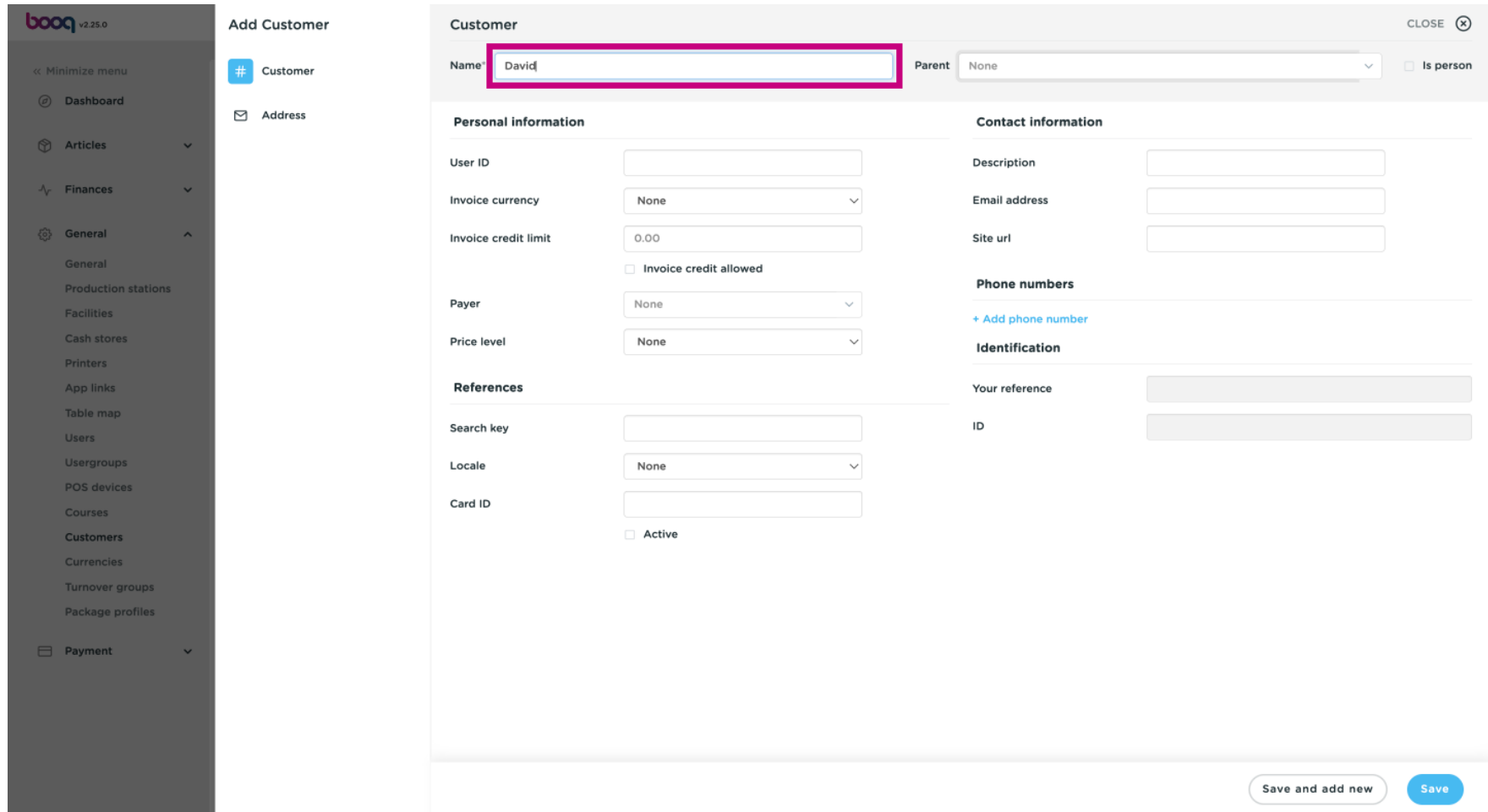




Open the platform and click **+ Add customer**.

The screenshot displays the booq v2.25.0 interface. The top navigation bar includes the booq logo, the text "(V) booq Demo EN", and a user profile icon labeled "Demo booq". A left sidebar menu contains various categories: "Dashboard", "Articles", "Finances", "General" (expanded), and "Payment". Under "General", sub-items include "General", "Production stations", "Facilities", "Cash stores", "Printers", "App links", "Table map", "Users", "Usergroups", "POS devices", "Courses", "Customers", "Currencies", "Turnover groups", and "Package profiles". The main content area is titled "Customers" and features a search bar with the placeholder "Type to search". In the top right corner of this area, there are two buttons: "+ Add customer" (highlighted with a red box) and "Import".

 Click on the **text field** next to Name\* and add your Customers name.



**booq v2.25.0**

**Add Customer**

- Customer
- Address

**Customer** CLOSE

Name\*  Parent   Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit   Invoice credit allowed

Payer

Price level

**References**

Search key

Locale

Card ID   Active

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID



Click on **None**, to add it to existing Parent.

boooq v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usergroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

## Add Customer

# Customer

✉ Address

Customer CLOSE

Name\* David Parent **None**  Is person

**Personal information**

User ID

Invoice currency **None**

Invoice credit limit 0.00

Invoice credit allowed

Payer **None**

Price level **None**

**References**

Search key

Locale **None**

Card ID

Active

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID



Tick the following **box**, if the Customer is a person.

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

## Add Customer

# Customer

✉ Address

Customer CLOSE

Name\*  Parent   is person

---

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

---

**References**

Search key

Locale

Card ID

Active

---

**Contact information**

Description

Email address

Site url

---

**Phone numbers**

[+ Add phone number](#)

---

**Identification**

Your reference

ID

Click on the **text field** next to User ID and add the Customers User ID.

The screenshot shows the 'Add Customer' form in the boooq system. The 'User ID' field is highlighted with a pink box and contains the value '7777'. The form is divided into several sections:

- Personal information:**
  - User ID: 7777
  - Invoice currency: None
  - Invoice credit limit: 0.00
  - Invoice credit allowed
  - Payer: None
  - Price level: None
- Contact information:**
  - Description: [Text field]
  - Email address: [Text field]
  - Site url: [Text field]
  - Phone numbers: + Add phone number
- References:**
  - Search key: [Text field]
  - Locale: None
  - Card ID: [Text field]
  - Active
- Person information:**
  - First name: [Text field]
  - Last name: [Text field]
  - Surname prefix: [Text field]
  - Gender: None

At the bottom right, there are two buttons: 'Save and add new' and 'Save'.



Click on **None**.

boooq v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

Add Customer

# Customer

Address

Customer CLOSE

Name\* David Parent None  Is person

**Personal information**

User ID 7777

Invoice currency **None**

Invoice credit limit 0.00

Invoice credit allowed

Payer None

Price level None

**References**

Search key

Locale None

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender None

**Contact information**

Description

Email address

Site url

**Phone numbers**

+ Add phone number

**Identification**

Your reference

ID

Save and add new Save

Select the **currency** for the invoice. In our case, we chose **EURO**.

The screenshot shows the 'Add Customer' form in the boooq v2.25.0 interface. The form is titled 'Customer' and includes a 'CLOSE' button in the top right corner. The 'Name' field contains 'David' and the 'Parent' dropdown is set to 'None'. The 'Is person' checkbox is checked.

The form is divided into several sections:

- Personal information:**
  - User ID: 7777
  - Invoice currency: **EURO** (highlighted with a pink box)
  - Invoice credit limit: None
  - Payer: None
  - Price level: None
- References:**
  - Search key: [empty]
  - Locale: None
  - Card ID: [empty]
  - Active
- Person information:**
  - First name: [empty]
  - Last name: [empty]
  - Surname prefix: [empty]
  - Gender: None
- Contact information:**
  - Description: [empty]
  - Email address: [empty]
  - Site url: [empty]
  - Phone numbers:** + Add phone number
  - Identification:**
    - Your reference: [empty]
    - ID: [empty]

At the bottom right of the form, there are two buttons: 'Save and add new' and 'Save'.



Click on the **text field** next to Invoice credit limit and type the Customers credit limit.

**boooq** v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Add Customer**
CLOSE

Name\*

Parent

Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**References**

Search key

Locale

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID

Save and add new
Save





If Invoice credit is allowed tick the following **box**. **Note: if the box is blue, it means the selection has been activated.**

**booq** v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usergroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Add Customer**

- # Customer
- Address

Customer
CLOSE ✕

Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**References**

Search key

Locale

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID



Click on **None** and add the Payer.

**boooq v2.25.0**

**Add Customer**

- Customer
- Address

**Customer** CLOSE

Name\* David Parent None  Is person

**Personal information**

User ID 7777

Invoice currency EURO

Invoice credit limit 2000.00

Invoice credit allowed

Payer **None**

Price level None

**References**

Search key

Locale None

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender None

**Contact information**

Description

Email address

Site url

**Phone numbers**

+ Add phone number

**Identification**

Your reference

ID

Save and add new Save



Choose between **None** or another **price level** you added.

boooq v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

Add Customer

- # Customer
- Address

Customer
CLOSE ✕

Name\*

Parent

Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**References**

Search key

Locale

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID

Save and add new
Save



Choose between **None** or a other price line you did add

**boooq** v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Add Customer**

- # Customer
- Address

**Customer**
CLOSE ✕

Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level 

- ✓ None
- Happy Hour

**References**

Search key

Locale

Card ID

Active

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID

Click on the **text field** next to Search key and type in the Search Key.

**booq** v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Add Customer**

# Customer

Address

CLOSE

Name\* David Parent None  Is person

---

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

---

**References**

Search key

Locale

Card ID

Active

---

**Person information**

First name

Last name

Surname prefix

Gender

**Identification**

Your reference

ID



Click on **None** to add the Location.

**boooq** v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Add Customer**

# Customer

Address

CLOSE ✕

Name\* David      Parent None       Is person

---

**Personal information**

User ID: 7777

Invoice currency: EURO

Invoice credit limit: 2000.00

Invoice credit allowed

Payer: None

Price level: **None**

**Contact information**

Description:

Email address:

Site url:

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference:

ID:

---

**References**

Search key:

Locale: **None**

Card ID:

Active

---

**Person information**

First name:

Last name:

Surname prefix:

Gender: None

Save and add new      Save



Select the county. In our case we selected DE.

boooq v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

Add Customer

Customer

Address

Customer CLOSE

Name\* David Parent None  Is person

**Personal information**

User ID 7777

Invoice currency EURO

Invoice credit limit 2000.00

Invoice credit allowed

Payer None

Price level None

**References**

Search key

Locale DE

Card ID

**Person information**

First name

Last name

Surname prefix

Gender None

**Contact information**

Description

Email address

Site url

**Phone numbers**

+ Add phone number

**Identification**

Your reference

ID

Save and add new Save

Click on the **text field** next Card ID to add the Customers Card ID.

**boooq** v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Add Customer**

- # Customer
- Address

Customer
CLOSE

Name\*

Parent

Is person

---

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

---

**References**

Search key

Locale

Card ID

Active

**Identification**

Your reference

ID

---

**Person information**

First name

Last name

Surname prefix

Gender





Tick the following **box**, to make the customer active in the POS system. **Note: if the box turns blue, it has been activated.**

booq v2.25.0

- « Minimize menu
- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usergroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

## Add Customer

# Customer

Address

Customer
CLOSE

Name\*

Parent

Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**References**

Search key

Locale

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID

Save and add new
Save

Click on the **text fields** and add the Customers Personal information.

**boooq** v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Add Customer**

- # Customer
- Address

CLOSE

**Customer**

Name\*  Parent   Is person

---

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

---

**References**

Search key

Locale

Card ID

Active

---

**Person information**

First name

Last name

Surname prefix

Gender

Title

Description

Email address

Site url

---

**Phone numbers**

[+ Add phone number](#)

---

**Identification**

Your reference

ID



Click on the **text fields** next to Description, Email address, Site url and add these information if necessary.

**booq** v2.25.0

« Minimize menu

- 🏠 Dashboard
- 📄 Articles
- 📊 Finances
- ⚙️ General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usergroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- 💰 Payment

**Edit Customer**

- # Customer
- ✉ Address

CLOSE ✕

Name\* David

Parent None

Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**References**

Search key

Locale

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender

**Contact information**

Description

Email address

Site url

**Phone numbers**

[+ Add phone number](#)

**Identification**

Your reference

ID

[Save](#)

To add the Customers phone number click on **+Add phone number**.

**booq v2.25.0** | **Edit Customer**

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usargroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Customer** | **Address**

**Customer** CLOSE

Name\* David | Parent None |  Is person

**Personal information**

User ID: 7777  
 Invoice currency: EURO  
 Invoice credit limit: 2,000.00  
 Invoice credit allowed  
 Payer: None  
 Price level: None

**References**

Search key:   
 Locale: DE  
 Card ID: 02937038  
 Active

**Person information**

First name: David  
 Last name: Grunghagen  
 Surname prefix:   
 Gender: Male

**Contact information**

Description:   
 Email address: davidgr@gmail.com  
 Site url: davidgrunghagen.de

**Phone numbers**

**+ Add phone number**

**Identification**

Your reference: 2  
 ID: 2

**Save**



Click into the **text fields** and add the Customers name and Number\*. **Note: adding the name is optional, however the Number is mandatory, if you click on +Add phone number.**

**booq** v2.25.0

- « Minimize menu
- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usergroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Edit Customer**
CLOSE ✕

# Customer

Name\* David

Parent None

Is person

**Personal information**

User ID

Invoice currency

Invoice credit limit

Invoice credit allowed

Payer

Price level

**References**

Search key

Locale

Card ID

Active

**Person information**

First name

Last name

Surname prefix

Gender

**Contact information**

Description

Email address

Site url

**Phone numbers**

Name	Number*
<input type="text" value="David Grunghagen"/>	<input type="text" value="09232029"/>

[+ Add phone number](#)

**Identification**

Your reference

ID



# boooq - Managing guests (customers)



Click on **Save**.

boooq v2.25.0

« Minimize menu

- Dashboard
- Articles
- Finances
- General
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usergroups
  - POS devices
  - Courses
  - Customers
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

Edit Customer

# Customer

Address

Customer CLOSE

Name\* David Parent None  Is person

---

**Personal information**

User ID 7777

Invoice currency EURO

Invoice credit limit 2,000.00

Invoice credit allowed

Payer None

Price level None

---

**References**

Search key

Locale DE

Card ID 0293703ß

Active

---

**Person information**

First name David

Last name Grunghagen

Surname prefix

Gender Male

---

**Contact information**

Description

Email address davidgr@gmail.com

Site url davidgrunghagen.de

---

**Phone numbers**

Name	Number*	
David Grunghagen	09232029	

[+ Add phone number](#)

---

**Identification**

Your reference 2

ID 2

**Save**



Click the **pencil icon** to edit Customer Information.

booq v2.25.0 (V) booq Demo EN Demo booq


« Minimize menu

- Dashboard
- Articles
- Finances
- General**
  - General
  - Production stations
  - Facilities
  - Cash stores
  - Printers
  - App links
  - Table map
  - Users
  - Usergroups
  - POS devices
  - Courses
  - Customers**
  - Currencies
  - Turnover groups
  - Package profiles
- Payment

**Customers**

Q Type to search

+ Add customer Import

Customers	
David	



Click the **trash can icon** to delete Customer Information.

The screenshot shows the booq v2.25.0 interface. The top navigation bar includes the logo, version, and user information. The left sidebar contains a menu with categories like Dashboard, Articles, Finances, General, and Payment. The main content area is titled 'Customers' and features a search bar, '+ Add customer' and 'Import' buttons, and a table with one entry 'David'. A trash can icon is highlighted with a red box on the right side of the 'David' row.





That's it. You're done.

The screenshot displays the booq v2.25.0 interface. The top navigation bar includes the logo, the current environment '(V) booq Demo EN', and a user profile 'Demo booq'. A left-hand sidebar menu lists various system components, with 'Customers' highlighted under the 'General' section. The main content area is titled 'Customers' and features a search bar with the placeholder text 'Type to search'. Two blue buttons, '+ Add customer' and 'Import', are positioned in the top right of the main area. Below the search bar, a table lists customer records, with one entry for 'David' visible. To the right of the 'David' entry are icons for editing and deleting the record. The entire main content area is enclosed in a red rectangular border.



Scan to go to the interactive player