Customers
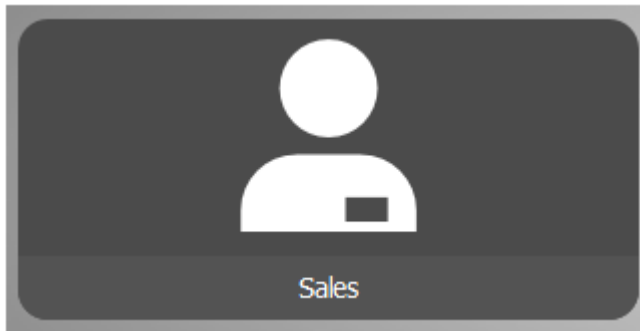
The primary purpose of the *Sales App* is to provide the system with the means to input and collect data for the customers and their orders. These data includes: Customer's name, Contact number, Contact Address, and other details. Also, it helps collect data for each customer's orders, deliveries, invoices, and other sales records. It also has the facility to get and print the Sales Reports.
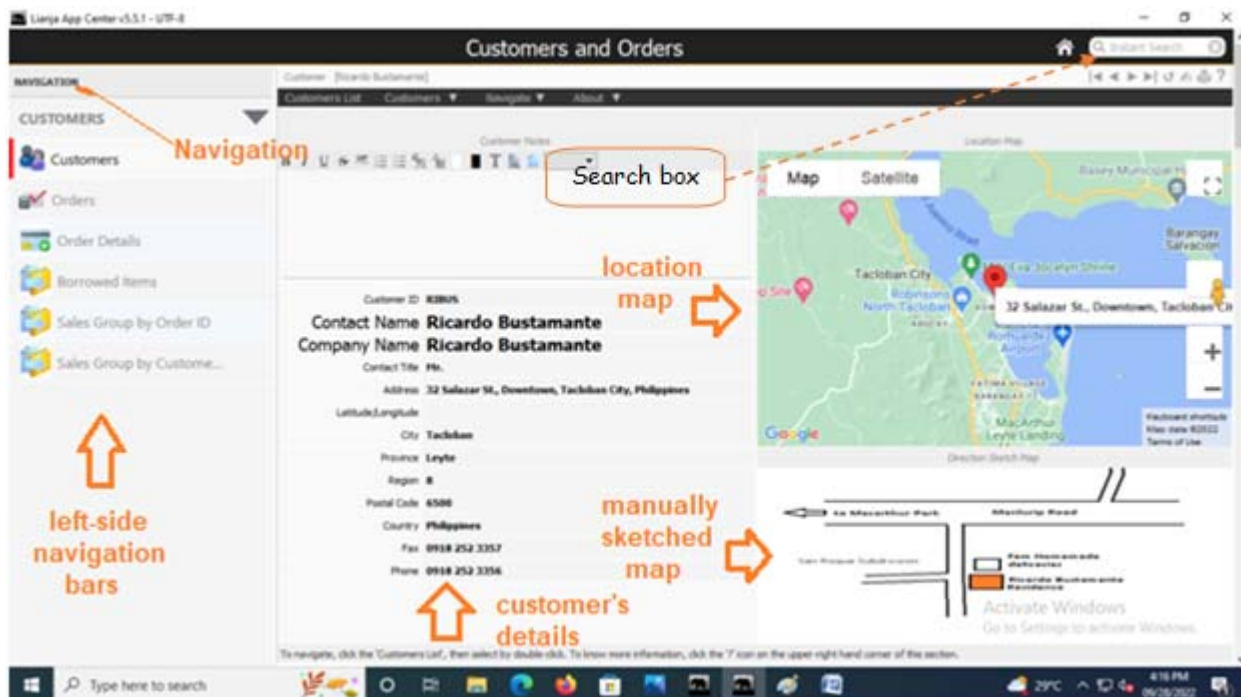
Access the Sales app from the App Center by clicking the icon as shown,

This is the Customers Page and this is the main page of the Sales app.
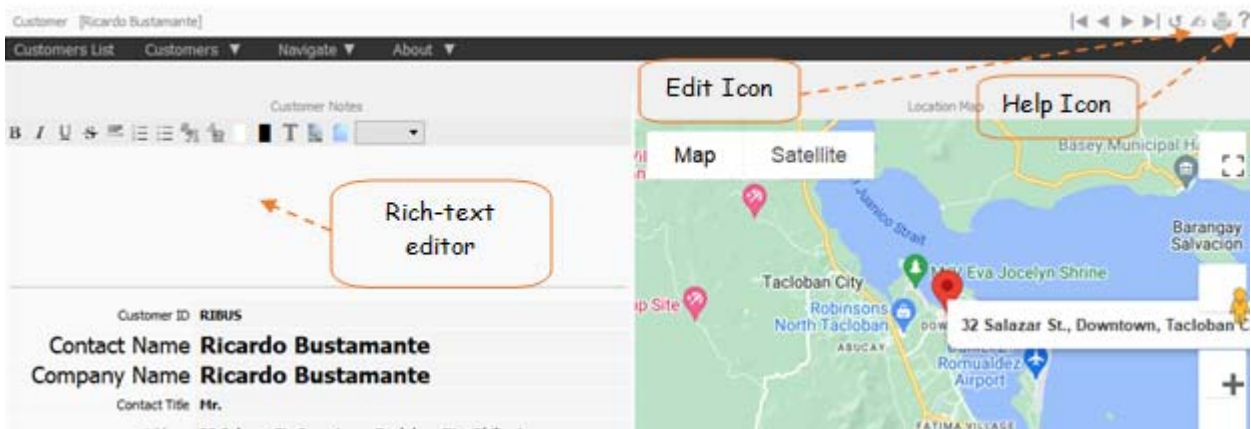
2 ways to display the customer's record:
1. By clicking the *Customers List* menu bar
2. By *typing* the *customer name* on the **search box**.

At the Customers Section header, it has the following menu bars and its respective menu items:
1. Customers List
2. Customers
    >Add
    >Edit
    >Delete
3. About
    >About WRS App
    >Help

At the top-left of the page is the **Customers Notes**. Here, you can write important notes for that particular customer. It is provided with a rich-text editor

To start writing the **customers notes**, click the **Edit Icon** first, and when you are *done*, click the **Edit Icon** again, to **save** it.