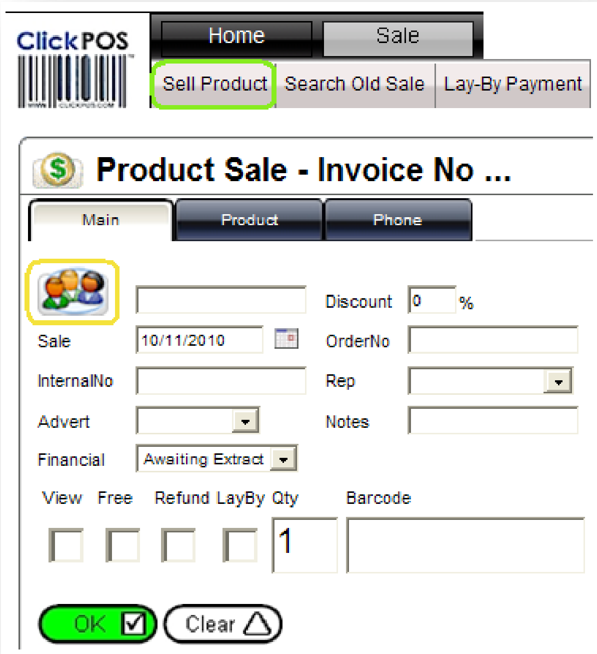
Training

Adding Customers to Invoices

- ***Adding a customer to the invoice is normally required when selling out a product with a serial number or selling out a mobile plan.***

  Customer Screen Overview – Video Tutorial

1. Navigate to the **“Sale”** tab & click **“Sell Product”**.
2. Click on the customer Icon to enter in customer details.



The following screen has multiple tabs to that can be filled and edited. For a standard customer you can just fill in the **“Bill To”** tab. This is where basic information about the customer is held, such as Name, Address, Contact Number and Company details. You can also select the method of how they should be contacted for future promotions and advertising (however on this page, only the name field is mandatory).

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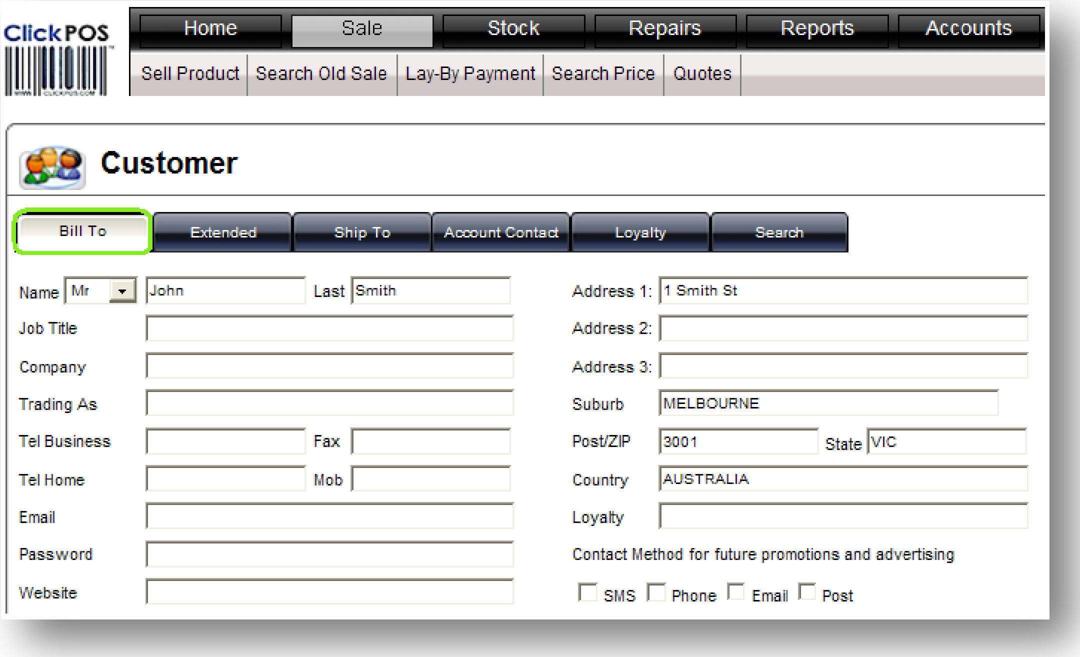
ClickPOS
Home
Sale
Stock
Repairs
Reports
Accounts
Sell Product
Search Old Sale
Lay-By Payment
Search Price
Quotes
Customer
Bill To
Extended
Ship To
Account Contact
Loyalty
Search
Name
Mr
John
Last
Smith
Job Title
Company
Trading As
Tel Business
Fax
Tel Home
Mob
Email
Password
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