

1. CUSTOMER SUB-SYSTEM

Add Customer

Screen Controls

Add Customer Screen - Details

- ▶ This [Add Customer Screen](#) displays the necessary details to add a customer to the system.
- ▶ All customer details are required to add a customer to the system.

Add Customer Screen - Layout

The screenshot shows a window titled "Add Customer" with a standard Windows title bar (minimize, maximize, close buttons). The window content is divided into two main sections: "1. Personal Information" and "2. Contact Information".

1. Personal Information

- First Name :** A text input field containing "Jack". A blue number "1" is at the end of the field, followed by a green checkmark.
- Last Name :** A text input field containing "Smith". A blue number "2" is at the end of the field, followed by a green checkmark.
- ID Number :** A text input field containing "9602125014083". A blue number "3" is at the end of the field, followed by a green checkmark.

2. Contact Information

- Phone Number :** A text input field containing "0712213563". A blue number "4" is at the end of the field, followed by a green checkmark.
- Email Address :** A text input field containing "jacksmith@gmail.com". A blue number "5" is at the end of the field, followed by a green checkmark.

At the bottom right of the window, there are two buttons:

- Cancel** button with a blue number "6" next to it.
- Add** button with a blue number "7" next to it.

Add Customer Screen – Controls

No	Control Name	Description
1	First Name Textbox	This text field is used to capture the new customer's first name
2	Last Name Textbox	This text field is used to capture the new customer's last name
3	ID Number Textbox	This text field is used to capture the new customer's ID number
4	Phone Number Textbox	This text field is used to capture the new customer's phone number
5	Email Address Textbox	This text field is used to capture the new customer's email address
6	Cancel Button	This icon closes the Add Customer form and returns to the Main Menu Dashboard
7	Add Button	This button captures the customer information, verifies that the information is not stored on the system already, then saves the customer information in the system.

Tutorial

Description

- ▶ This tutorial will show you how to add a customer on the system.

Learning Outcomes

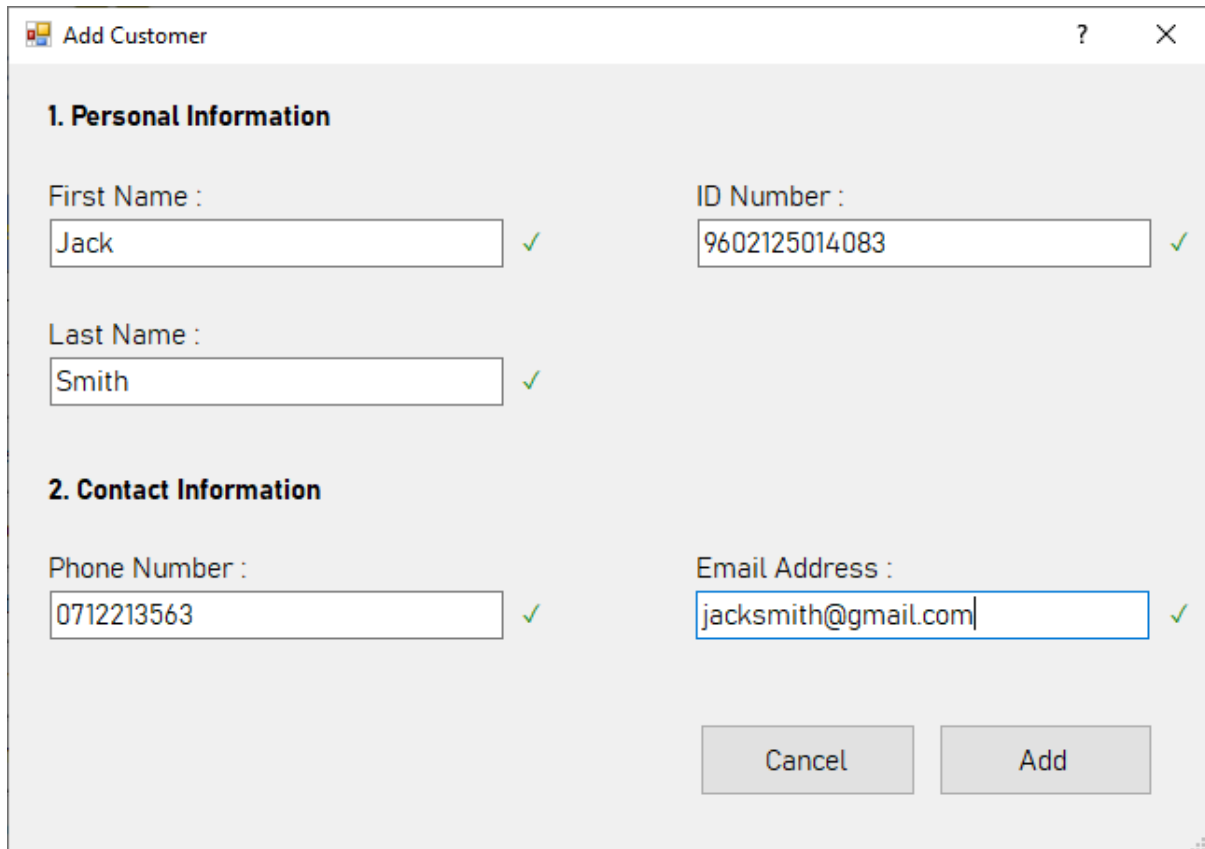
AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

1. Successfully add a new customer to the system.

Process of Execution

ADDING A CUSTOMER TO THE SYSTEM:

1. Enter the customer's personal and contact information into the textboxes on the [Add Customer Screen](#).



The screenshot shows a window titled "Add Customer" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into two main sections: "1. Personal Information" and "2. Contact Information".

1. Personal Information

First Name : ✓

ID Number : ✓

Last Name : ✓

2. Contact Information

Phone Number : ✓

Email Address : ✓

At the bottom right, there are two buttons: "Cancel" and "Add".

2. Click the [Add Button](#).

Add Customer

1. Personal Information

First Name : ✓

ID Number : ✓

Last Name : ✓

2. Contact Information

Phone Number : ✓

Email Address : ✓

Test Data

Label Name:	Test Data:
First Name	Jack
Last Name	Smith
ID Number	9602125014083
Phone Number	0712213563
Email Address	jacksmith@gmail.com