

### () Open het platform en klik op + Klant toevoegen .

V2.25.0		(V) booq Demo EN 🕕	0	Demo booq 🗸
« Minimize menu		Customers		
<ul> <li>Dashboard</li> </ul>		Q Type to search	+ Add customer	Import
Articles	~			
√. Finances	~	Customers		
🚳 General	^			
General				
Production stations				
Facilities				
Cash stores				
Printers				
App links				
Table map				
Users				
Usergroups				
POS devices				
Courses				
Customers				
Currencies				
Turnover groups				
Package profiles				
Payment				
rayment	•			



## () Klik op het tekstveld naast Naam\* en voeg uw Klantennaam toe.

<b>6000</b> v2.25.0	Add Customer	Customer				CL	ose 🛞
« Minimize menu	# Customer	Name <sup>®</sup> David		Parent	None	· .	ls person
Ø Dashboard	M Address	Personal information			Contact information		
🕅 Articles 🗸 👻		User ID			Description		
$\sim$ Finances $\sim$		Invoice currency	None		Email address		
ලි General ^		Invoice credit limit	0.00		Site url		
General Production stations			Invoice credit allowed		Phone numbers		
Facilities		Payer	None ~		+ Add phone number		
Cash stores Printers		Price level	None ~		Identification		
App links		References			Your reference		
Users		Search key			ID		
Usergroups POS devices		Locale	None ~				
Courses		Card ID					
Customers Currencies			Active				
Turnover groups							
Package promes							
						Save and add new	Save



## () Klik op Geen om het toe te voegen aan de bestaande Ouder.

<b>6000</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~ ]	Is person
<ul> <li>Dashboard</li> </ul>	Address	Personal information			Contact information		
💮 Articles 🗸 🗸		User ID			Description		
√ Finances ✓		Invoice currency	None		Email address		
ⓒ General ^		Invoice credit limit	0.00		Site url		
General Production stations			Invoice credit allowed		Phone numbers		
Facilities		Payer	None v		+ Add phone number		
Cash stores		Price level	None ~		Identification		
App links		References			Your reference		
Table map Users		Search key			ID		
Usergroups		Locale	None				
POS devices Courses		Card ID					
Customers			Active				
Currencies Turnover groups							
Package profiles							
Payment 🗸 Υ							
						Save and add new	Save



## () Vink het volgende vakje aan als de Klant een persoon is.

<b>60001</b> v2.25.0	Add Customer	Customer					CLOSE 🛞
« Minimize menu	# Customer	Name <sup>®</sup> David		Parent	None	<b>~</b> ]	Is person
<ul> <li>Dashboard</li> </ul>	☑ Address	Personal information			Contact information		
🛞 Articles 🗸 🗸		User ID			Description		
$\Lambda_{\Gamma}$ Finances $\checkmark$		Invoice currency	None ~		Email address		
④ General ^		Invoice credit limit	0.00		Site url		
General Production stations		_	Invoice credit allowed		Phone numbers		
Facilities Cash stores		Payer	None V		+ Add phone number		
Printers		Price level	None		Identification		
App links Table map		References			Your reference		
Users		Search key			ID		
Usergroups		Locale	None ~				
POS devices Courses		Card ID					
Customers			Active				
Currencies							
Package profiles							
🖂 Payment 🗸 🗸							
						Save and add new	Save



#### () Klik op het tekstveld naast Gebruikers-ID en voeg de gebruikers-ID van de klant toe.

<b>60001</b> v2.25.0	Add Customer	Customer					CLOSE 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🗹 Is person
Ø Dashboard	☑ Address	Personal information			Contact information		
💮 Articles 🗸 🗸		User ID	7777		Description		
-√ Finances ✓		Invoice currency	None ~		Email address		
General     A		Invoice credit limit	0.00		Site url		
General Production stations			Invoice credit allowed		Phone numbers		
Facilities		Payer	None ~		+ Add phone number		
Cash stores Printers		Price level	None ~		Identification		
App links		References			Your reference		
Table map Users		Search key			ID		
Usergroups		Locale	None ~				
POS devices Courses		Card ID					
Customers			Active				
Turnover groups		Person information					
Package profiles		First name					
📄 Payment 🗸 🗸		Last name					
		Surname prefix					
		Gender	None ~				
						Save and add new	Save



### booq - Beheer van gasten (klanten)

# () Klik op Geen.

<b>60001</b> v2.25.0	Add Customer	Customer					CLOSE 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🗹 Is person
Ø Dashboard							
	Address	Personal information			Contact information		
💮 Articles 🗸 🗸		User ID	7777		Description		
$N_{\Gamma}$ Finances $\checkmark$		Invoice currency	None		Email address		
④ General ^		Invoice credit limit	0.00		Site url		
General			Invoice credit allowed				
Production stations		Pavor	None		Phone numbers		
Facilities		Payer	None		+ Add phone number		
Cash stores		Price level	None ~		Identification		
Printers							
App links		References			Your reference		
Table map		Search key			ID		
Users							
POS devices		Locale	None				
Courses		Card ID					
Customers			Active				
Currencies							
Turnover groups		Person information					
Package profiles		First name					
🖶 Payment 🗸 🗸		Last name					
		Surname prefix					
		Gender	None ~				- 1
						Save and add new	Save



## () Selecteer de valuta voor de factuur. In ons geval hebben we voor EURO gekozen.

<b>60001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🗹 Is person
Ø Dashboard	Address	Personal information			Contact information		
🕥 Articles 🗸 🗸		User ID	7777		Description		
$-\sqrt{r}$ Finances $\checkmark$		Invoice currency	EURO V		Email address		
General     A		Invoice credit limit	None ✓ EURO		Site url		
Production stations		Payer	POUND DOLLAR		Phone numbers		
Cash stores		Price level	None ~		+ Add phone number Identification		
Printers App links		References			Your reference		
Table map Users		Search key			ID		
Usergroups		Locale	None ~				
POS devices Courses		Card ID					
Customers			Active				
Currencies Turnover groups		Person information					
Package profiles		First name					
🗖 Payment 🗸 🗸		Last name					
		Surname prefix					
		Gender	None ~				
						Save and add new	Save



### () Klik op het tekstveld naast Kredietlimiet factuur e typ de kredietlimiet Klanten.

<b>60001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	×	🕑 Is person
<ul> <li>Dashboard</li> </ul>	☑ Address	Personal information			Contact information		
🕎 Articles 🗸 🗸		User ID	7777		Description		
√ Finances ✓		Invoice currency	EURO		Email address		
General ^		Invoice credit limit	2000.00		Site url		
General Production stations		-	Invoice credit allowed		Phone numbers		
Facilities Cash stores		Payer	None		+ Add phone number		
Printers		File level	NOTE		Identification		
App links Table map		References			Your reference		_
Users		Search key			ID		_
POS devices		Card ID	None				
Courses Customers			Active				
Currencies		Person information					
Package profiles		First name					
Payment 🗸 Υ		Last name					
		Surname prefix					
		Gender	None				
						Save and add new	Save



Als Factuurkrediet is toegestaan, vink dan het volgende vakje aan. Opmerking: als het vakje blauw is, betekent dit dat de selectie is geactiveerd.

ь	<b>DQ</b> v2.25.0		Add Customer	Customer					close 🛞
« M			# Customer	Name* David		Parent	None	~	🗹 Is person
	Dashboard		-						
			M Address	Personal information			Contact information		
٩	Articles	~		User ID	7777		Description		
∿	Finances	~		Invoice currency	EURO 🗸		Email address		
	General	^		Invoice credit limit	2000.00		Site url		
	General				Revoice credit allowed				
	Production station	s					Phone numbers		
	Facilities			Payer	None ~		+ Add phone number		
	Cash stores			Price level	None		Identification		
	Printers								
	App links			References			Your reference		
	Table map			Search key			ID		
	Users			Search key					
	Usergroups			Locale	None ~				
	POS devices			Card ID					
	Courses				Activo				
	Customers				Active				
	Currencies			Person information					
	Package profiles								
	r denage promes			First name					
	Payment	~		Last name					
				Surname prefix					
				Gender	None ~				- 1
								Save and add new	Save



## () Klik op Geen en voeg de Betaler toe.

<b>6000</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🕑 Is person
Dashboard							
(a) Dashboard	☑ Address	Personal information			Contact information		
🕥 Articles 🗸 🗸		User ID	7777		Description		
√ Finances ✓		Invoice currency	EURO		Email address		
ැඩි General A		Invoice credit limit	2000.00		Site url		
General			Invoice credit allowed				
Production stations					Phone numbers		
Facilities		Payer	None		+ Add phone number		
Cash stores		Price level	None ~		Identification		
Printers							
App links		References			Your reference		
Table map		Search key			ID		
Users		outerray					
Usergroups		Locale	None ~				
POS devices		Card ID					
Courses			- Anti-in				
Customers			Active				
Currencies		Person information					
Package profiles							
Package promes		First name					
Payment 🗸 Υ		Last name					
		Surname prefix					
		Gender	None				
						Save and add new	Save

### () Kies tussen Geen of een ander prijsniveau dat u hebt toegevoegd.

<b>00001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🗹 Is person
Ø Dashboard	☑ Address	Personal information			Contact information		
🕥 Articles 🗸 🗸			7777		Description		
-\ <sub>r</sub> Finances ✓		User ID			Description		
		Invoice currency	EURO V		Email address		
ලි} General ^		Invoice credit limit	2000.00		Site url		
General			Invoice credit allowed		Phone numbers		
Production stations		Payer	None ~				
Cash stores		Price level	None ~		+ Add phone number		
Printers					Identification		
App links		References			Your reference		
Table map		Search key			ID		
Usergroups		Locale	Nona				
POS devices		Locale	Noile				
Courses		Card ID					
Customers			Active				
Currencies		Person information					
Package profiles		First name					
		First name					
E Payment V		Last name					
		Surname prefix					
		Gender	None				
						Save and add new	Save



### () Kies tussen Geen of een andere prijsregel die u heeft toegevoegd

<b>60001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🕑 Is person
Dashboard	-						
O Dashboard	Address	Personal information			Contact information		
🕥 Articles 🗸 🗸		User ID	7777		Description		
$N_{\!$		Invoice currency	EURO		Email address		
ති General ^		Invoice credit limit	2000.00		Cite uni		
Canada		Invoice credit limit	2000.00		Site un		
General			Invoice credit allowed		Phone numbers		
Facilities		Payer	None ~				
Cash stores		Price level	None		+ Add phone number		
Printers		Price level	None		Identification		
App links		References	Vone Happy Hour		Your reference		
Table map							
Users		Search key			ID		
Usergroups		Locale	None ~				
POS devices							
Courses		Card ID					
Customers			Active				
Currencies		Deven information					
Turnover groups		Person Information					
Package profiles		First name					
Payment 🗸 Υ		Last name					
		Surname prefix					
		Gender	None ~				
						Save and add new	Save



## (i) Klik op het tekstveld naast Zoeksleutel e typ de zoeksleutel in.

6000 v2.25.0	Add Customer	Customer					CLOSE 🛞
« Minimize menu	# Customer	Name <sup>®</sup> David		Parent	None	~	🗹 Is person
Ø Dashboard	☑ Address	Personal information			Contact information		
🕆 Articles 🗸		User ID	7777		Description		
-√ Finances ✓		Invoice currency	EURO		Email address		
General     A		Invoice credit limit	2000.00		Site url		
General Production stations			☑ Invoice credit allowed		Phone numbers		
Facilities		Payer	None ~		+ Add phone number		
Cash stores		Price level	None ~		Identification		
Printers App links		References			Your reference		
Table map		Council Inc.			ID		
Users		Search key					
Usergroups		Locale	None ~				
Courses		Card ID					
Customers			Active				
Currencies							
Turnover groups		Person information					
Package profiles		First name					
📄 Payment 🗸 🗸		Last name					
		Surname prefix					
		Gender	None ~				
						Save and add new	Save



## () Klik op Geen om de locatie toe te voegen.

<b>60001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name <sup>®</sup> David		Parent	None	× ]	🕑 Is person
Ø Dashboard	Address	Personal information			Contact information		
💮 Articles 🗸 🗸		User ID	7777		Description		
$-\sqrt{r}$ Finances $\checkmark$		Invoice currency	EURO 🗸		Email address		
General ^		Invoice credit limit	2000.00		Site url		
General			☑ Invoice credit allowed		Phone numbers		
Production stations		Payer	None ~				
Cash stores		Point land			+ Add phone number		
Printers		Price level	None		Identification		
App links		References			Your reference		
Table map							
Users		Search key			ID		
Usergroups		Locale	None 🗸				
POS devices		Court ID					
Courses		Card ID					
Customers			Active				
Currencies		Person information					
Turnover groups							
Package promes		First name					
🚍 Payment 🗸 🗸		Last name					
		Surname prefix					
		Gender	None ~				
						Save and add new	Save



## () Selecteer de provincie. In ons geval hebben we DE gekozen.

<b>60001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🕑 Is person
Dashboard	-						
	M Address	Personal information			Contact information		
🕥 Articles 🛛 🗸		User ID	7777		Description		
$\cdot $ Finances $\checkmark$		Invoice currency	EURO 🗸		Email address		
@ General ^		Invoice credit limit	2000.00		Site url		
General			Invoice credit allowed				
Production stations					Phone numbers		
Facilities		Payer	None ~		+ Add phone number		
Cash stores		Price level	None ~		Identification		
Printers					Tuentineation		
App links		References			Your reference		
Table map		<b>6</b>			ID		
Users		Search key					
Usergroups		Locale	DE 🗸				
POS devices		Courd ID	None				
Courses		Card ID	EN				
Customers			US				
Currencies		Person information	GB				
Turnover groups			✓ DE				
Package profiles		First name	гн				
🖂 Payment 🗸		Lastance	UA				
		Last name					
		Surname prefix					
		Gender	None ~				
						Save and add new	Save



#### (i) Klik op het tekstveld naast Kaart-ID om de Klantenkaart-ID toe te voegen.

<b>60001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	× .	🗹 Is person
Ø Dashboard	_						
	Address	Personal information			Contact information		
💮 Articles 🗸 🗸		User ID	7777		Description		
$-\sqrt{r}$ Finances $\sim$		Invoice currency	EURO 🗸		Email address		
💮 General 🔨		Invoice credit limit	2000.00		Site url		
General		involce di di ci inic					
Production stations					Phone numbers		
Facilities		Payer	None		+ Add phone number		
Cash stores		Price level	None ~		Identification		
Printers							
App links		References			Your reference		
Table map		Search key			ID		
Users							
POS devices		Locale	DE				
Courses		Card ID	0293703ß				
Customers			Active				
Currencies							
Turnover groups		Person information					
Package profiles		First name					
🚍 Payment 🗸 🗸		Last name					
		Surname prefix					
		Gender	None ~				
						Save and add new	Save



Vink het volgende vakje aan om de klant actief te maken in het kassasysteem. Let op: als het vakje blauw wordt, is het geactiveerd.

boo	V2.25.0		Add Customer	Customer					CLOSE 🛞
« M			# Customer	Name* David		Parent	None	~	🗹 Is person
	Dashboard								
	Dasibbard		Address	Personal information			Contact information		
٢	Articles	ř		User ID	7777		Description		
~	Finances	~		Invoice currency	EURO 🗸		Email address		
	General	^		Invoice credit limit	2000.00		Site url		
	General				Invoice credit allowed				
	Production stations			Paver	None		Phone numbers		
	Facilities						+ Add phone number		
	Cash stores			Price level	None ~		Identification		
	Printers			Deferment					
	App links			References			Your reference		
	lisors			Search key			ID		
	Usergroups			Locale					
	POS devices			Locale	DE V				
	Courses			Card ID	0293703ß				
	Customers				Active				
	Currencies			•					
	Turnover groups			Person information					
	Package profiles			First name					
	Payment	~		Last name					
				Surname prefix					
				Gender	None ~				
								Save and add new	Save



### () Klik op de tekstvelden en voeg de persoonlijke gegevens van de klant toe.

<b>60001</b> v2.25.0	Add Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🕑 Is person
Dashboard							
6 Dasiboard	☑ Address						
🕥 Articles 🗸 🗸		User ID			Description		1
		Invoice currency	EURO 🗸		Email address		
-√ Finances ✓		Invoice credit limit	2000.00		Site url		
💮 General 🔨			Invoice credit allowed				
General		Paver	None		Phone numbers		
Production stations					+ Add phone number		
Facilities		Price level	None ~		Identification		
Cash stores		Poforoncos			Vour reference		
Printers		Kelefences			rour reference		
App links		Search key			ID		
Table map		Locale	DE				
Usergroups							
POS devices		Card ID	0293703ß				
Courses			☑ Active				
Customers		Porcon information					
Currencies		Person Information		-			
Turnover groups		First name	David				
Package profiles		Last name	Grunghagen				
Payment Υ		Surname prefix					
		Gender	Male ~				
		Title					
						Save and add new	Save



#### booq - Beheer van gasten (klanten)

(

Klik op de tekstvelden naast Beschrijving, E-mailadres, Site-url en voeg indien nodig deze informatie toe.

<b>6000</b> v2.25.0	Edit Customer	Customer					close 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🗹 Is person
Dashboard							
Dashboard	M Address	Personal information			Contact information		
🕥 Articles 🗸 🗸		User ID	7777		Description		
√ Finances ✓		Invoice currency	EURO 🗸		Email address	davidgr@gmail.com	
资 General へ		Invoice credit limit	2,000.00		Site url	davidgrunghagen.de	
General			Invoice credit allowed				
Production stations		<b>B</b>			Phone numbers		
Facilities		Payer	None		+ Add phone number		
Cash stores		Price level	None ~		Identification		
Printers							
App links		References			Your reference	2	
Table map		Search key			ID	2	
Users		bearen key					
Usergroups		Locale	DE 🗸				
POS devices		Card ID	02937036				
Courses							
Customers			Active				
Currencies		Person information					
Turnover groups							
Package profiles		First name	David				
Payment 🗸 Υ		Last name	Grunghagen				
		Surname prefix					
		Gender	Male ~				
							Save



#### () Om het telefoonnummer van de klant toe te voegen, klikt u op +Telefoonnummer toevoegen .

<b>60001</b> v2:25.0	Edit Customer	Customer					CLOSE 🛞
« Minimize menu	# Customer	Name* David		Parent	None	× ]	🕑 Is person
Ø Dashboard	Address	Personal information			Contact information		
🕥 Articles 🗸 🗸		User ID	7777		Description		
-√ Finances ✓		Invoice currency	EURO ~		Email address	davidgr@gmail.com	
💮 General 🔨		Invoice credit limit	2,000.00		Site url	davidgrunghagen.de	
General Production stations			Invoice credit allowed		Phone numbers		
Facilities		Payer	None ~	C	+ Add phone number		
Cash stores Printers		Price level	None ~		Identification		
App links		References			Your reference	2	
Table map Users		Search key			ID	2	
Usergroups		Locale	DE ~				
POS devices Courses		Card ID	0293703ß				
Customers			☑ Active				
Currencies Turnover groups		Person information					
Package profiles		First name	David				
Payment 🗸 Υ		Last name	Grunghagen				
		Surname prefix					
		Gender	Male ~				1
							Save



()

Klik in de tekstvelden e voeg de naam van de klant e Nummer\* toe. Let op: het toevoegen van de naam is optioneel, maar het nummer is verplicht als u op +Voeg telefoonnummer toe klikt.

boo	<b>V</b> 2.25.0		Edit Customer	Customer					close 🛞
« M			# Customer	Name* David		Parent	None	~	🗹 Is person
	Dashboard		☑ Address	Personal information			Contact information		1
٢	Articles	ř		User ID	7777		Description		
-∿-	Finances	~		Invoice currency	EURO V		Email address	davidgr@gmail.com	
	General	^		Invoice credit limit	2,000.00		Site url	davidgrunghagen.de	
	General Production stations				Invoice credit allowed		Phone numbers		
	Facilities			Payer	None v	<u>г</u>	Name	Number*	
	Printers			Price level	None		David Grunghagen	09232029	Ū
	App links			References			+ Add phone number		- I.
	Table map			Search key			Identification		
	Usergroups			Locale	DE		Your reference	2	
	POS devices			Locale			10	2	
	Courses			Card ID	0293703ß		U	2	
	Customers				S Active				- I.
	Currencies			Person information					- I.
	Turnover groups			r ci son information					- I.
	Package profiles			First name	David				- I.
	Payment	ř		Last name	Grunghagen				
				Surname prefix					
				Gender	Male ~				
									Save



# i Klik op Opslaan.

<b>6000</b> v2.25.0	Edit Customer	Customer					CLOSE 🛞
« Minimize menu	# Customer	Name* David		Parent	None	~	🗹 Is person
Ø Dashboard	-						
	Address	Personal information			Contact information		
🕅 Articles 🗸 🗸		User ID	7777		Description		
- $\!$		Invoice currency	EURO 🗸		Email address	davidgr@gmail.com	
		Invoice credit limit	2,000.00		Site url	davidgrunghagen.de	
General			Invoice credit allowed				
Production stations		-			Phone numbers		
Facilities		Payer	None		Name	Number*	
Cash stores		Price level	None ~				~
Printers					David Grunghagen	09232029	
App links		References			+ Add phone number		
Table map		Search key			Identification		
Users		Search Key					
Usergroups		Locale	DE 🗸		Your reference	2	
POS devices		Card ID	02937038		ID	2	
Courses							
Customers			Active				
Currencies		Person information					
Turnover groups							
Package profiles		First name	David				
Payment Υ		Last name	Grunghagen				
		Surname prefix					
		Gender	Male ~				
							Save



## () Klik op het potloodpictogram om de klantinformatie te bewerken.

<b>0000</b> v2.25.0		(V) booq Demo EN 🛛 🔍	Demo booq ~	
« Minimize menu		Customers		
Ø Dashboard				
A		Q Type to search	+ Add customer Import	/
Articles	~			
$\mathcal{N}$ Finances	~	Customers		
🙆 General	^	David		
General				
Production stations				
Facilities				
Cash stores				
Printers				
App links				
Table map				
Users				
Usergroups				
POS devices				
Courses				
Customers				
Currencies				
Turnover groups				
Package profiles				
Payment	~			



### () Klik op het prullenbakpictogram om klantgegevens te verwijderen.

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#### (i) Dat is het. Je bent klaar.







Scan to go to the interactive player