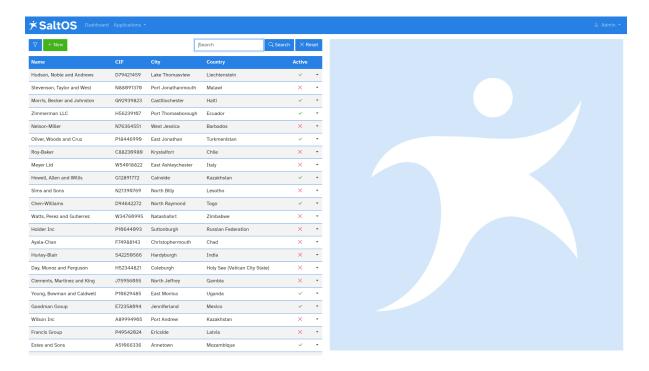# Customers

## Description

The Customers application allows you to manage your client base within SaltOS4. It centralizes all information related to customers, such as identification, contact details, tax code, address, and classification. It also serves as a hub to link customers with other modules like quotes, invoices, meetings, and emails.
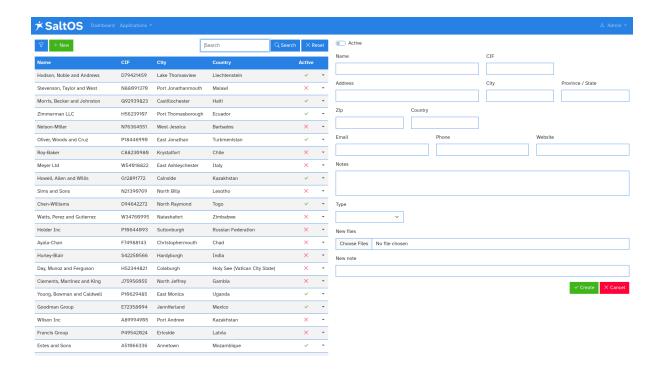
## List view



The following fields are displayed in the list view:

- Name: Full name or business name of the customer.
- CIF: Customer's tax identification code (NIF, CIF, VAT, etc.).
- City: City or locality of the customer.
- Country: Country where the customer is legally registered or operates.
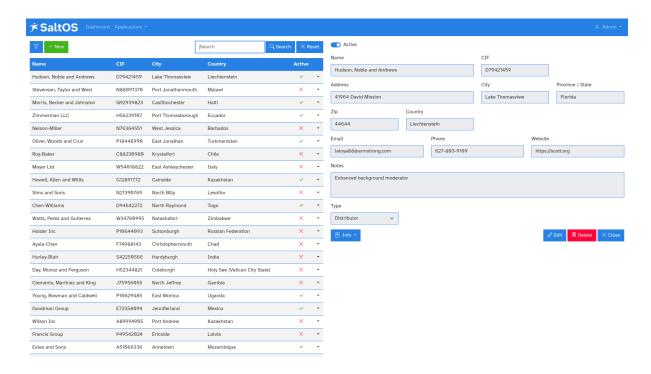- Active: Indicates if the customer is active in the system.

## Form view

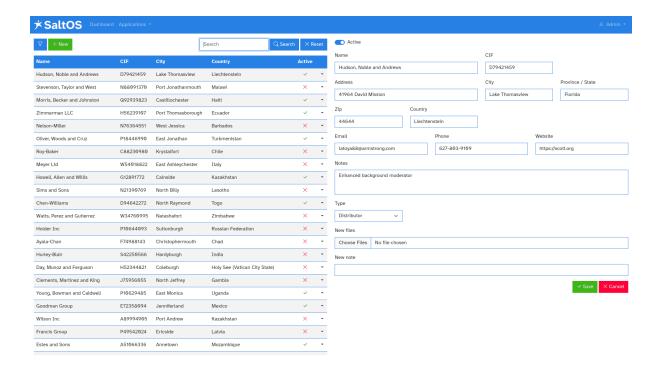This view is used for creating, editing or viewing a customer record.

In **create** mode, the form is empty and ready to enter new data.

In **view** mode, the fields are filled with the selected record and cannot be edited.



In **edit** mode, the form is pre-filled and allows modifications.

The form includes the following fields:

- Active: Enables or disables the customer visibility.

- Name: Full name or business name of the customer.

- CIF: Customer's tax identification code.

- Address: Main physical or billing address.

- City: City or locality of the customer.

- Province / State: Province or state of the customer.

- ZIP: Postal code corresponding to the address.

- Country: Country of registration.

- Email: Email for notifications or invoices.

- Phone: Primary contact phone number.

- Website: Website of the customer

- Notes: Internal notes related to the customer.

- Type: Category the customer belongs to (e.g., regular, VIP).

- Files: Attachments such as documents or images related to the job.

- Notes: Internal observations or customer-specific instructions.

## Delete

Records can be deleted from the list view via the delete action. A confirmation prompt will appear before the operation is executed.

This action is irreversible and requires specific permissions.