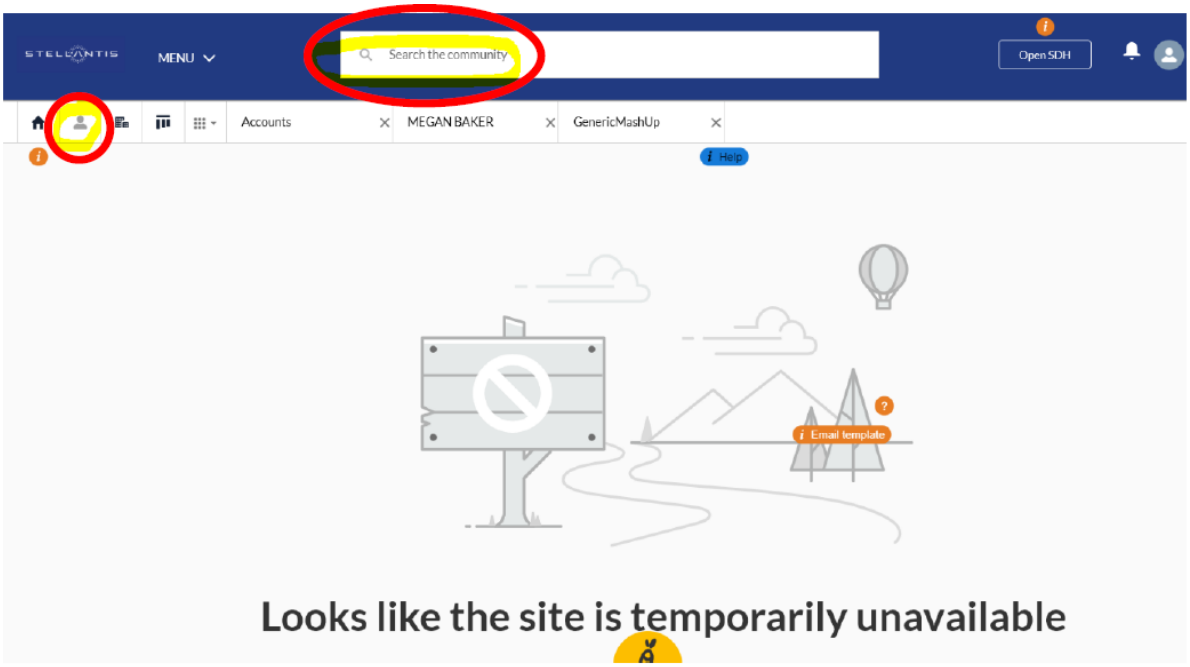
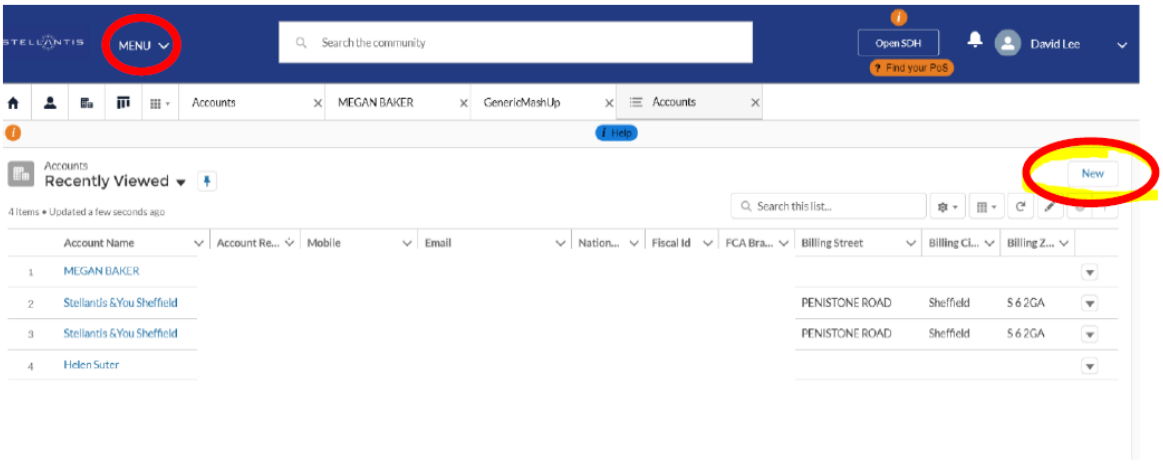
Customer Search/Adding A New Customer

This Global search screen is currently showing as temporarily unavailable until the next phase of data migration in October/November.

1) To locate/create customers you should first use the “Search” option to see if a customer is already known to your site



2) If no customers are found, to add a new customer, select “Menu” and then “Customers”. This will take you to the below screen. From here, simply press the “New” button highlighted and follow the existing process to add your customer details.