

customer listing.

Access to this listing by clicking in the main menu.

Add a customer

customers listing

Click on Customer/Add or right click Customer/Add.

The customer descriptive is edited.

Enter your data's and save by clicking on the validate button.

Update a customer

Select the customer in the list and click Customer/Update or right click Customer/Update.

The customer descriptive is edited.

Enter your data's and save by clicking on the validate button.

Delete a customer

A customer may not be deleted if items are referenced into it.

However, you can disable it, it will not appear in the various lists of the program. To enabled it further, simply uncheck the "Disable" box, or in the list or in the descriptive.

Select the customer in the list and click Customer/Delete or right click Customer/Delete.

Search a customer

To search or filter the customer's listing, read the following post: [Search in Stock It Easy.](#)

Print

You can print:

- Customer listing from the menu Customer/Print/Listing or by enter CTRL+P keys.
- Customer's cards, these cards are useful because they show the main details of the customer under a format card, and are equipped with a bar code that you can use to do a quick search in the list of customers.

Link a customer to a group

Customers groups

If you have a large number of customers, it may be useful to classify group.

To create, update or delete a customer group, click Customers Group. Enter update or delete customer group.

In the list of customers and many windows, you can refine your selection by customer group.

To assign a group to a customer, in the descriptive of the customer, select the group and validate.

Juste un clic SPRL