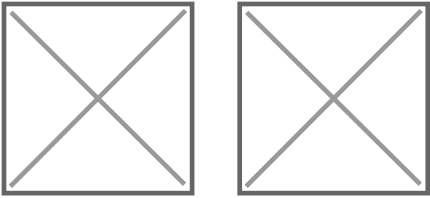


New Client

- [New Client](#)

New Client

Add a new customer on the mobile app



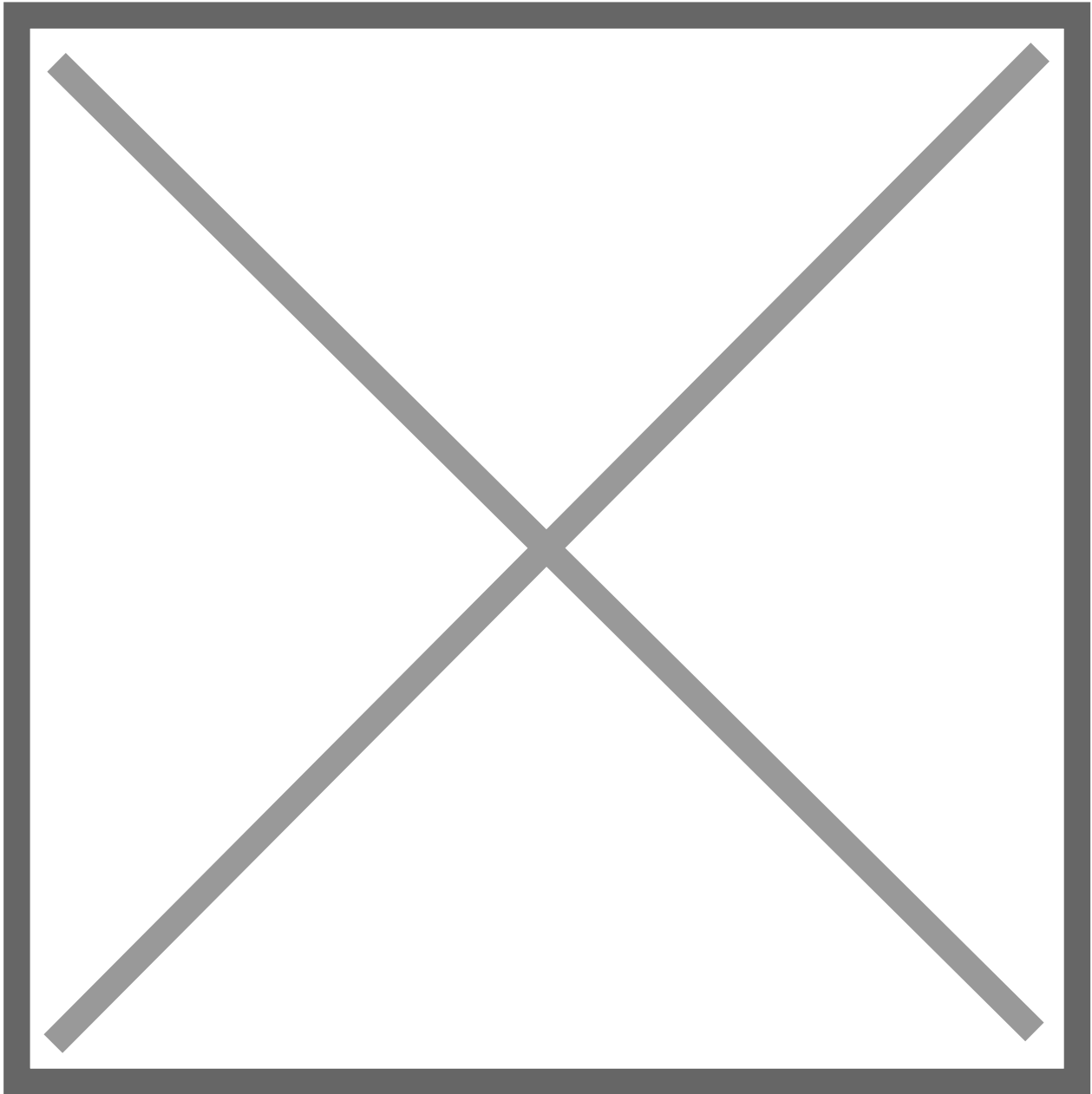
Click on the Plus symbol on the top right corner to add a new client

Fill in the information for the client.

Make sure that the tick is clicked in order to save the information before moving to the other menus.

Once saved, there will be a green menu notification that the record has saved.

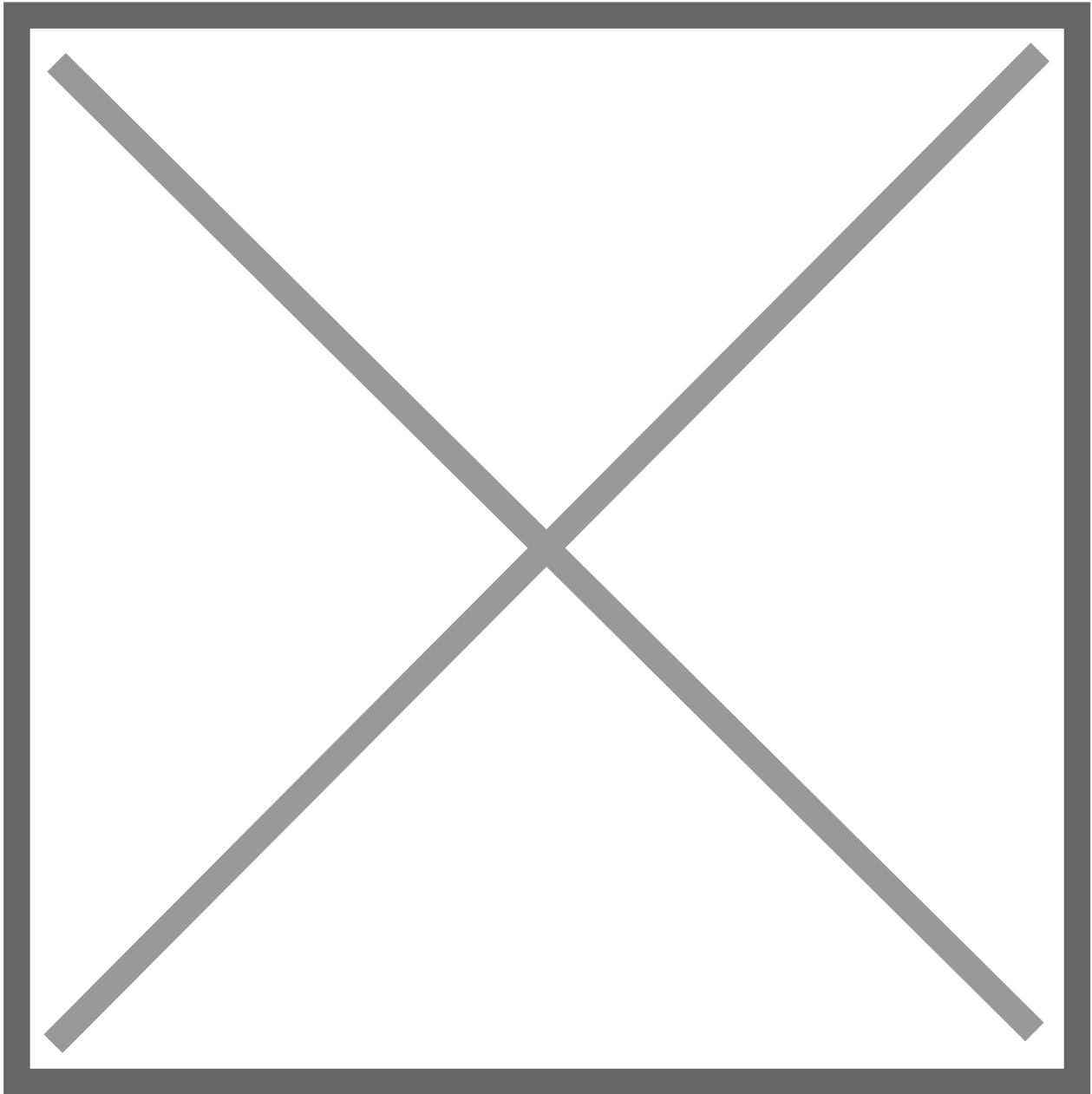
Scroll to the right to see the next menu



Next menu the address

Fill in the address information and then click on the tick to save your information

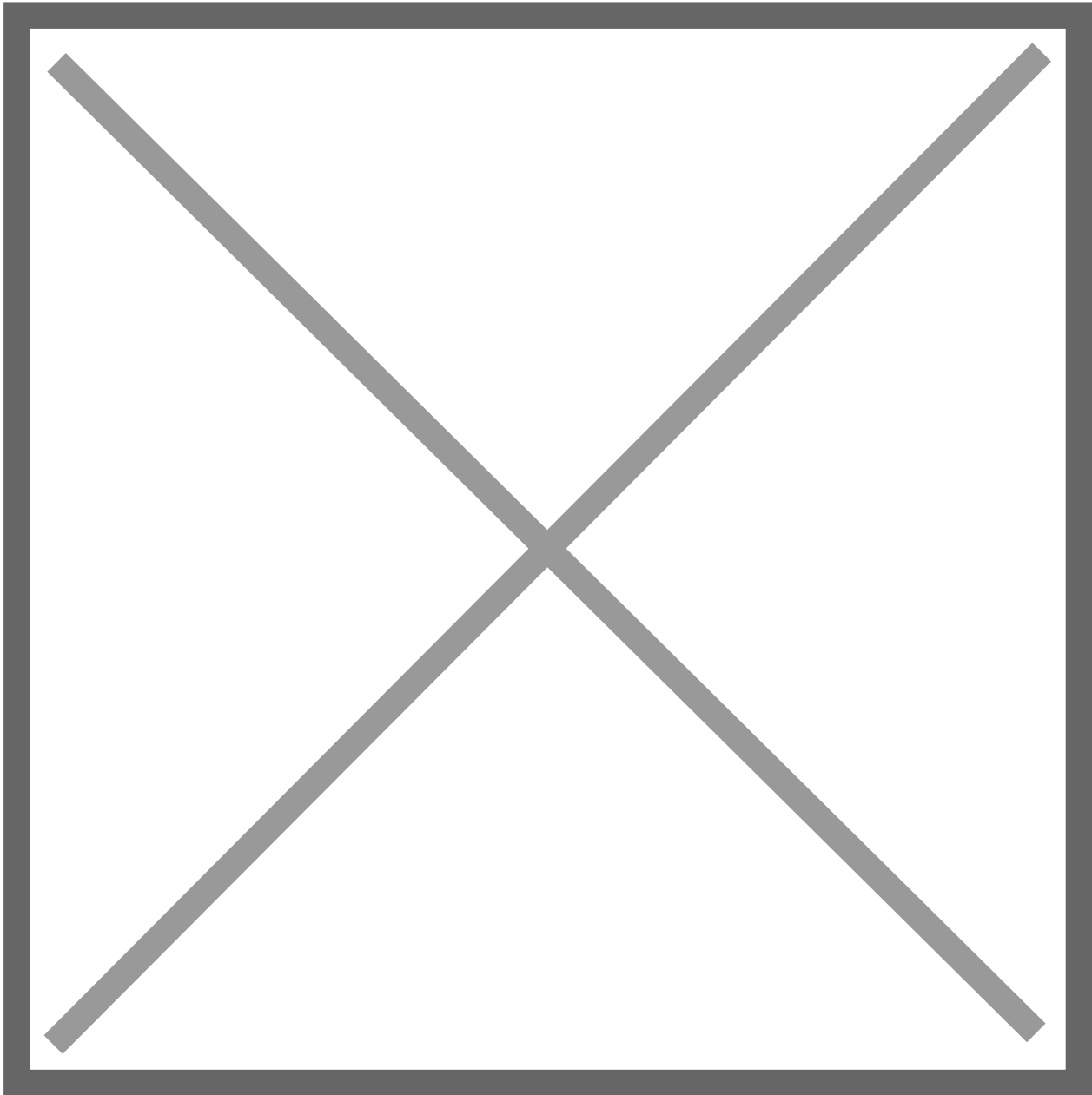
Scroll to the right to add any attachments



Attachments

After clicking on the Plus + button to add a new image

Enter a description and decide whether to capture a new image or add an existing image



Go back to the search window and sync to server

Looking at the status it says Needs Sync. This means that the record is still on the phone but not on the server.

Syncing to the server will take the record from the phone to the server.

