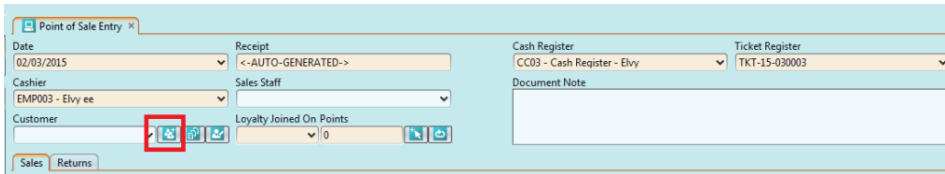


# How to create a retail customer in the POS CRM?

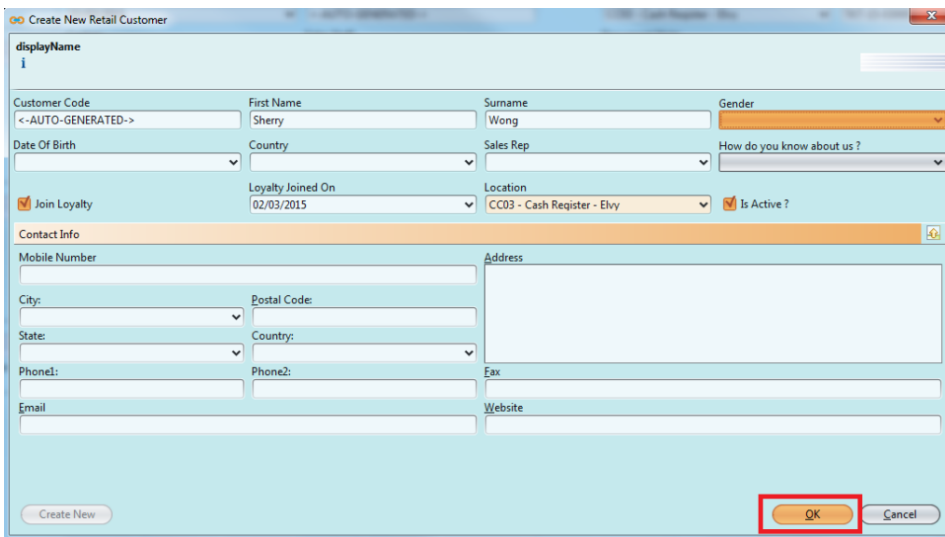
1. Click on "  " button next to Customer text field



The screenshot shows the 'Point of Sale Entry' form. The 'Customer' field is highlighted with a red box. Next to the 'Customer' field is a small icon, also highlighted with a red box. The form includes fields for Date, Receipt, Cash Register, Ticket Register, Cashier, Sales Staff, Document Note, and Loyalty Joined On Points.

2. Key in all details of the customer: name, phone, nationality etc. When done click on **"OK"** button.

3. Go back to Point of Sale Entry and enter customer name



The screenshot shows the 'Create New Retail Customer' form. The 'OK' button is highlighted with a red box. The form includes fields for Customer Code, First Name, Surname, Gender, Date Of Birth, Country, Sales Rep, How do you know about us?, Join Loyalty, Loyalty Joined On, Location, Is Active?, Contact Info, Mobile Number, City, Postal Code, State, Country, Phone1, Phone2, Fax, Email, and Website.

## Process Flow

