

Search for Customers

Once we have clicked on the **Customer** option through the **Place an Order** screen, a screen like the one we can see below will appear:

From this screen we can search for customers using the following fields:

Barcode, Customer ID, Phone, TAX Id Number, Name, Last Name, Last Name 2 or Company

In all these fields we can search for customers, by:

Exact search: One or more fields may be used at the same time. With this search we will only find customers that contain exactly the data that we insert in the fields where we write something.

If we uncheck the **Exact Search** box, the system will search for any customer that contains some similarity with what we have written in the field or fields where we perform the search.

Once we have performed the search, a list with the customers found will appear above. If the customer list is long, we can move up and down with the scroll bar or with the arrows that appear

next to the list.

If we find the customer who we are searching for, we should select it and click on the **Ok** button. Then, we will automatically return to the **Place an Order** screen and the customer data will appear at the top.

If we do not find the customer and we want to add it to our customer database, we can add it through the **Customer Management** screen, by clicking on the **New Customer** button.

If we find the customer but we want to modify some customer data, we can modify it through the **Customer Management** screen, by clicking on the **Modify Customer** button.

To show or hide the keyboard at the bottom of the screen we will click on the **Keyboard** button.

The **Cancel** button allows us to exit of the screen without making any changes.

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