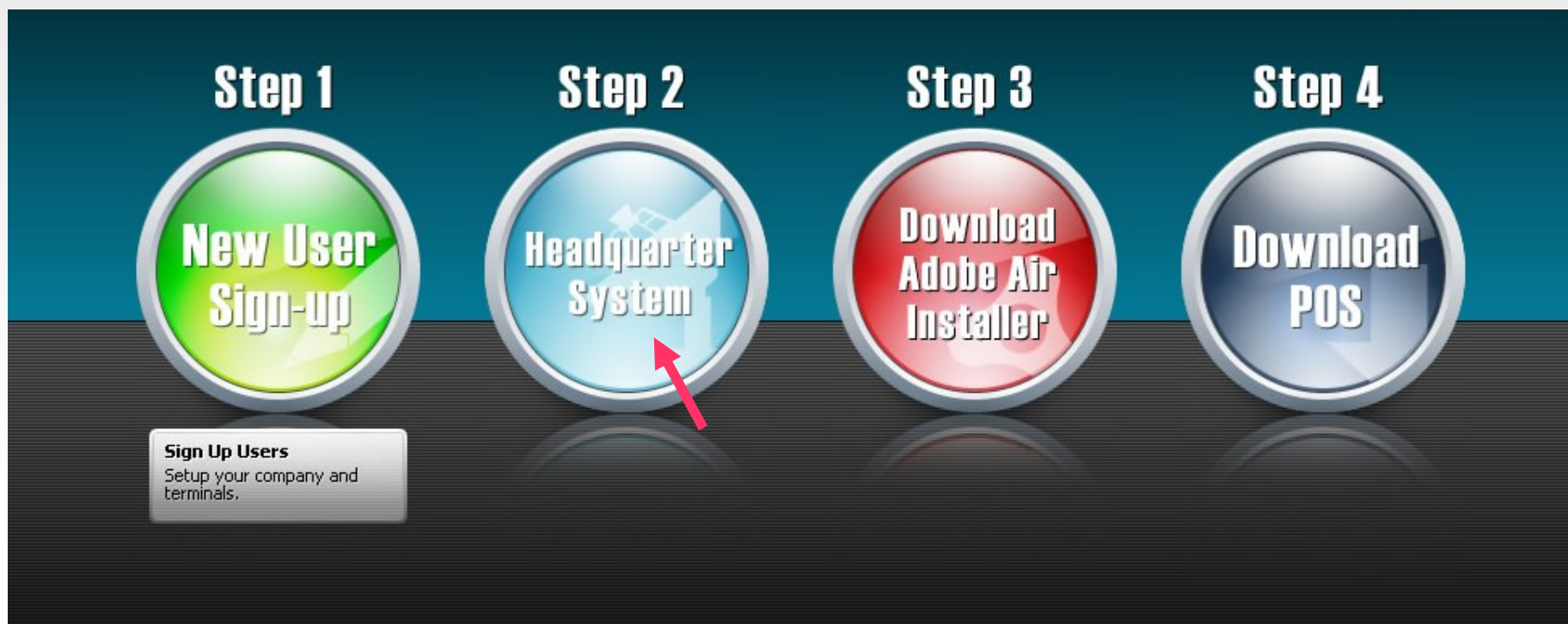


ADD A CUSTOMER ACCOUNT

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on Headquarter System.



To add a customer, click on Master Records > Account Master > New

Input **Account ID** (alphanumeric field inc. special characters) or tick the Auto Generate ID checkbox for a system-generated code

Enter **Account Name**/Customer Name

Tick the **Active** checkbox if the customer is still an active account

Choose a specific **Branch** that the customer frequents. Although his/her account can still be used in your different branches.

Input **Memo**. This field is optional.

Account Detail

CREATED: KLEB@ASH-EBS.COM 02/08/2012

Account ID: * 2012-001 Auto Generate ID

Account Name: * Mr. Customer One

Active:

Assigned to Branch: * Boutique

Memo: Birthday: January 1, 2012

Tick the checkbox for “**This is a customer**”

Choose the right **Price Level** assigned to the customer: SRP, Regular, Wholesale, Discounted, Premium Service, VIP, Intra Company, Cost and Others

Choose the right Customer **Group/Type**: Corporate, Regular, VIP, Walk-in

You may tick the other checkboxes if assignment applies (Example: Customer is an Employee – tag Customer and also tag Employee)

This is a customer:	<input checked="" type="checkbox"/>
Price Level:	VIP
Group/Type:	VIP
This is a supplier:	<input type="checkbox"/>
This is a cashier:	<input type="checkbox"/>
This is a sales clerk:	<input type="checkbox"/>
This is an employee:	<input type="checkbox"/>
<hr/>	
Allow account to logon:	<input type="checkbox"/>
<hr/>	
Email:	customerone@yahoo.com
Billing Address:	123 Second St.
	Cebu City
	Cebu
Phone:	63-32-123-4567
Mobile:	639171234567
Fax:	63-32-765-4321
Tin No:	000-000-000-000

Tick **Allow account to logon** if the account holder to access the cashier terminal

Enter other details about the customer (all fields are optional)