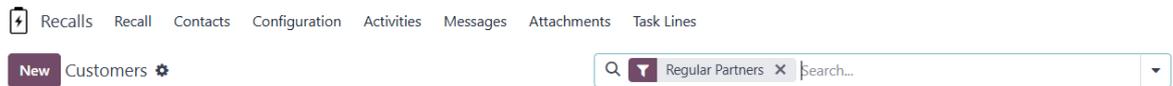
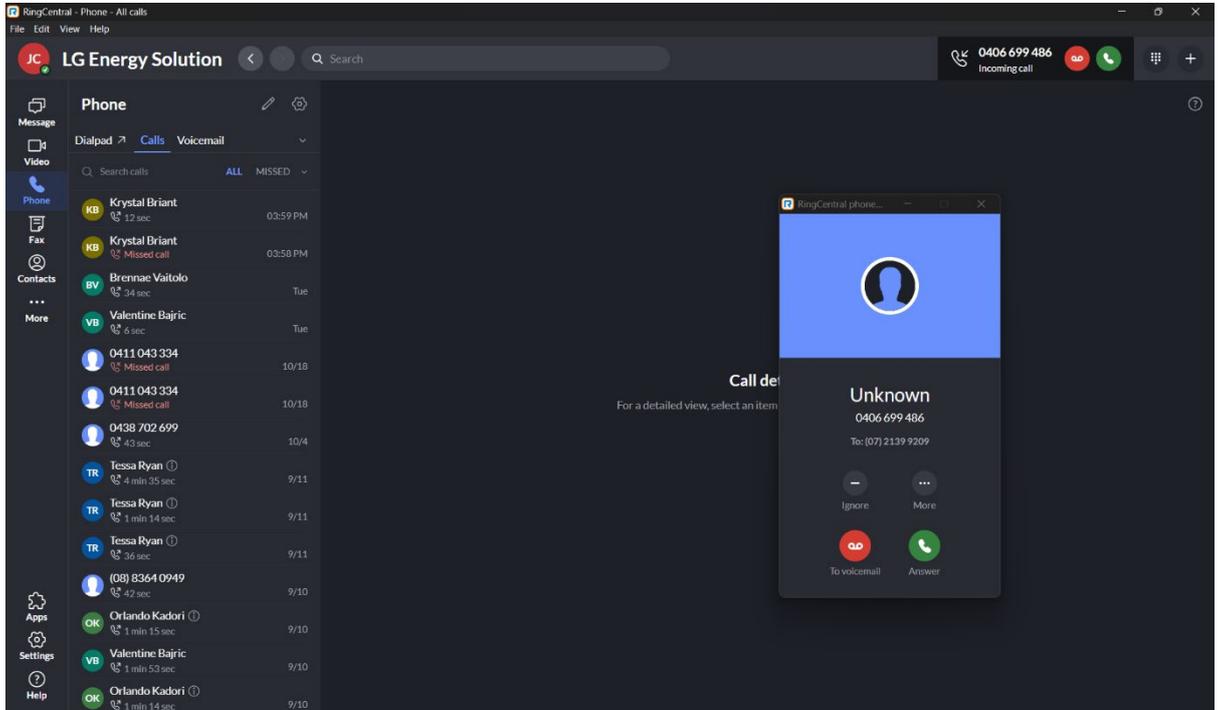


How to search or create a Customer in Odoo 101

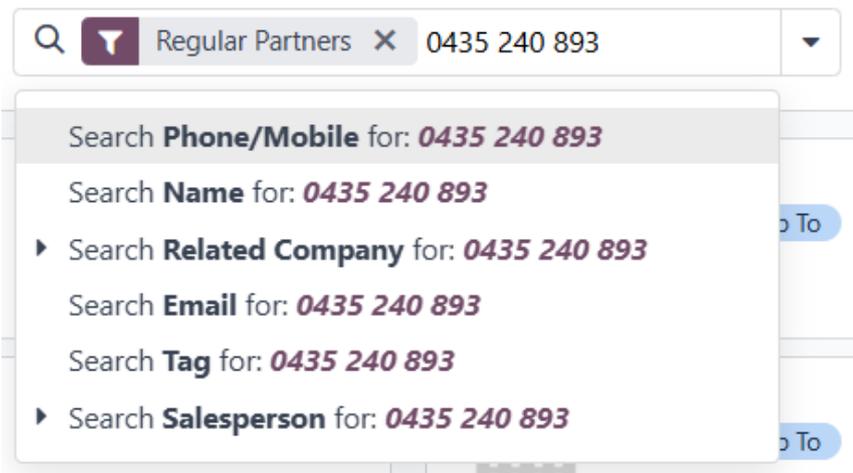
1. Start off in the Customer Screen



2. Copy the phone number from Ring Central



3. Place in the search bar, press enter or choose "Search Phone/Mobile for: XXXXXXXXXXXX"

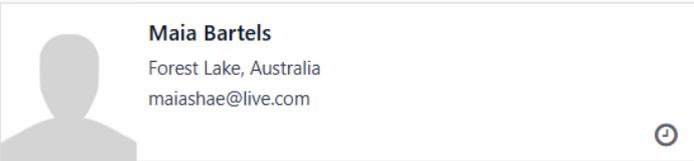


4. Click on corresponding customer card or create new

New Customers ⚙️

Regular Partners ✕ Phone/Mobile 0435 240 893 ✕

Search...

 Maia Bartels
Forest Lake, Australia
maiashae@live.com

5. On the phone confirm the Name with the customer

Individual Company

Maia Bartels

First name Maia

Last name Bartels

Company Name...

6. Confirm the phone and email address

Phone 0435 240 893

Mobile

Email maiashae@live.com

7. Confirm the address

Contact

26 Baccata Place

Street 2...

Forest Lake

Queensland (AU) 4078

Australia