How to create a Customer in Odoo 101

1. Then at the top the screen you can click on the linked Tracing Screen
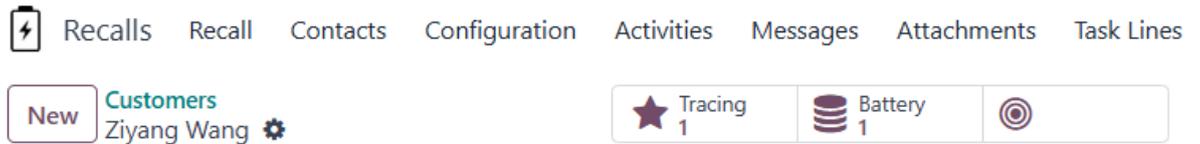
2. If there were no corresponding customer cards then you create a new one. By clicking the New button.
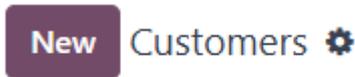
3. First you need to confirm if the customer is an individual or company.

4. At a minimum on a customer card you need;
   - Name
   - Postcode
   - Contact information (phone/email)

5. At a minimum on a company card you need;
   - Company's Name
   - Employee's Name
   - Position
   - Full Address
   - Company Phone
   - Company Email

○ Individual ● Company

e.g. Lumber Inc

Employee's Name ?	**Phone**
Position	**Mobile**
Is Site Address ☐	**Email**
Address Street...	**Tags** e.g. "B2B", "VIP", "Consulting", ...
Street 2...	**Agreed to perform rectification works (Installer Only)**
City State ZIP	
Country	

○ Individual ● Company

e.g. Lumber Inc