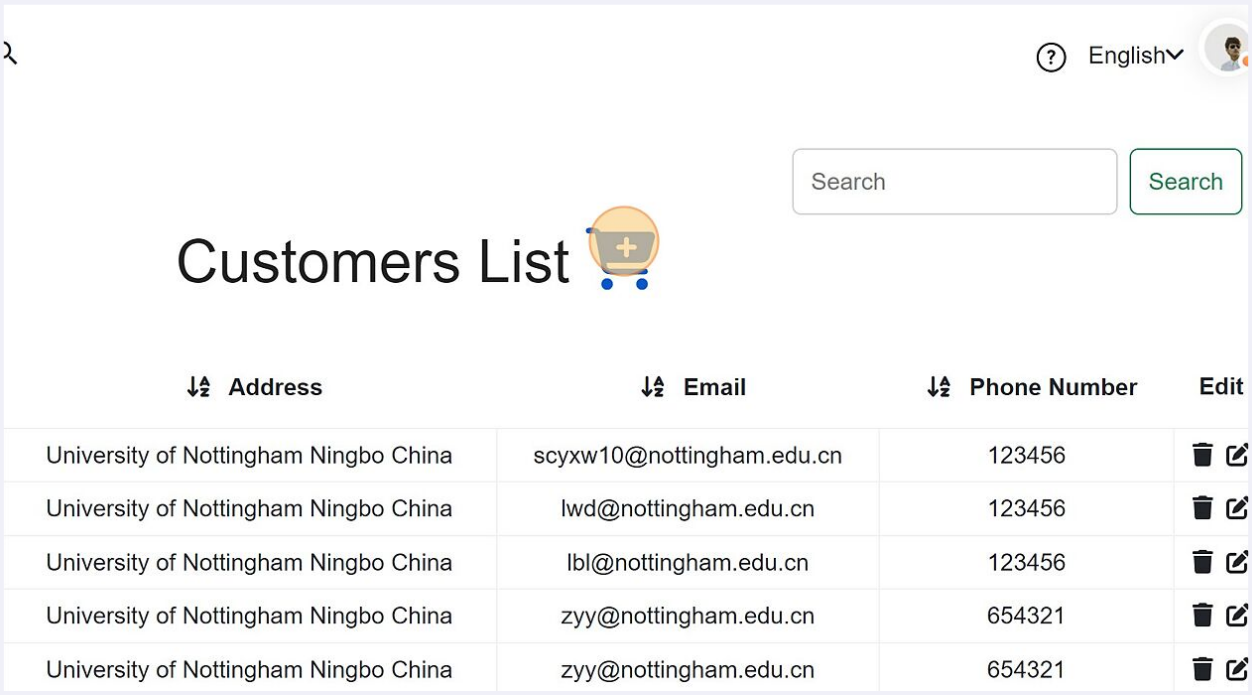
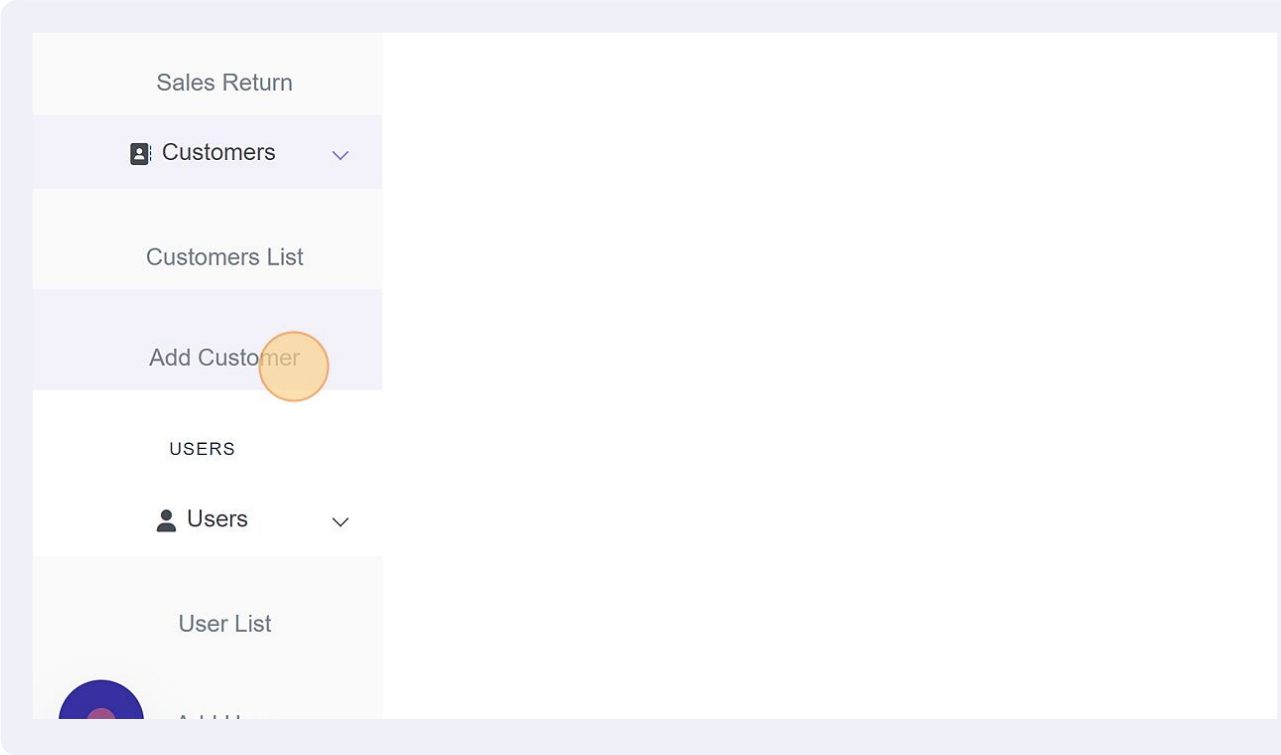
Add, View and Delete a Customer

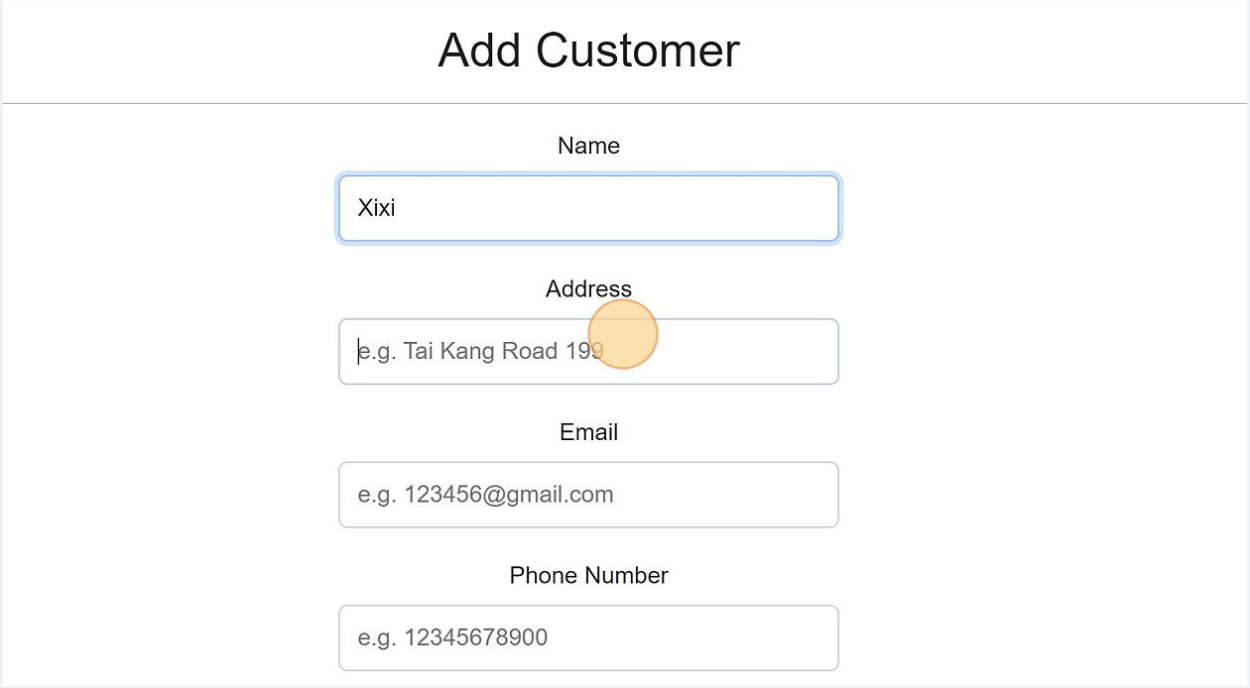
User manual regarding how to add, view and delete customers.

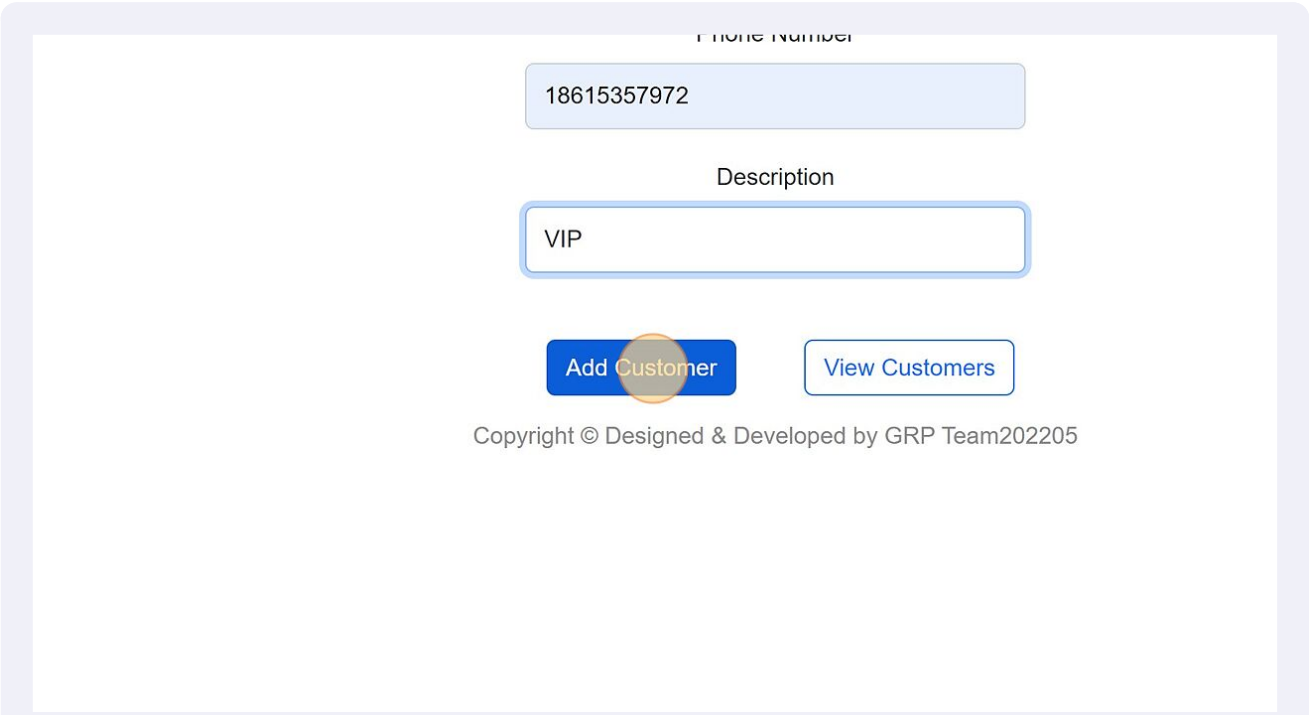
1 If you would like to add a new customer, you could either click "+" button on the customer list page or click "Add Customer" button on the left navigation bar .





2 After filling in the form, click "Add Customer" to add a new customer in your cutomer table. You will see a message showing "The customer is added successfully", which means you have added a new customer successfully.




18615357972
Description
VIP
Add Customer
View Customers
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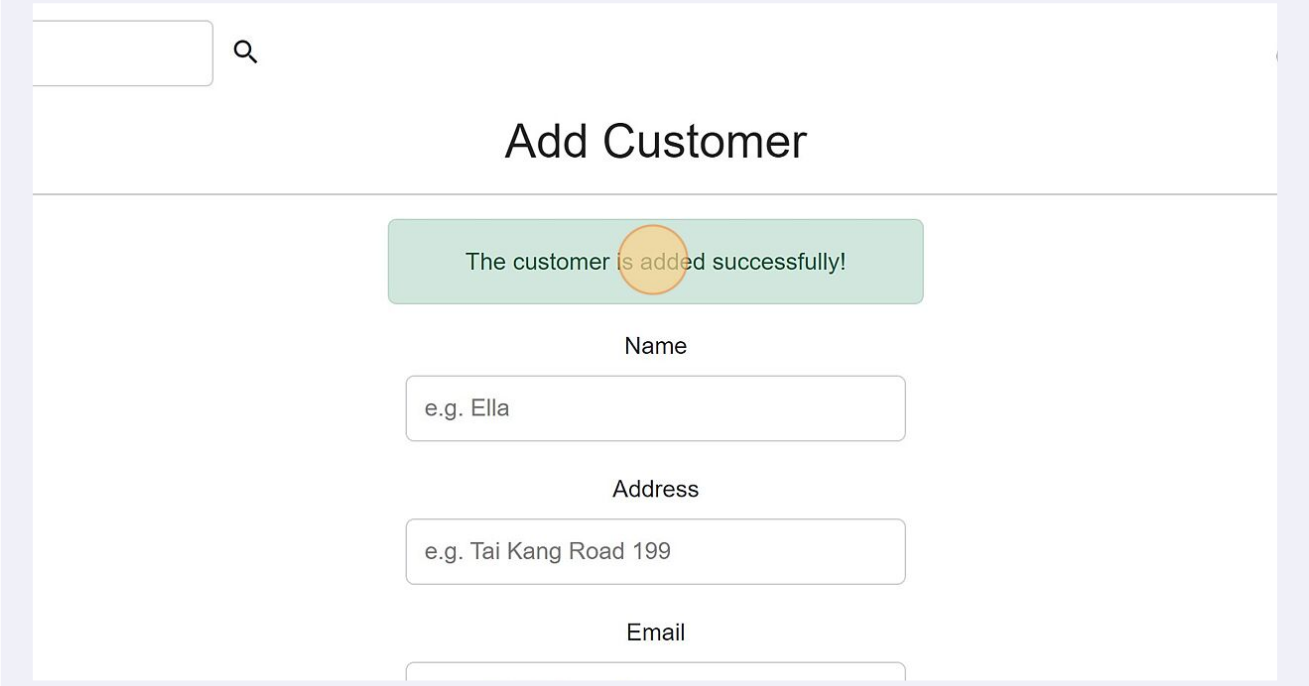
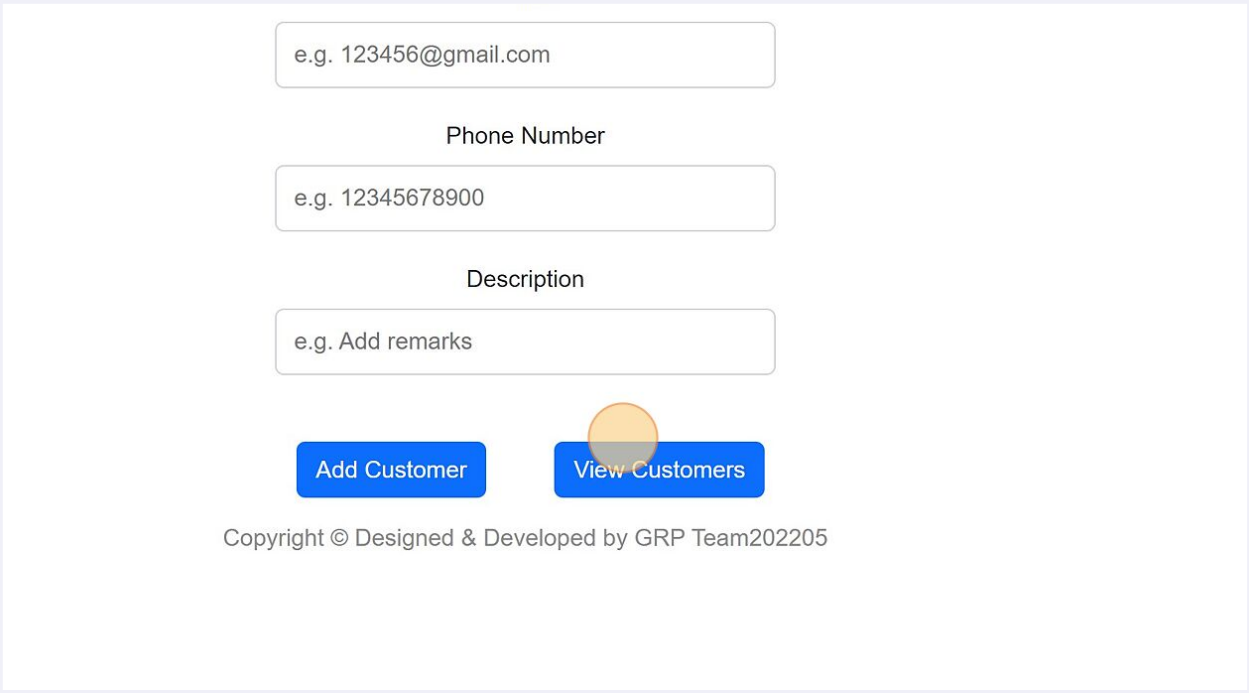
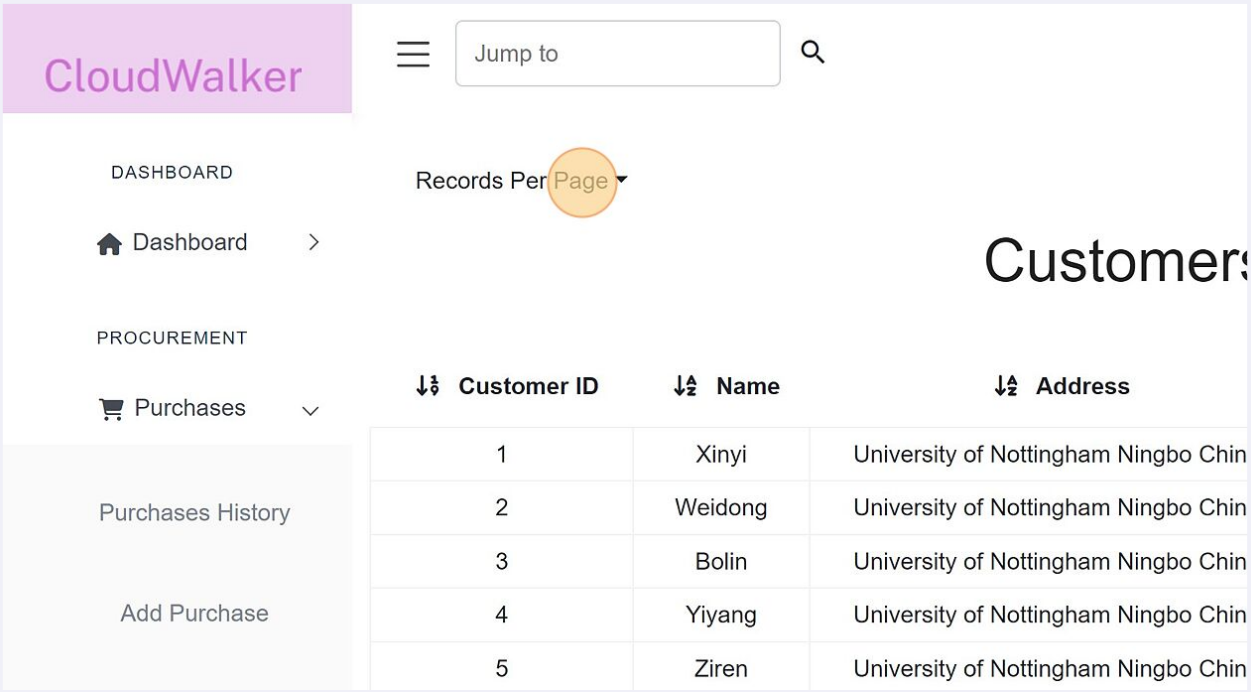
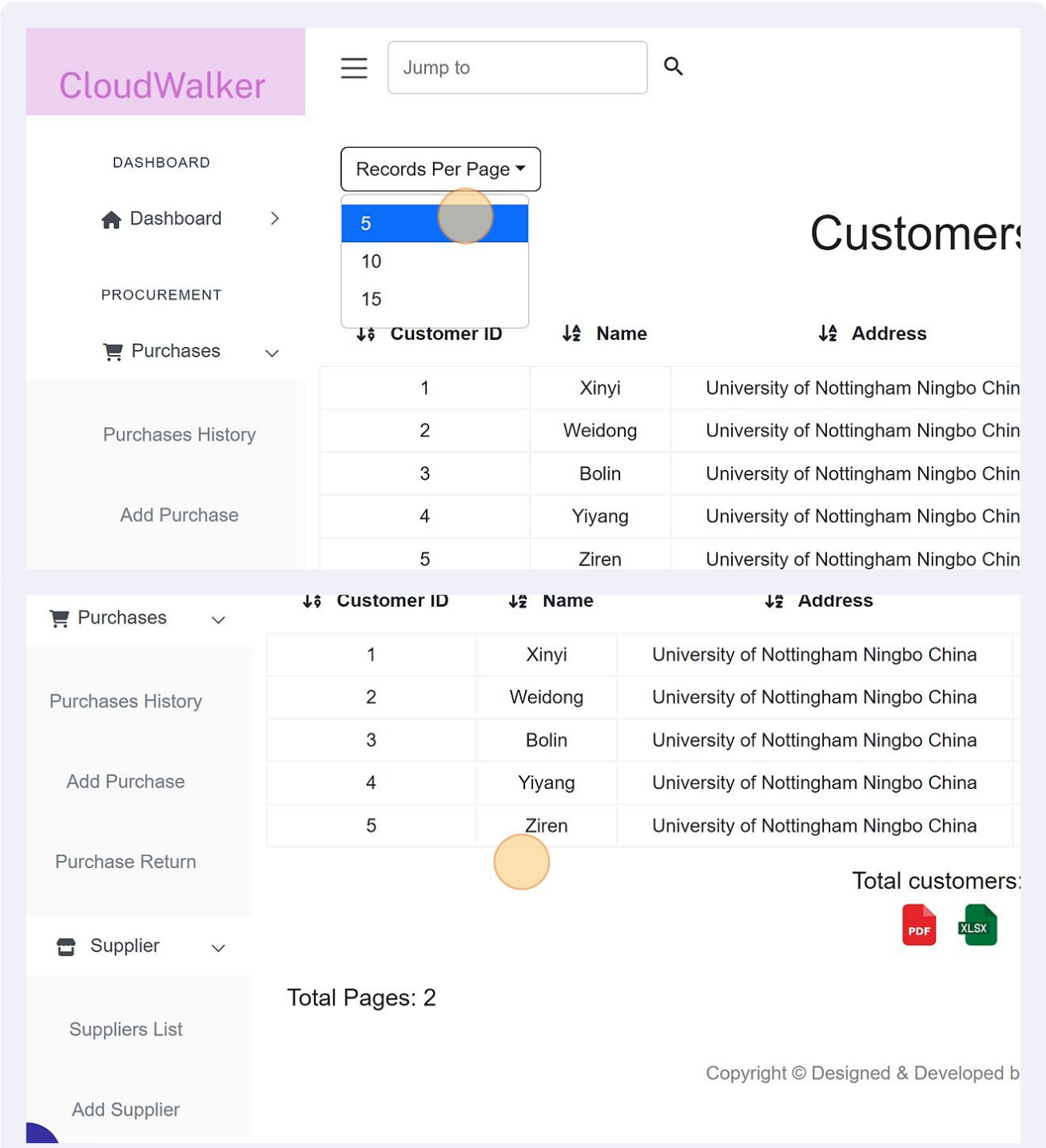

Add Customer
The customer is added successfully!
Name
e.g. Ella
Address
e.g. Tai Kang Road 199
Email

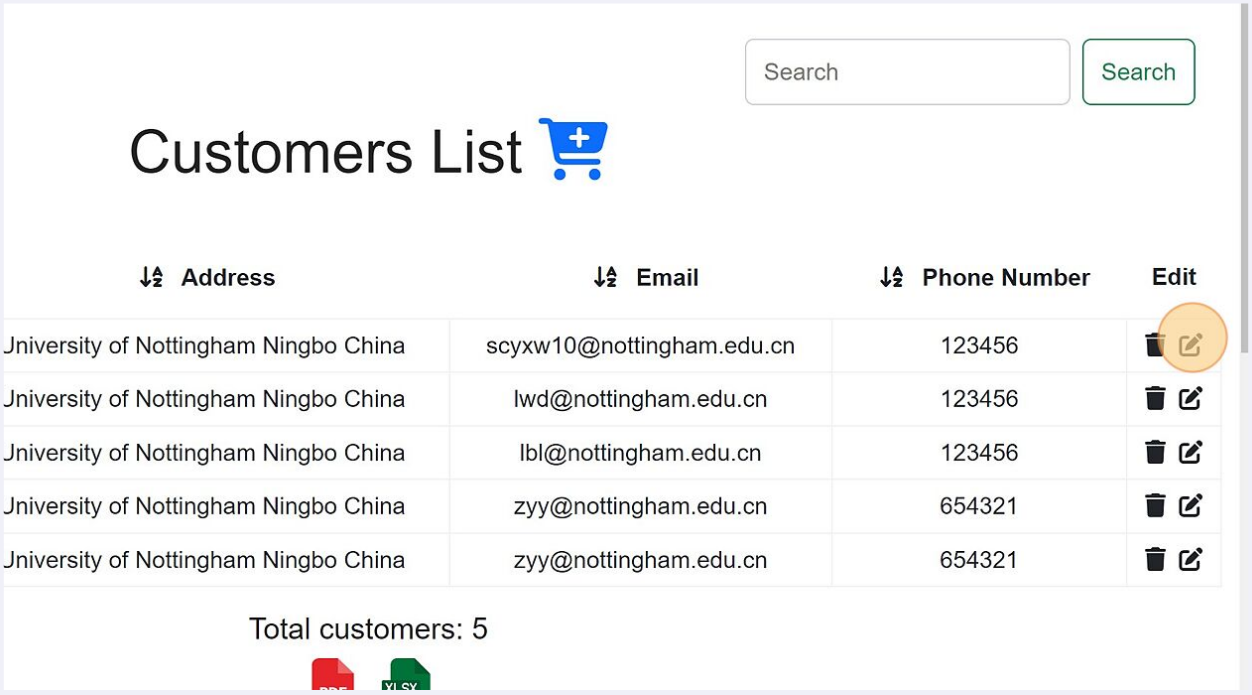


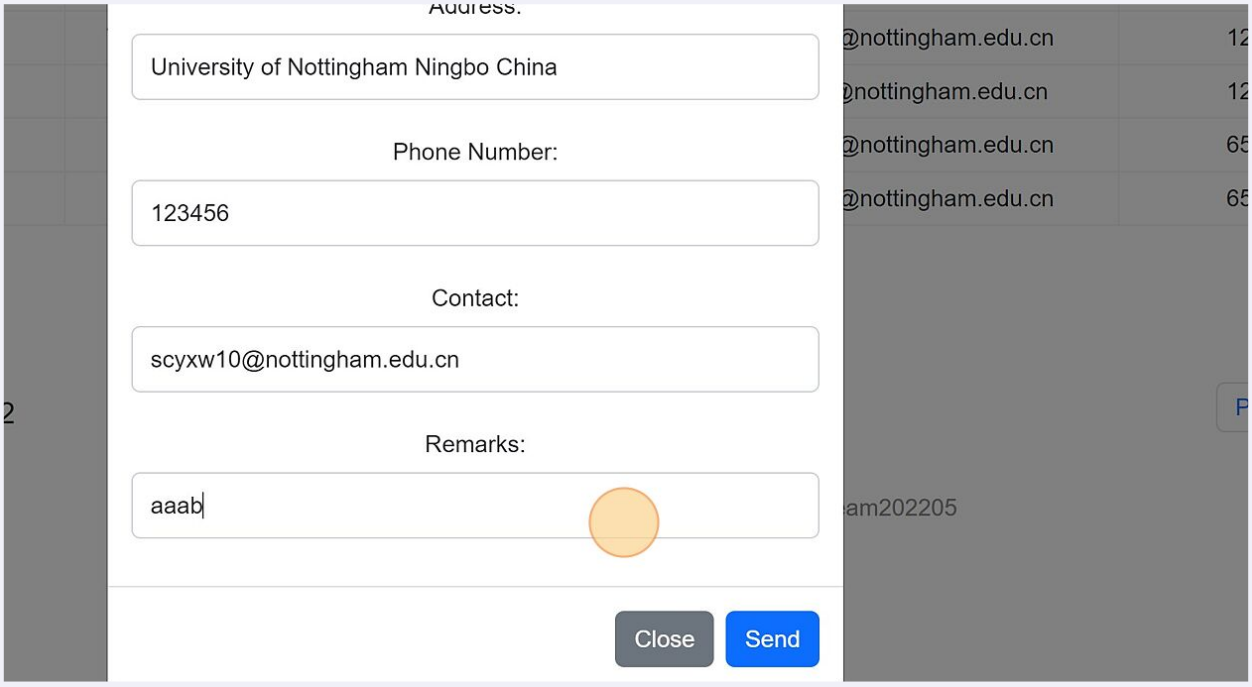
3 Click "Records Per Page" if you would like to set the number of customers shown in this page.

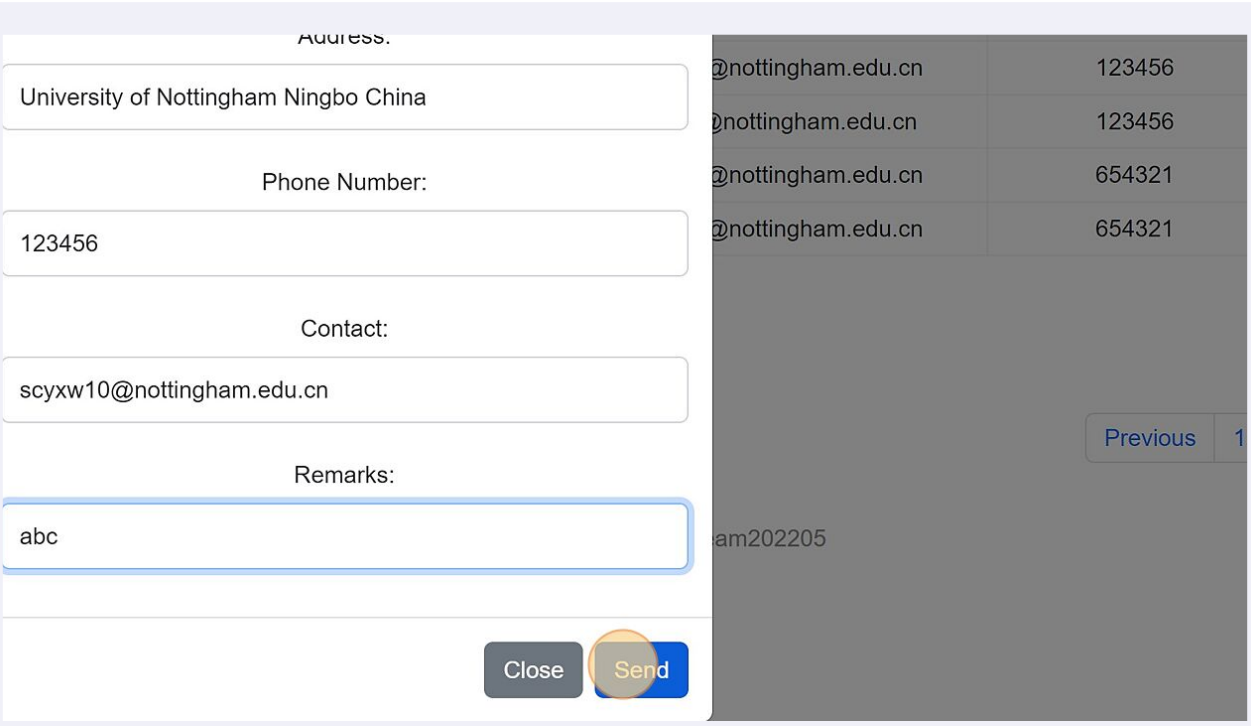




4 You could edit the customer info by clicking the edit button.


Search
Search
Customers List
Address
Email
Phone Number
Edit
University of Nottingham Ningbo China
scyxw10@nottingham.edu.cn
123456
University of Nottingham Ningbo China
lwd@nottingham.edu.cn
123456
University of Nottingham Ningbo China
lbl@nottingham.edu.cn
123456
University of Nottingham Ningbo China
zyy@nottingham.edu.cn
654321
University of Nottingham Ningbo China
zyy@nottingham.edu.cn
654321
Total customers: 5


University of Nottingham Ningbo China
Phone Number:
123456
Contact:
scyxw10@nottingham.edu.cn
Remarks:
aaab
Close
Send



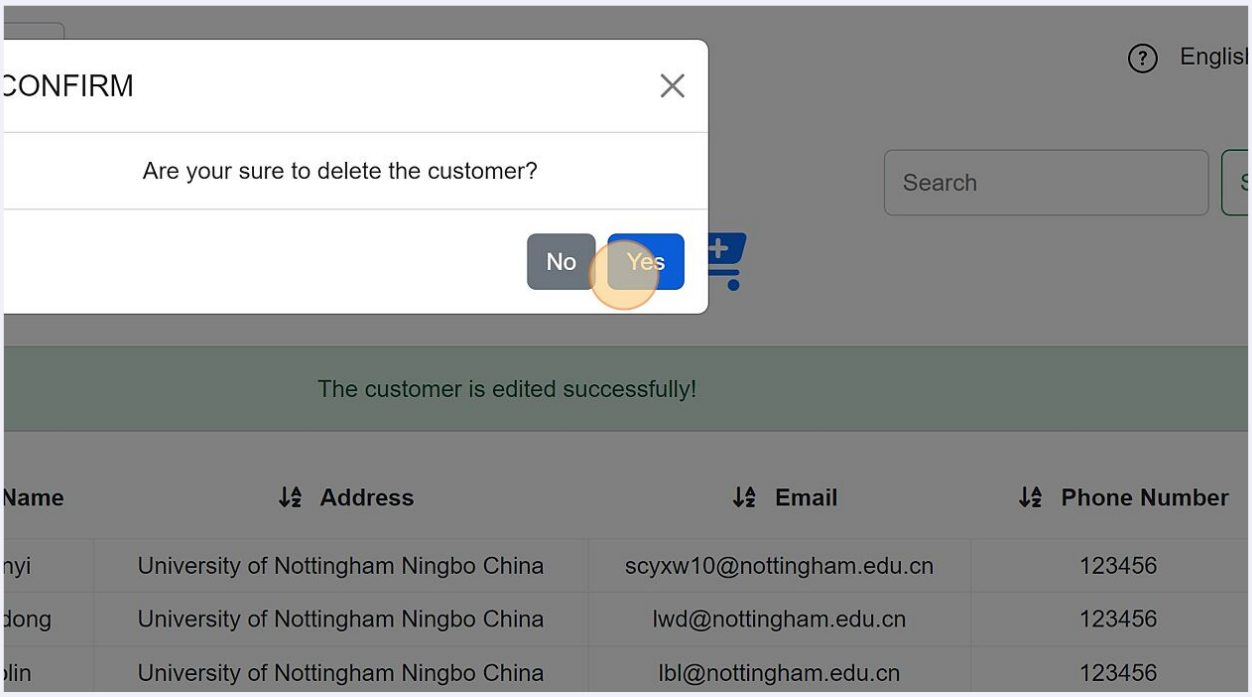
5 You could also delete a customer after confirming it.

Address	Email	Phone Number	Edit
Jniversity of Nottingham Ningbo China	scyxw10@nottingham.edu.cn	123456	
Jniversity of Nottingham Ningbo China	lwd@nottingham.edu.cn	123456	
Jniversity of Nottingham Ningbo China	lbl@nottingham.edu.cn	123456	
Jniversity of Nottingham Ningbo China	zyy@nottingham.edu.cn	654321	
Jniversity of Nottingham Ningbo China	zyy@nottingham.edu.cn	654321	
TK	123@gmial.com	123	
Jniversity of Nottingham Ningbo China	scyxw10@nottingham.edu.cn	18615357972	

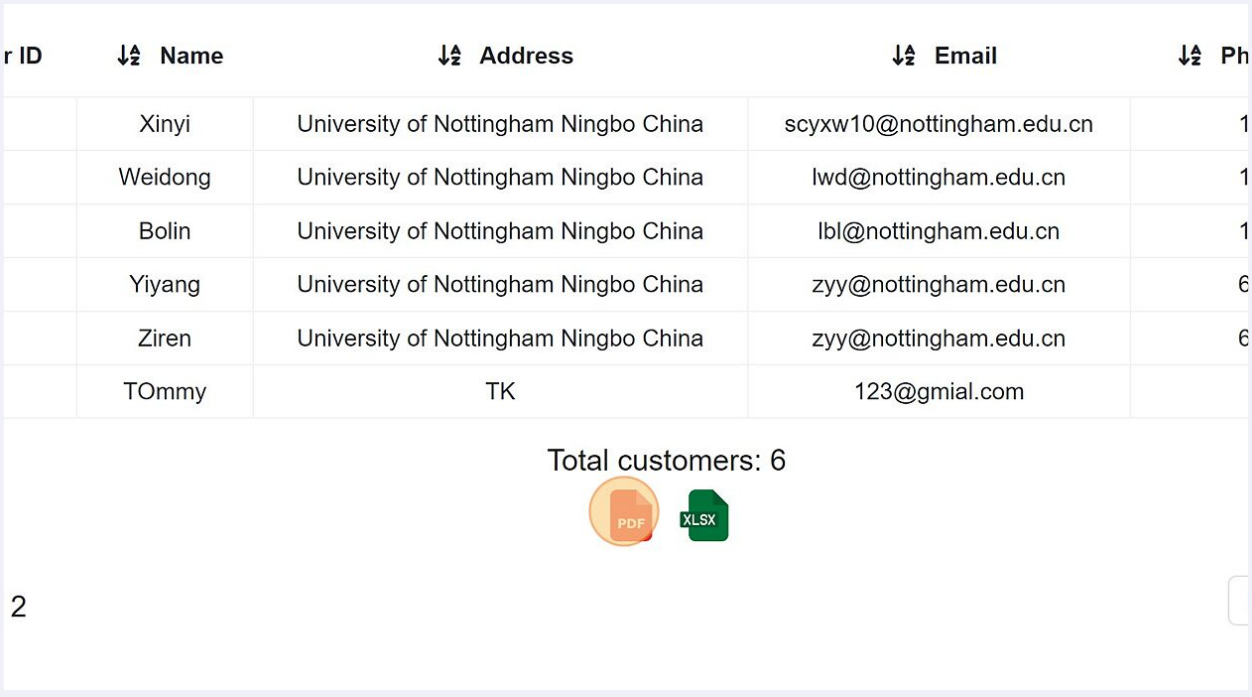
Total customers: 7

PDF XLSX

Previous 1 Next



6 Click PDF or XLSX icon if you want to download a PDF or XLSX format of the customer table.



Name	Address	Email	Phone Nu
Xinyi	University of Nottingham Ningbo China	scyxw10@nottingham.edu.cn	123456
Weidong	University of Nottingham Ningbo China	lwd@nottingham.edu.cn	123456
Bolin	University of Nottingham Ningbo China	lbl@nottingham.edu.cn	123456
Yiyang	University of Nottingham Ningbo China	zyy@nottingham.edu.cn	654321
Ziren	University of Nottingham Ningbo China	zyy@nottingham.edu.cn	654321
TOmmy	TK	123@gmial.com	123

Total customers: 6

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