**Adding a New Customer Record**

1. [Log in](https://support.agiletix.com/hc/en-us/articles/200617005-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)

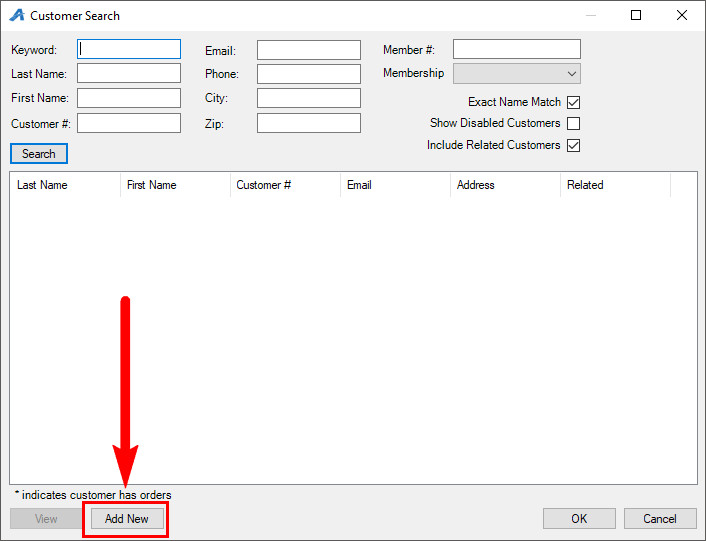
[](https://support.agiletix.com/hc/article_attachments/115017961026/add_new_customer.jpg)

Image 3

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

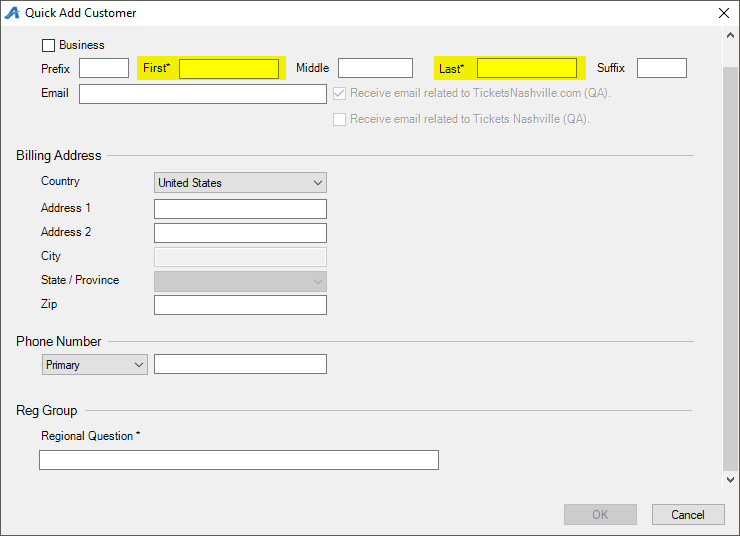
[](https://support.agiletix.com/hc/article_attachments/115017961986/new_customer_2.jpg)

Image 4

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

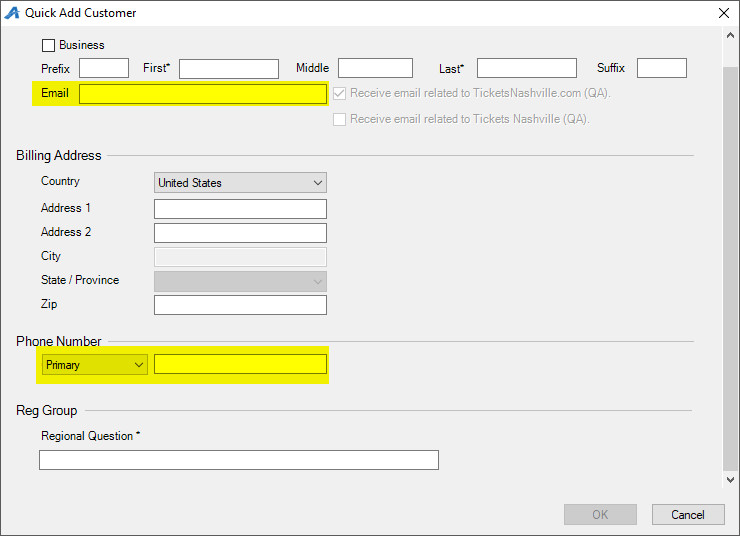
[](https://support.agiletix.com/hc/article_attachments/115018136323/new_customer3.jpg)

Image 5

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