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Click on the Person link from the header.



Click on "Create a new person record."



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Enter the person's first name, last name, address, email address, and phone number. Then, click Submit. First name, last name, and phone number are required to complete a person record. Choose the person's status as either customer or employee.



The person record is displayed. Click on the Band link from header.



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Click on "Create a new band record".



Enter the band name and any associated comments. Then, click Submit.



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The new Band is displayed. Click the "Add band member" link.



Select a person from the dropdown menu.

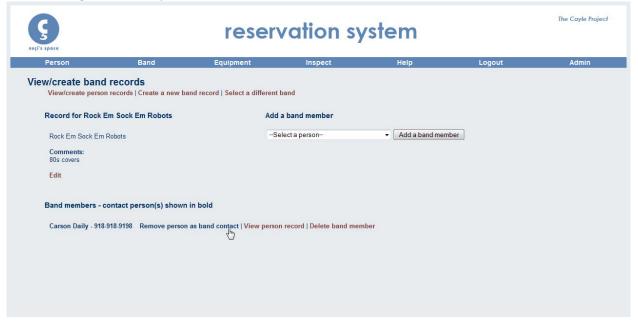


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Click the "Make this person a band contact". The contact will be the person contacted in the event there is information to communicate to the band. The contact person for a band will show in **bold.**



Click the "Remove person as band contact" to remove this designation. It is not mandatory that a band have an assigned contact person. Click on the "Edit" link underneath the band information.



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From here, edit the band name and comments. Then, click Update record.



The band information has been updated. Click on the "View person record" link.



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Click the Edit link underneath the person's information.



Edit the person's information. Then, click Update record.



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The updated person record is displayed.

