

# How to create a customer in HDRestaurant?



HDRestaurant Tutorials

To create a customer in HDRestaurant, you need to follow below steps:

1. Run **HDRestaurant**.
2. Click on **Set-up** button from **Restaurant Dashboard Window**.

Invoice Type	Table Number	Payment Status	Order Status	Invoice Status	Inv Number	Invoice Date
Dine In	Table 3 - AC	Cleared	Order Placed	Saved	Hyp-I00011	15/03/2017 11:38 AM
Home Delivery		Cleared	Order Placed	Saved	Hyp-I00010	14/03/2017 05:29 PM
Dine In	Table 1 - AC	Cleared	Order Placed	Saved	Hyp-I00009	14/03/2017 03:20 PM
Home Delivery		Awaiting Payment	Order Placed	Saved	Hyp-I00008	14/03/2017 01:31 PM
Dine In	Table 5 - Non-AC		Order Placed	Held		14/03/2017 11:48 AM
Take Away		Pending	Order Placed	Saved	Hyp-I00007	13/03/2017 02:34 PM
Home Delivery		Cleared	Order Placed	Saved	Hyp-I00006	13/03/2017 02:32 PM
Take Away		Cleared	Order Placed	Saved	Hyp-I00005	13/03/2017 12:43 PM
Take Away		Cleared	Order Placed	Saved	Hyp-I00004	13/03/2017 12:39 PM
Home Delivery		Cleared	Order Placed	Saved	Hyp-I00003	13/03/2017 11:13 AM

3. Go to **1<sup>st</sup> Page**, click on **Customers** icon. From **Manage Customer** screen click on **Add Customer** button.

Customer Code	Name	Search Code	Customer Group Name	Is Enrolled For Loyalty Points	Loyalty Number	Cur Sto
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4. In **Add New Customer** screen, fill the required details of the customer.
  - **Customer Code:** Enter the code manually for the customer by clicking on the Define My Own button, or let the application assign a code.
  - **Customer Details:** Enter required details of customer.
  - **Address:** Enter the Shipping Address and Billing Address of a customer.
  - **Customer Image:** You can add image of a customer.
  - **Business Location:** You can select the business location of a customer.
  - **Created by:** You can select an employee who created a customer.
  - **Customer Group:** You can select the group in which customer is belongs to.
  - **Credit Limit/FA:** You need to uncheck the use system default credit limit and enter the required Credit Limit for a customer.
  - **Financial Account:** Enter the opening balance you want to carry forward for a customer
  - **Customer Loyalty:** Check the checkbox if the customer is enrolled for loyalty points.
5. Click on **Save**.

**Add New Customer**

Customer Code : C00001 Define my own Code [Add Photo](#) [Remove Photo](#)

**Customer Details**

First Name : Rahul  
Last Name : Sharma  
Search Code :  
Birth Date : 16/05/1990   
Anniversary Date :   
 Is Active  
VAT No : V0001 CST No : C0001  
TIN No : T0001 PAN No : P0001

**Shipping Address** **Billing Address** **Additional Delivery Ac**

Address Line 1  
Address Line 2 : Komangala  
City : Bangalore  
State : 561023  
Country : India Zip Code : 102301  
Telephone Number Mobile Number  
E Mail : rahul@abc.com

**Customer Loyalty**

Is Enrolled For Loyalty Points  
Loyalty Number :   
Enrollment Date : ...  
Loyalty Points : 0.00  
Referred By : (For Loyalty Points)   
 Is Loyalty Points to Referrer on Every Invoice

**Credit Limit / FA**

Use System Default Credit Limit  
Credit Limit : 1,00,000.00   
FA Balance : 0.00

**Business Location** : Hyper Drive Restaurant

Created By :   
Customer Since Date :   
Customer Group :   
Customer Group :   
Financial Account :   
Opening Balance : 0.00 Cr

**Customer Display Name**

Customer Name For Display : Rahul Sharma

**User Field List**