

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 .











?

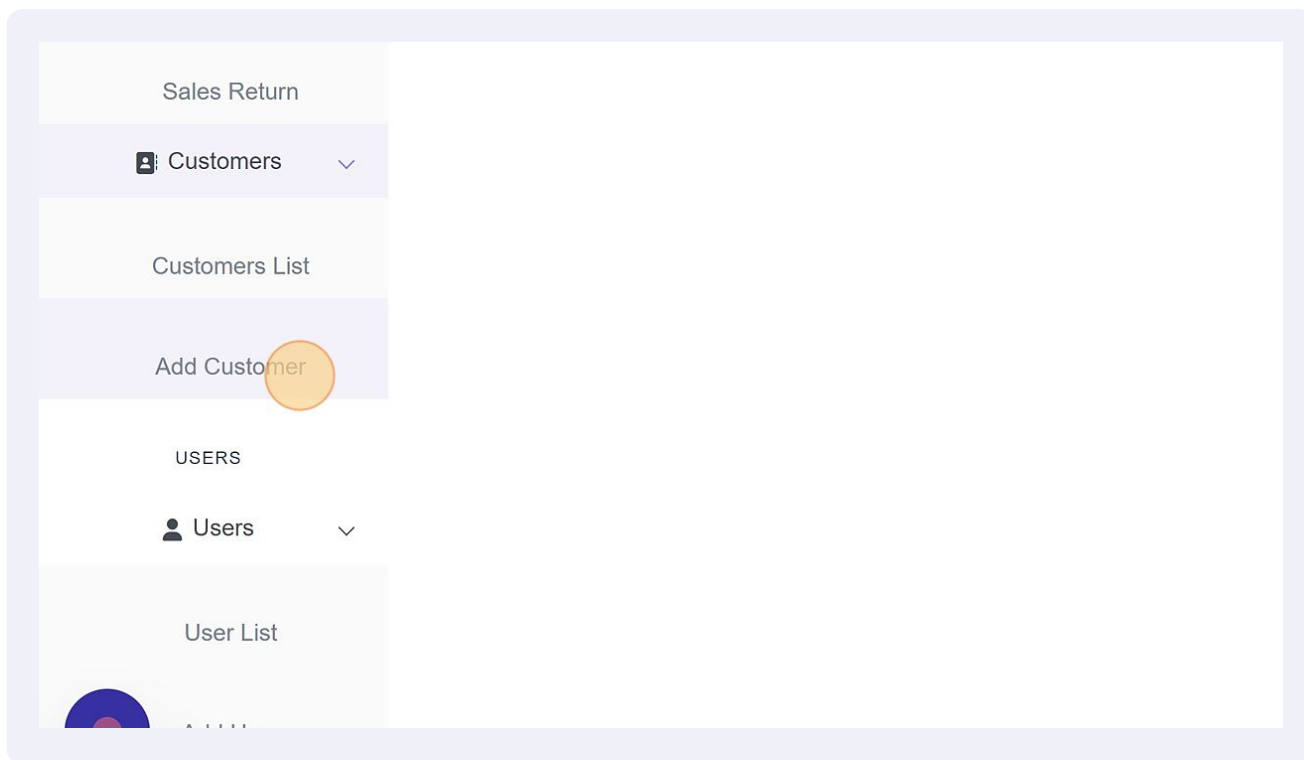
English

Search

Search

Customers List 

↓↑ Address	↓↑ Email	↓↑ Phone Number	Edit
University of Nottingham Ningbo China	scywx10@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	 



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

Add Customer

Name

Address

Email

Phone Number

Phone Number

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

e.g. 123456@gmail.com

Phone Number

e.g. 12345678900

Description

e.g. Add remarks

Add Customer

View Customers

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

CloudWalker



Jump to



DASHBOARD

Dashboard >

PROCUREMENT

Purchases ▾

Purchases History

Add Purchase

Records Per Page ▾

Customers

↓↑ Customer ID	↓↑ Name	↓↑ Address
1	Xinyi	University of Nottingham Ningbo Chin
2	Weidong	University of Nottingham Ningbo Chin
3	Bolin	University of Nottingham Ningbo Chin
4	Yiyang	University of Nottingham Ningbo Chin
5	Ziren	University of Nottingham Ningbo Chin

DASHBOARD

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PROCUREMENT

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Records Per Page ▾

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↓↑ Customer ID

↓↑ Name

Customers

↓↑ Address

1	Xinyi	University of Nottingham Ningbo China
2	Weidong	University of Nottingham Ningbo China
3	Bolin	University of Nottingham Ningbo China
4	Yiyang	University of Nottingham Ningbo China
5	Ziren	University of Nottingham Ningbo China

[Purchases](#) ▾[Purchases History](#)[Add Purchase](#)[Purchase Return](#)[Supplier](#) ▾[Suppliers List](#)[Add Supplier](#)

↓↑ Customer ID

↓↑ Name

↓↑ Address

1	Xinyi	University of Nottingham Ningbo China
2	Weidong	University of Nottingham Ningbo China
3	Bolin	University of Nottingham Ningbo China
4	Yiyang	University of Nottingham Ningbo China
5	Ziren	University of Nottingham Ningbo China

Total customers:













Total Pages: 2

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

Customers List

↓↑ Address	↓↑ Email	↓↑ Phone Number	Edit
University of Nottingham Ningbo China	scywx10@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



Address:

University of Nottingham Ningbo China

Phone Number:

123456

Contact:

scywx10@nottingham.edu.cn

Remarks:

aaab

Close

Send

@nottingham.edu.cn

12

@nottingham.edu.cn

12

@nottingham.edu.cn

65

@nottingham.edu.cn

65

am202205

Address:

University of Nottingham Ningbo China

Phone Number:

123456

Contact:

scyxw10@nottingham.edu.cn

Remarks:

abc

Close

Send















@nottingham.edu.cn	123456
@nottingham.edu.cn	123456
@nottingham.edu.cn	654321
@nottingham.edu.cn	654321

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am202205

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You could also delete a customer after confirming it.

↕ 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	 
TK	123@gmial.com	123	 
University of Nottingham Ningbo China	scyxw10@nottingham.edu.cn	18615357972	 

Total customers: 7



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CONFIRM

Are your sure to delete the customer?

NoYes

The customer is edited successfully!

Name	Address	Email	Phone Number
ny	University of Nottingham Ningbo China	scyxw10@nottingham.edu.cn	123456
ong	University of Nottingham Ningbo China	lwd@nottingham.edu.cn	123456
olin	University of Nottingham Ningbo China	lbl@nottingham.edu.cn	123456

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

r ID	Name	Address	Email	Ph
	Xinyi	University of Nottingham Ningbo China	scyxw10@nottingham.edu.cn	1
	Weidong	University of Nottingham Ningbo China	lwd@nottingham.edu.cn	1
	Bolin	University of Nottingham Ningbo China	lbl@nottingham.edu.cn	1
	Yiyang	University of Nottingham Ningbo China	zyy@nottingham.edu.cn	6
	Ziren	University of Nottingham Ningbo China	zyy@nottingham.edu.cn	6
	TOmmy	TK	123@gmial.com	

Total customers: 6

PDF

XLSX

2

↓↕ Name	↓↕ Address	↓↕ Email	↓↕ Phone Nu
Xinyi	University of Nottingham Ningbo China	scywx10@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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