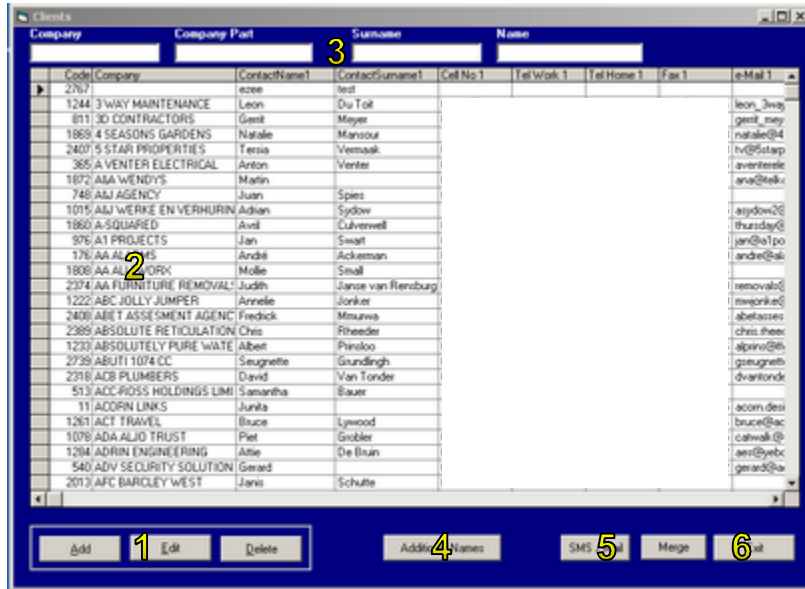
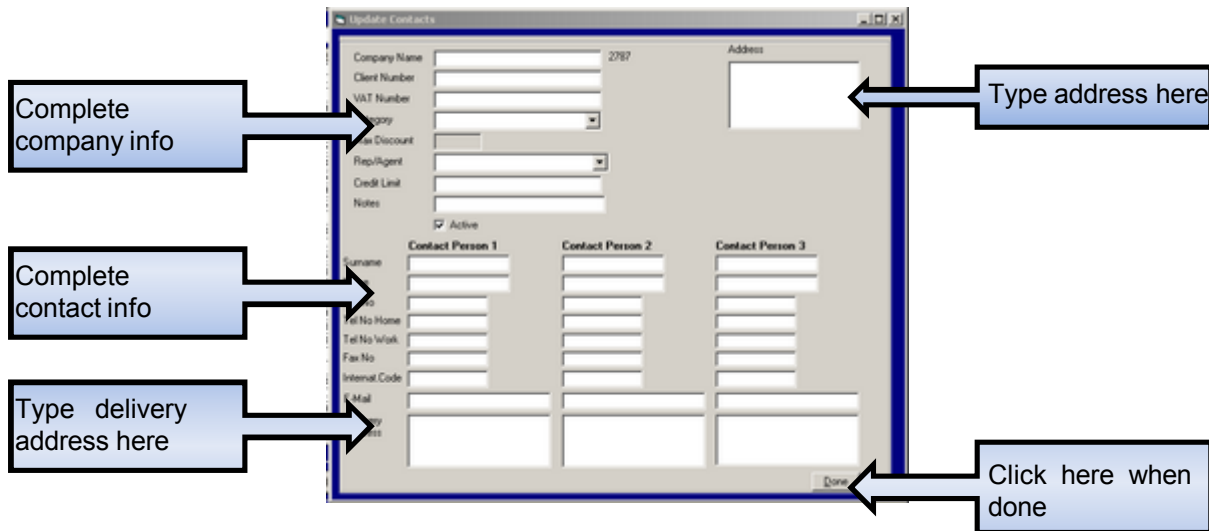
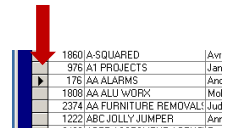


CLIENTS – Capture clients



1 Add, Edit or Delete a client

2 The client list will be populated with the clients. By double clicking next to it the “Update” screen will open in order to update client info.



Client Number is generated automatically.
 Category can be set as explained in “Settings”
 Rep/Agent can be allocated to clients – refer to “Staff”
 Credit Limit is a non-compulsory field





- 3 Type Company Name, Part of a Company Name, Client Surname or Client Name here in order to use a search filter and find a Client quickly.
- 4 Add additional contact names to a specific client.
- 5 Bulk SMS and E-mail facility is currently under construction.
- 6 Exit here to eZee Main Screen.

Company		Company Part	
Code/Company	Code	Part	Code
2161	EZ GATES	Home	
800	EZ SYSTEMS	Tree	

