**User Instructions for Recording: Create Customer**

This guide walks you through the steps to create a new customer in Microsoft Dynamics 365 Business Central.

**Step 1:**  Navigate to the **Customers**  page. You can do this from the **Business Manager Role Center**  .

**Step 2:**  Once you're in the **Customers section**  , click on the **New**  button to begin creating a new customer.

**Step 3:**  A pop-up page titled **Select a template for a new customer**  will appear. Click **Ok**  to confirm your selection.

**Step 4:**  You will then be taken to the **New - Customer Card**  page.

**Step 5:**  In the **Name**  field, enter the name of your new customer, for example, 'MICHAEL JACKSON'.

**Step 6:**  Move to the **IC Partner Code**  section.

**Step 7:**  In the **IC Partner Code**  field, leave it blank.

**Step 8:**  A pop-up titled **Confirm**  will appear. Select **No**  in response to this prompt.

**Step 9:**  Close the **New - Customer Card**  page.

**Step 10:**  Finally, close the **Customers**  page.

You have now successfully created a new customer. Repeat these steps as necessary for any additional customers you need to add to the system.