

Create New Customer

Click on the (New Job) Tab Located on the main Entries page When opened this will open the page shown below, then enter all your customers Information as shown below once you have completed the first page then select the next tab and fill in all the information requested and cont to each tab show.

The screenshot displays the 'Add/Edit Project' window with the following sections and fields:

- General** (selected tab):
 - JOB TITLE SELECTIONS:** A dropdown menu.
 - DATE RECVD:** 2/12/2015
 - Active:**
 - JOB NO:** (Red text)
- BILLING INFORMATION:**
 - FIRST NAME:** [Text Field]
 - LAST NAME or COMPANY:** [Text Field]
 - ADDRESS:** [Text Field]
 - CITY:** [Text Field]
 - STATE:** [Dropdown Menu]
 - ZIP:** [Text Field]
 - HOME:** [Text Field]
 - WORK:** [Text Field]
 - 2nd WORK#:** [Text Field]
 - FAX:** [Text Field]
 - CELL:** [Text Field]
 - 2nd CELL:** [Text Field]
 - E-MAIL:** [Text Field]
- OWNER'S INFORMATION:** *Same As Billing Info*
 - FIRST NAME:** [Text Field]
 - LAST NAME or COMPANY:** [Text Field]
 - ADDRESS:** [Text Field]
 - Owner's interest in site:** [Text Field]
 - CITY:** [Text Field]
 - STATE:** [Dropdown Menu]
 - ZIP:** [Text Field]
 - HOME:** [Text Field]
 - WORK:** [Text Field]
 - CELL:** [Text Field]
- SITE INFORMATION:** *Same As Billing Info*
 - ADDRESS:** [Text Field]
 - CITY:** [Text Field]
 - STATE:** [Dropdown Menu]
 - ZIP:** [Text Field]
 - COUNTY:** [Text Field]
- FEE SIMPLE TITLE HOLDER:**
 - NAME:** [Text Field]
 - ADDRESS:** [Text Field]
 - CITY:** [Text Field]
 - STATE:** [Dropdown Menu]
 - ZIP:** [Text Field]
 - PHONE:** [Text Field]
- JOB DETAIL:** [Large Text Area]
- PROPOSAL:**

At the bottom right, there are two buttons: **Save** (with a floppy disk icon) and **Return** (with a circular arrow icon).