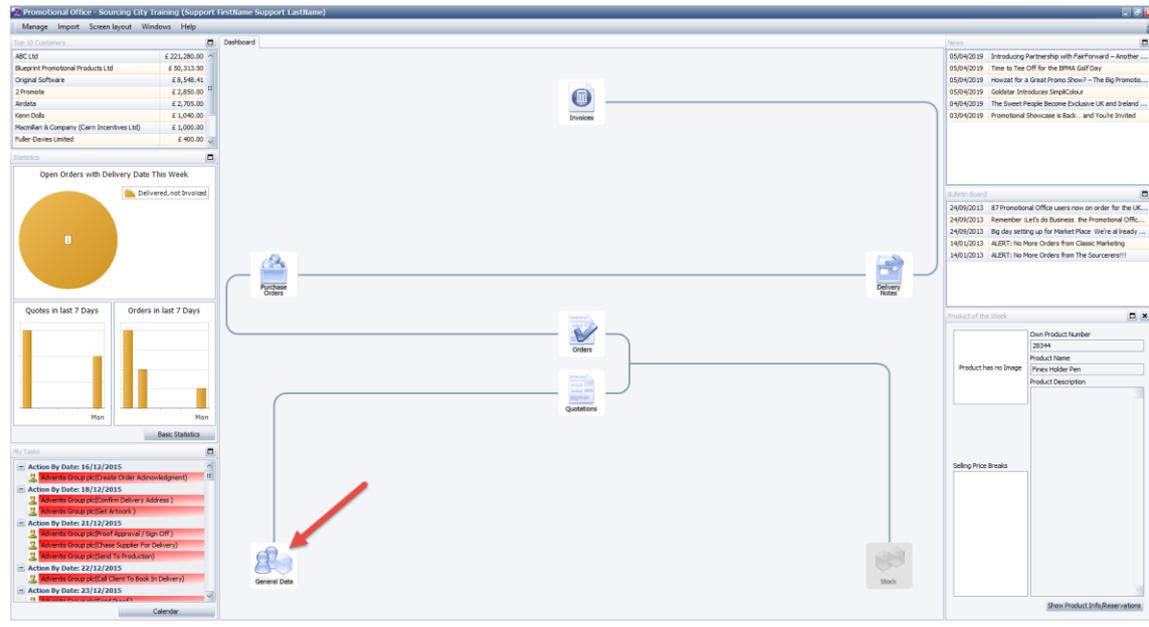




How to search for a Customer?

1. Open promotional office and go to the promotional office dashboard, on the bottom of the screen hover over the General Data aspect. The screen will display three options 'Customer' 'Product' 'Supplier'



2. Select Customer, this will now bring you to the Customer overview. In the Search section of the screen in the Keyword field type in the Customer you wish to allocate and hit the enter button on your keyboard. This will now show all Customers under the name you have searched.

