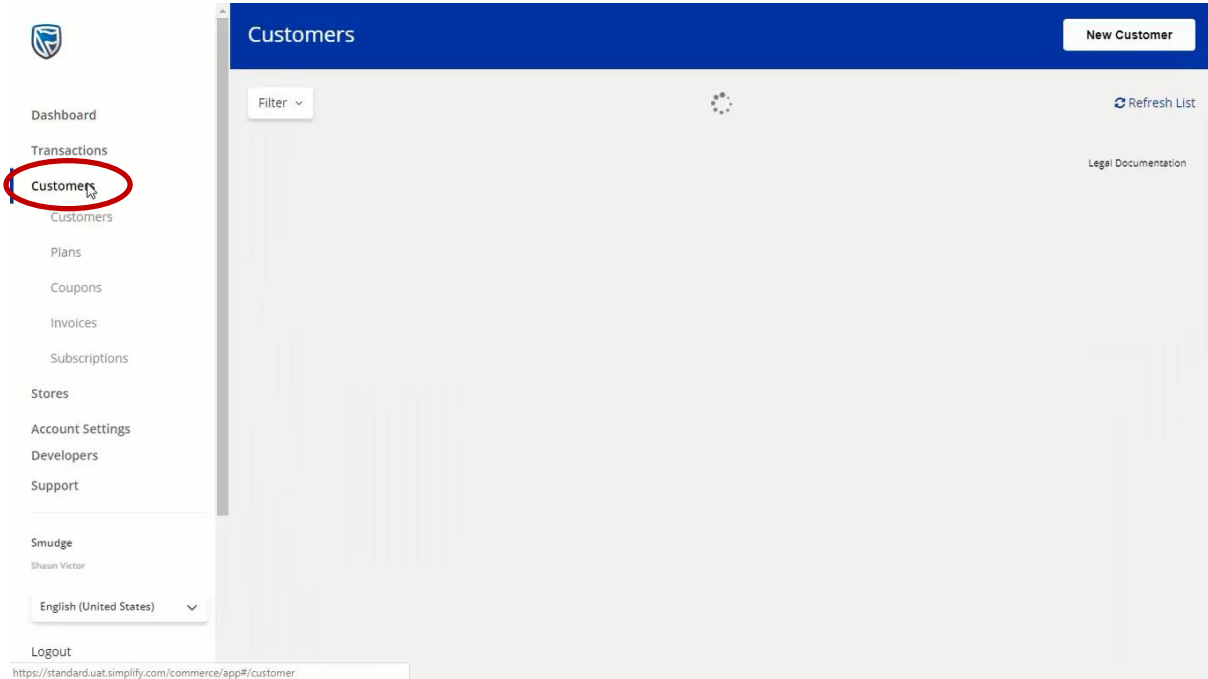
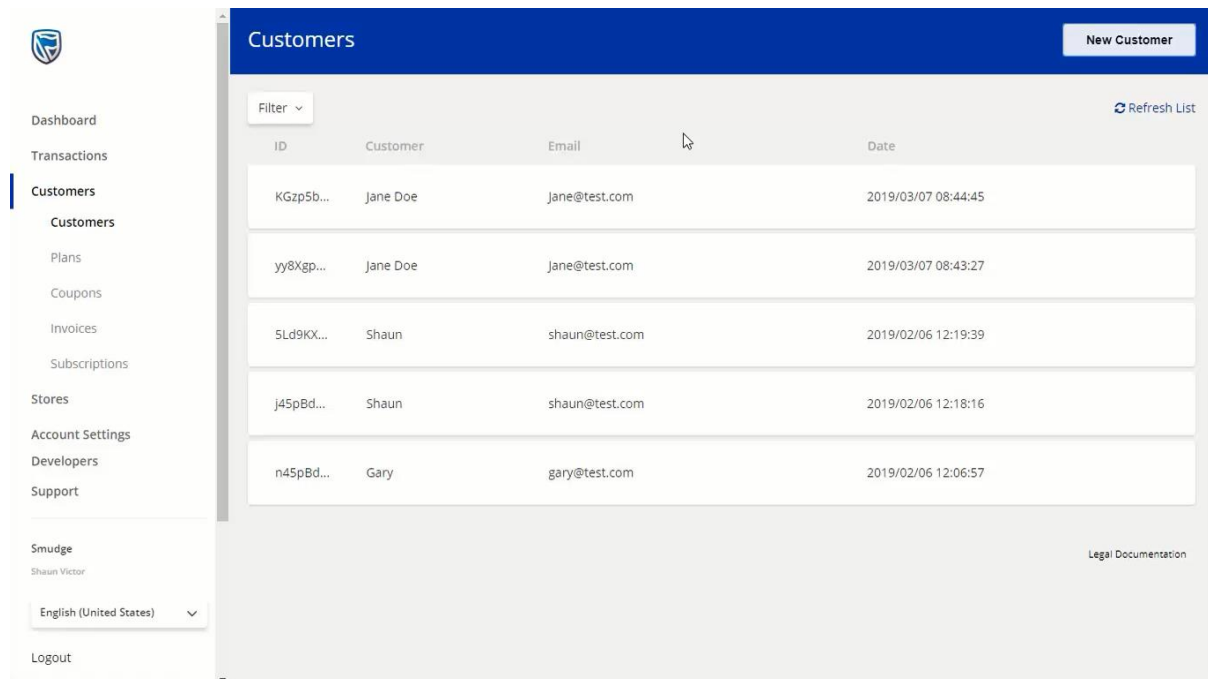


How to add a customer and follow transactions

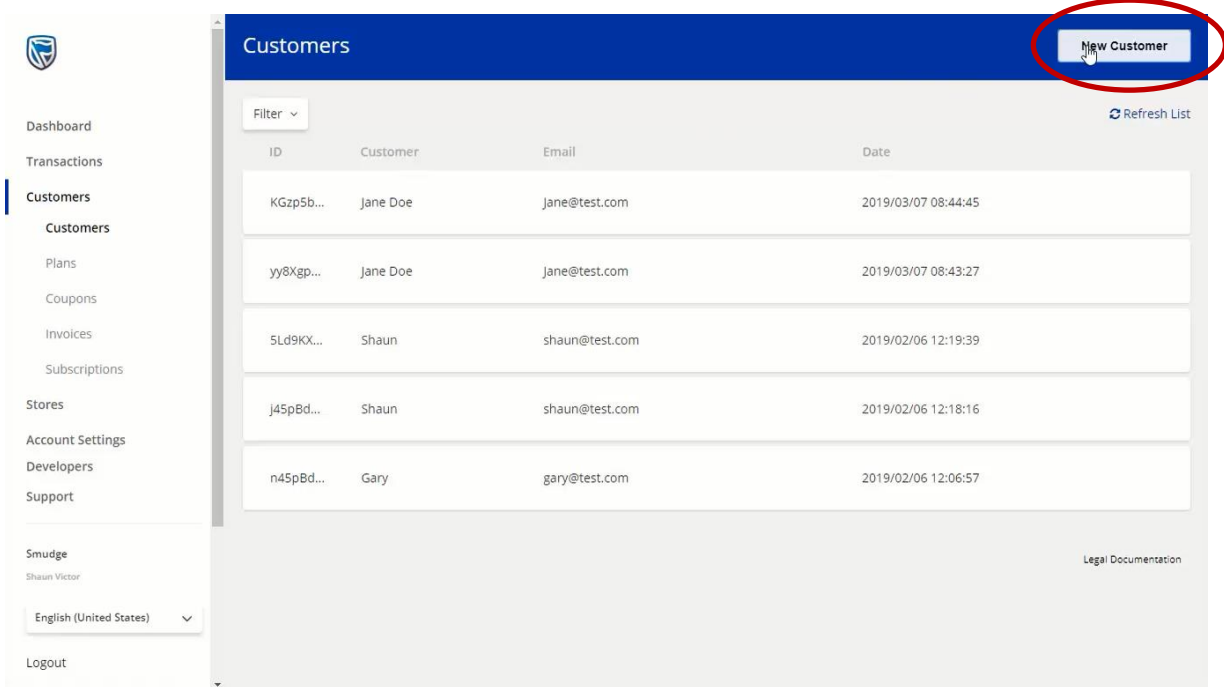
- You are also able to track transactions that are made by your listed customers.
- On your dashboard go to the left-hand side menu and click on the customer button.



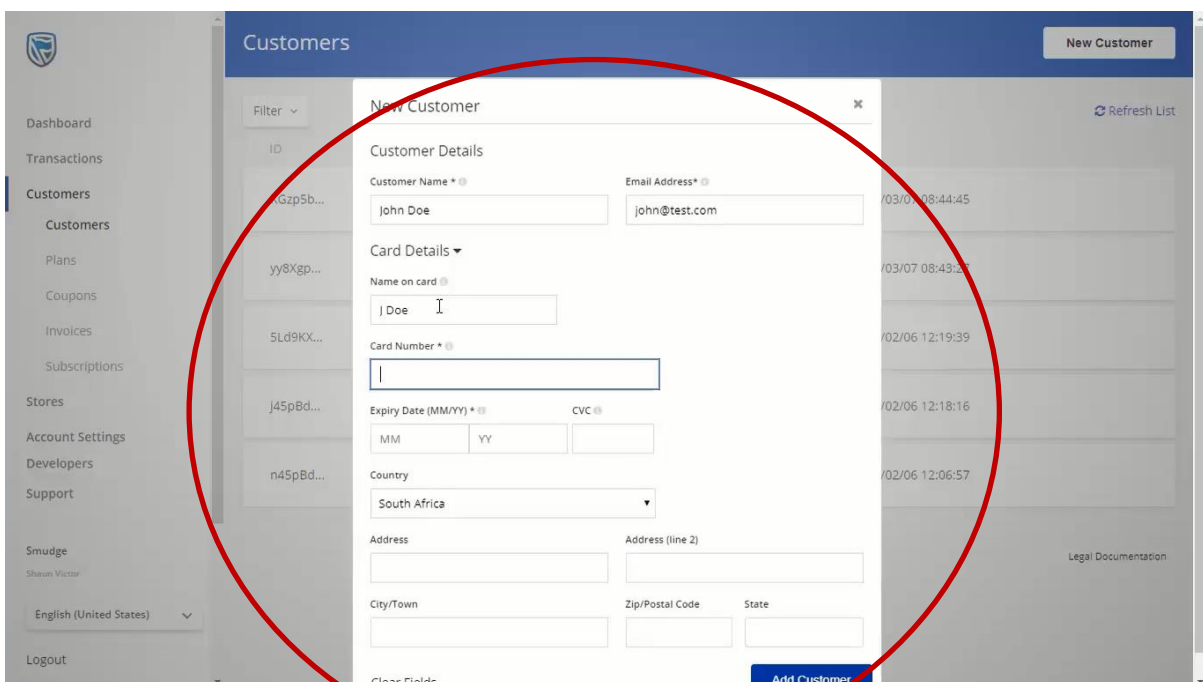
- You will be presented with a list of your existing customers, as well as the opportunity to add new customers.



- Make sure that when you are adding a new customer you have all their details readily available.
- Click on the New Customer button in the top right-hand corner.



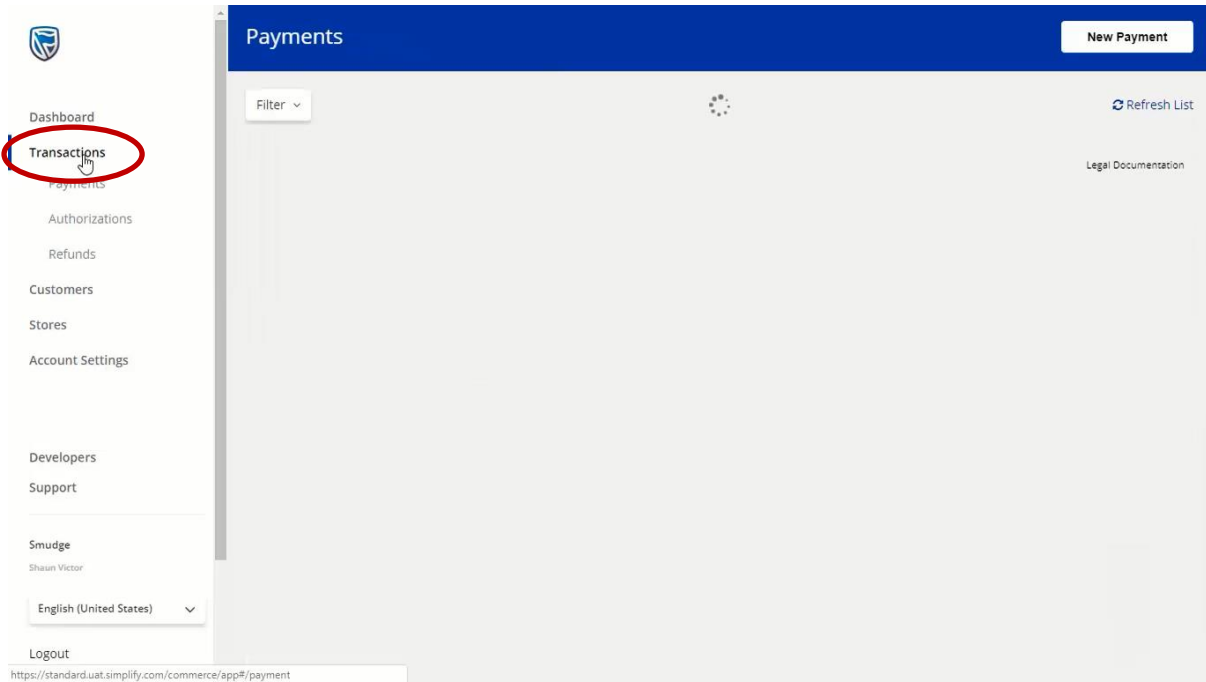
- You will be able to add in the customer's details in the relevant fields, including the customer's credit card details, and shipping address.



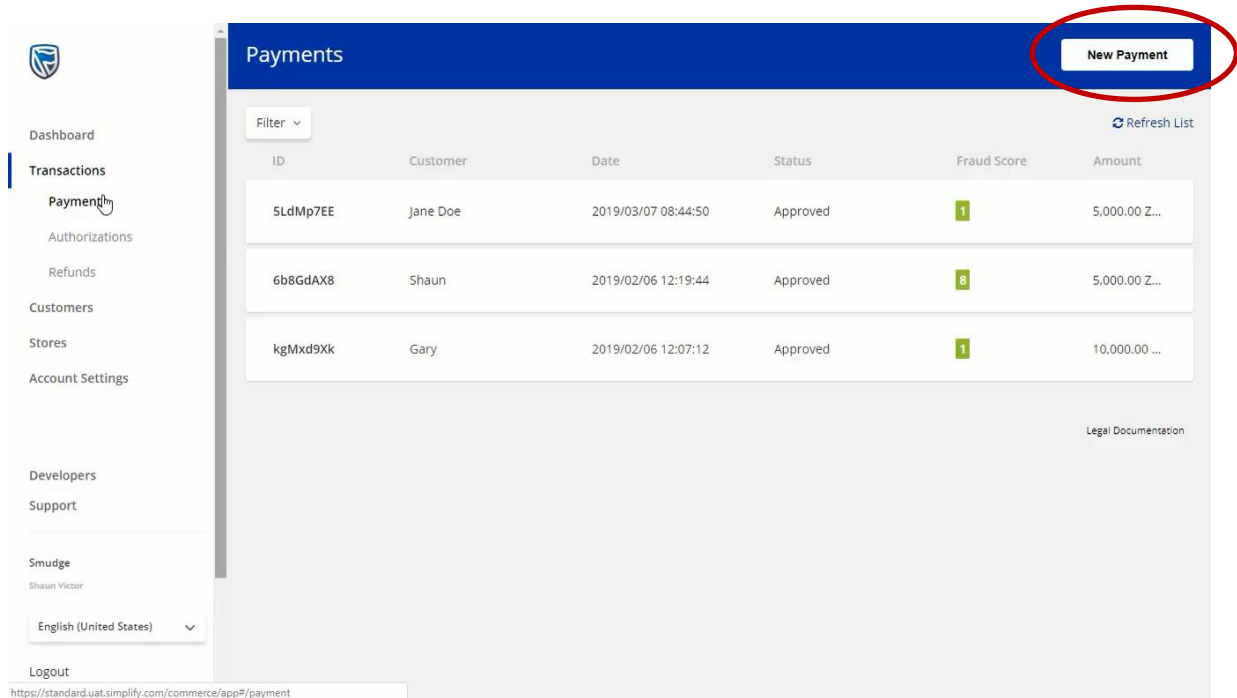
- When you have completed all the fields, add your customer by pressing add customer button at the bottom right.

- This new customer will now be visible on your customer list.

- From here you can add a payment made by a listed customer and track it.
- Click on the transactions button in the left-hand side menu and click on the payment button.



- You are now able to add a new payment and track it.



- Fill in all the fields required starting with the amount paid, a description of what was bought, how the customer paid, the customer's name, and the delivery address.

The screenshot shows the 'Payments' form in a web application. A large red circle highlights the main input area. The form contains the following fields and values:

- Amount:** 5,000.00
- Description:** Jacket
- Pay Using:** Credit Card (selected) OR Customer Card
- Card Number:** 2222 4053 4324 8877
- Expiry Date (MM/YY):** 12 / 20
- CVC:** 123
- Customer Name:** John Doe
- Email Address:** john@test.com
- Country:** South Africa
- Address (line 1):** 1 Greenway
- Address (line 2):** Greenside
- City/Town:** Johannesburg
- Zip/Postal Code:** 1234
- State:** (empty)

A 'Run Payment' button is visible at the bottom right of the form.

- Once you have filled in all the necessary information click on the run payment button.

This screenshot is identical to the one above, but with a red circle highlighting the 'Run Payment' button at the bottom right of the form. The button text is 'Run Payment' with a small icon to its right.

- You are now able to track this transaction.
- If you return to the dashboard you will be able to see all the transactions that have occurred in your store.

