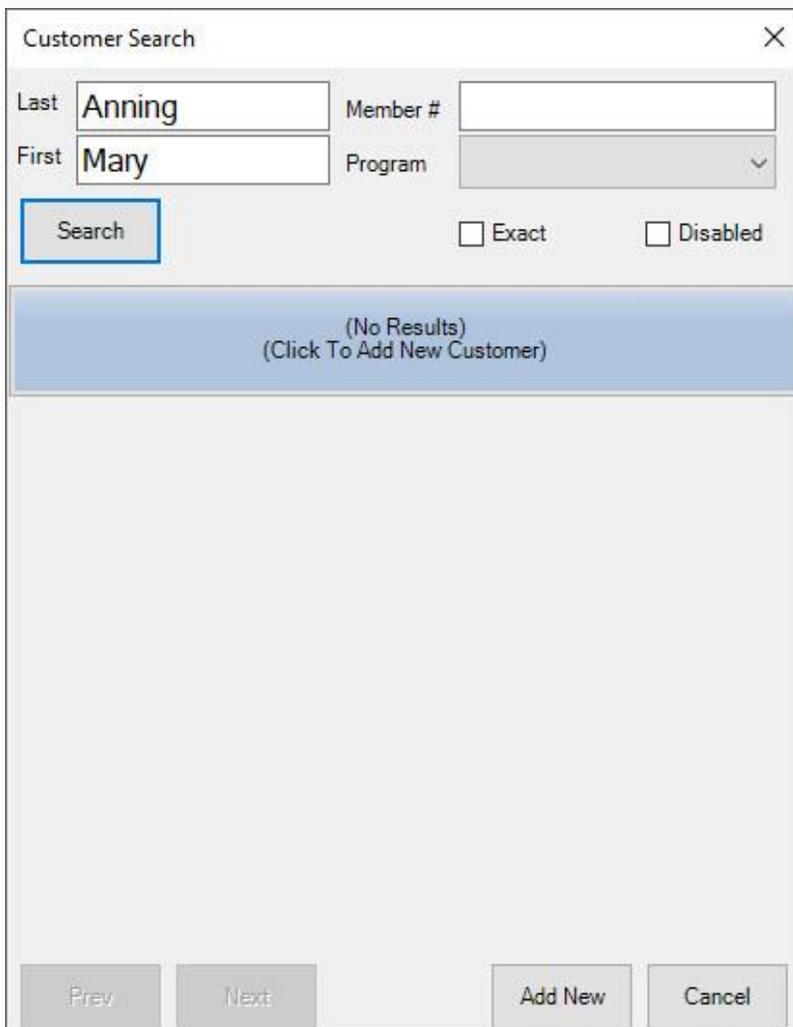


## Adding a New Customer Record in POS

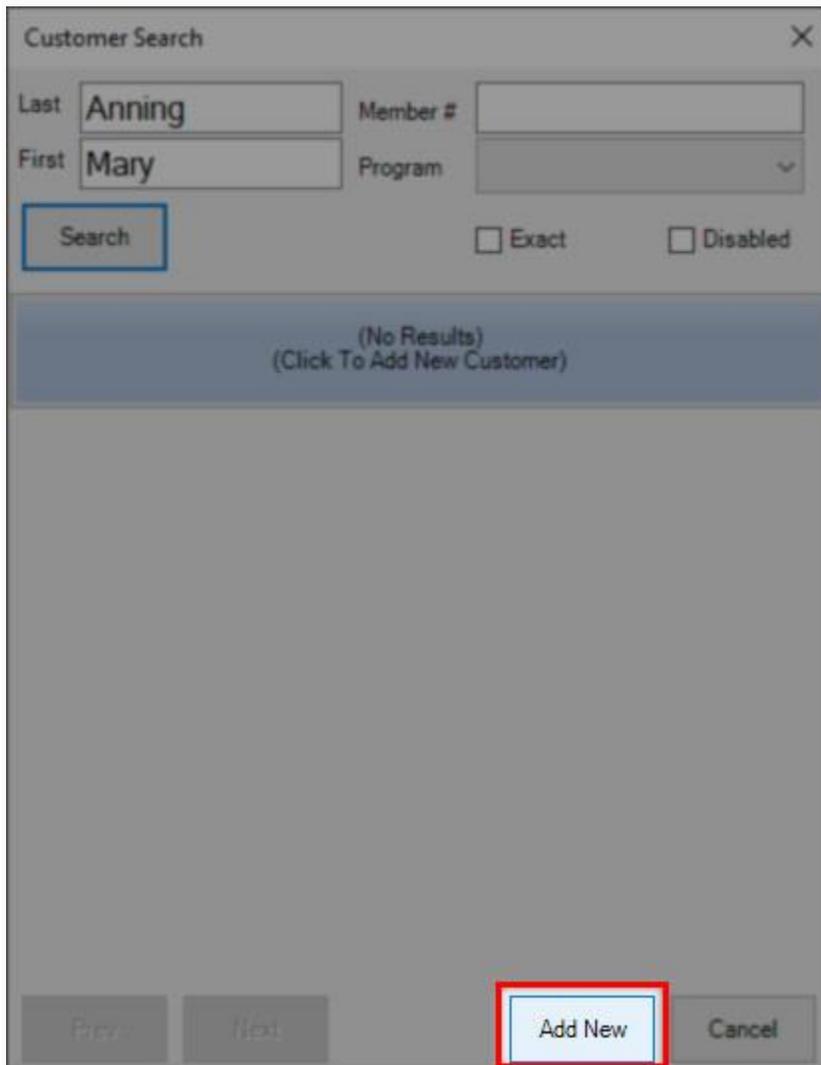
1. Click the **Customer Search** Icon.



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.

A screenshot of the 'Customer Search' dialog box. The dialog has a title bar with 'Customer Search' and a close button. It contains several input fields: 'Last' with 'Anning', 'First' with 'Mary', 'Member #' (empty), and 'Program' (a dropdown menu). There are two checkboxes: 'Exact' and 'Disabled', both unchecked. A 'Search' button is highlighted with a blue border. Below the input fields is a blue banner with the text '(No Results) (Click To Add New Customer)'. At the bottom of the dialog, there are four buttons: 'Prev', 'Next', 'Add New', and 'Cancel'.

3. If the customer is not in the system, click the **Add New** button at the bottom of the Customer Search window.



The screenshot shows a 'Customer Search' dialog box. At the top, there are input fields for 'Last' (containing 'Anning'), 'First' (containing 'Mary'), 'Member #', and 'Program'. Below these fields is a 'Search' button, which is highlighted with a blue border. To the right of the 'Search' button are two checkboxes: 'Exact' and 'Disabled', both of which are unchecked. The main area of the dialog box is a large grey rectangle. At the top of this area, there is a blue banner with the text '(No Results) (Click To Add New Customer)'. At the bottom of the dialog box, there are four buttons: 'First', 'Next', 'Add New', and 'Cancel'. The 'Add New' button is highlighted with a red border.

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. You are now ready to process that customer's order.