

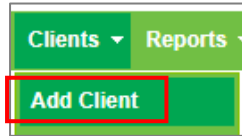
CREATE/EDIT/DELETE A CLIENT

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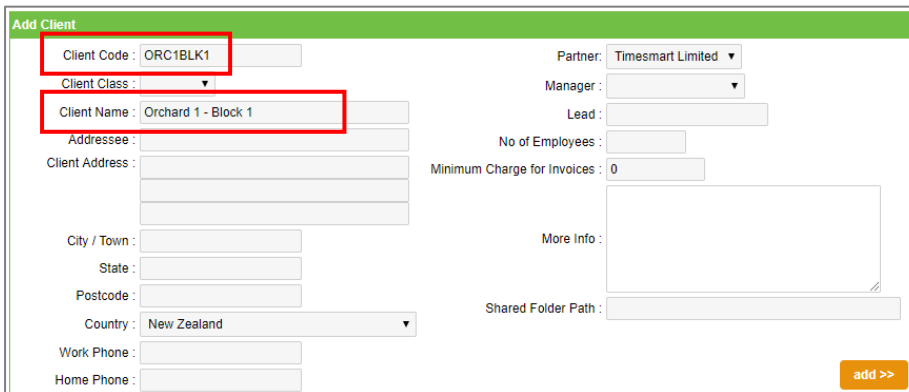
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Create a Client

1. Hover on *Clients* and click on *Add Client*:

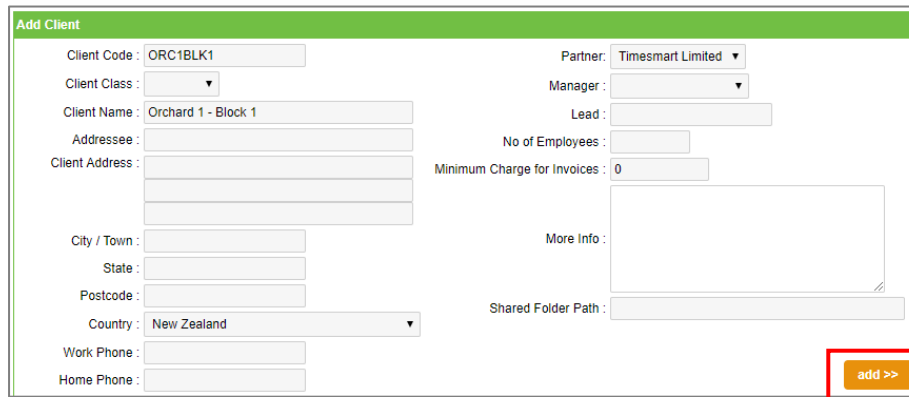


2. Enter in the *Client Code* and the *Client Name*:



A screenshot of the 'Add Client' form. The form is titled 'Add Client' and contains several input fields. The 'Client Code' field is filled with 'ORC1BLK1' and the 'Client Name' field is filled with 'Orchard 1 - Block 1'. Both fields are highlighted with red rectangular boxes. Other fields include 'Partner' (Timesmart Limited), 'Client Class', 'Manager', 'Lead', 'Address', 'City / Town', 'State', 'Postcode', 'Country' (New Zealand), 'Work Phone', 'Home Phone', 'No of Employees', 'Minimum Charge for Invoices' (0), 'More Info', and 'Shared Folder Path'. An 'add >>' button is located at the bottom right of the form.

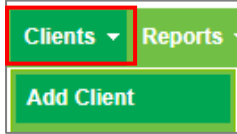
3. Click *Add*:


















A screenshot of the 'Add Client' form, identical to the previous one, but with the 'add >>' button highlighted by a red rectangular box. The form fields remain the same, with 'Client Code' as 'ORC1BLK1' and 'Client Name' as 'Orchard 1 - Block 1'.

Edit a Client

1. Click on *Clients*:



2. Click on the edit icon in line with the client you want to edit:

ID	Client Code	Client	Client Class	Lead	Partner			
4	ABC	ABC Limited			Timesmart Limited			
9	APPLE	Apple Grower Limited			Timesmart Limited			
6	CITGL	Citrus Grower Limited			Timesmart Limited			
7	GGL	Grape Grower Limited			Timesmart Limited			
8	KGL	Kiwifruit Grower Limited			Timesmart Limited			

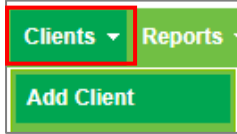
3. Make the applicable changes then click *Save*:

Edit Client

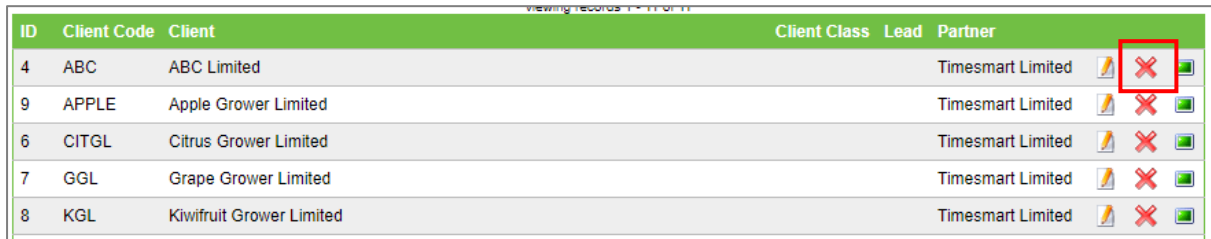
Client Code :	<input type="text" value="ABC"/>	Partner:	<input type="text" value="Timesmart Limited"/>
Client Class :	<input type="text"/>	Manager :	<input type="text"/>
Client Name :	<input type="text" value="ABC Limited"/>	Lead :	<input type="text"/>
Addressee :	<input type="text"/>	No of Employees :	<input type="text"/>
Client Address :	<input type="text"/>	Minimum Charge for Invoices :	<input type="text" value="0.00"/>
	<input type="text"/>	More Info :	<input type="text"/>
City / Town :	<input type="text"/>	Shared Folder Path :	<input type="text"/>
State :	<input type="text"/>		
Postcode :	<input type="text"/>		
Country :	<input type="text" value="New Zealand"/>		
Work Phone :	<input type="text"/>		
Home Phone :	<input type="text"/>		
Cell Phone :	<input type="text"/>		

Delete a Client

1. Click on *Clients*:



2. Click on the delete icon in line with the client you want to delete:



A screenshot of a table displaying a list of clients. The table has columns for ID, Client Code, Client, Client Class, Lead, and Partner. The first row is highlighted, and a red box is drawn around the delete icon (a red 'X') in the Partner column for that row.

ID	Client Code	Client	Client Class	Lead	Partner
4	ABC	ABC Limited			Timesmart Limited
9	APPLE	Apple Grower Limited			Timesmart Limited
6	CITGL	Citrus Grower Limited			Timesmart Limited
7	GGL	Grape Grower Limited			Timesmart Limited
8	KGL	Kiwifruit Grower Limited			Timesmart Limited

3. Click *OK*:

