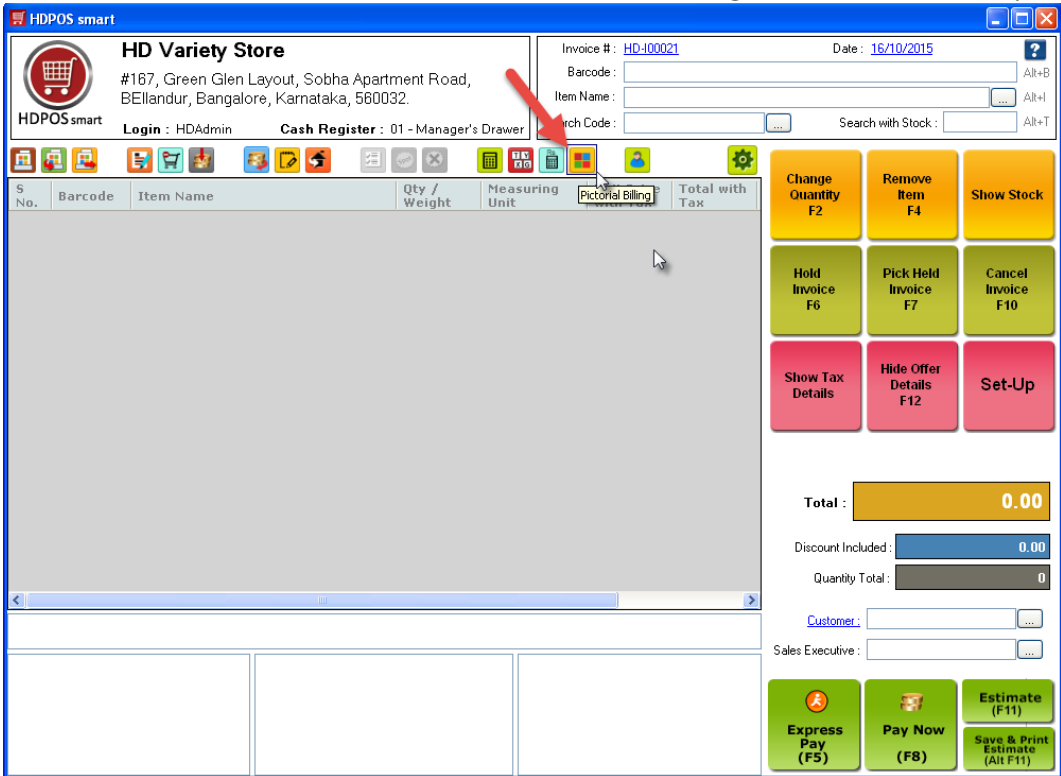


# How to add new customer quickly in pictorial billing?

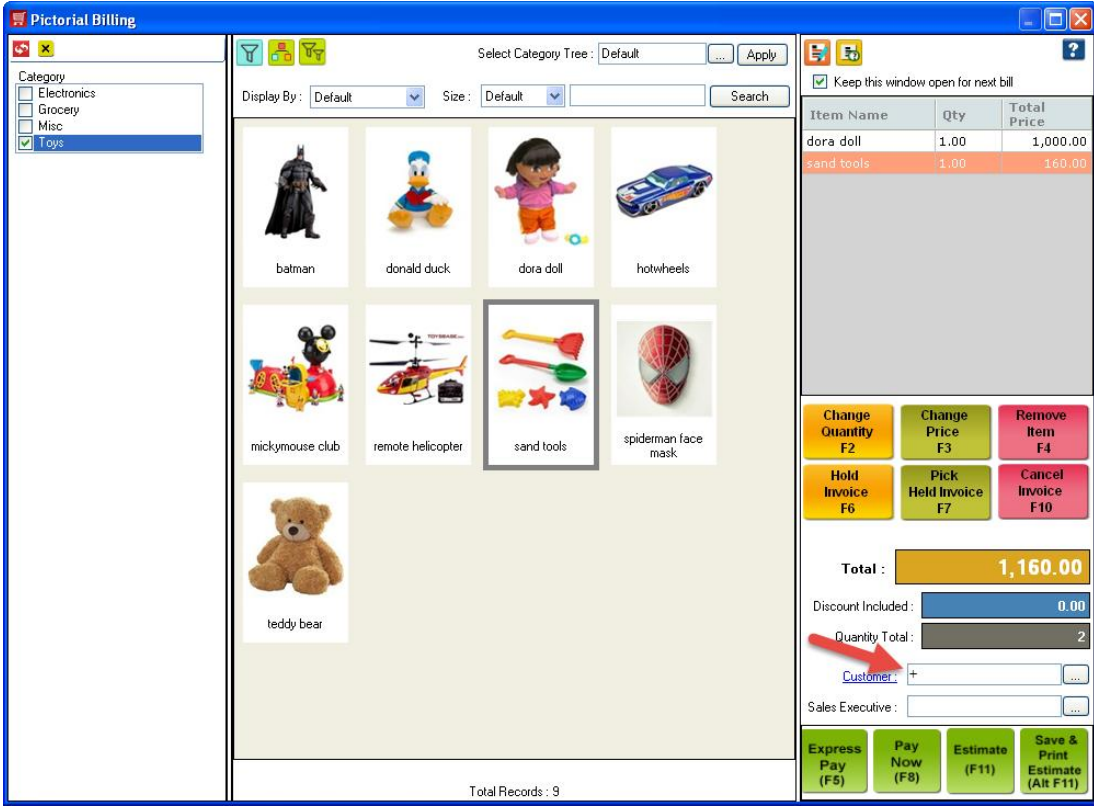


To add a customer quickly from the pictorial billing screen, follow the steps below.

1. Run **HDPOS smart**. In the main screen, click on **Pictorial Billing** button on the tool strip.



2. From main screen, enter + button in the **Customer** field.





3. You will get the screen of **Add New Customer**.

- By default cursor focus will be in **First Name** field of the Customer.
- Enter the **name** and other details.
- Enter the **mobile number** and click on **Save**.

Customer Code : C00005 Define my own Code Add Photo Remove Photo

**Customer Details**

First Name : Rajesh  
Last Name : Reddy  
Search Code : 2  
Birth Date : 27/09/1980 Clear  
Anniversery Date : 06/06/2011 Clear  
 Is Active  
VAT No :  CST No :   
TIN No :  PAN No :

**Customer Loyalty**

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

**Shipping Address** Billing Address

Address Line 1 : 132, Sai Sadan Apartments, Cherry Lane,  
Address Line 2 : Bellandur  
City : Bangalore  
State : Karnataka  
Zip Code : 560013  
Telephone Number :  Mobile Number : 9898989896  
E Mail : rajeshreddy@gmail.com

**Credit Limit / FA**

Use System Default Credit Limit  
Credit Limit : 10,000.00 Change  
FA Balance : 0.00

**Customer Group**  
Customer Group : Regular ...

**Financial Account**  
Opening Balance : 0.00 Cr Change

**Customer Display Name**  
Customer Name For Display : Rajesh Reddy Name by Template

**User Field List**

Attachments Save (FB) Cancel

4. You can see the newly added customer from **Manage Customer** screen as shown below.

Customer Manager

Show Images  Show Only Customer With Pending Payment  
Pending for more than Days : 0 Search !

Customer Code	Name	Search Code	Customer Group Name	Is Enrolled For Loyalty Points	Loyalty Number	Current Store Credit	Mo Nut
C00004	Branch Office			No		0.00	
C00002	Deepa			No		0.00	969
C00003	Jolly			No		0.00	
C00005	Rajesh Reddy	2	Regular	No		0.00	989
C00001	Srujana			No		0.00	

Total Records : 5 OK Cancel