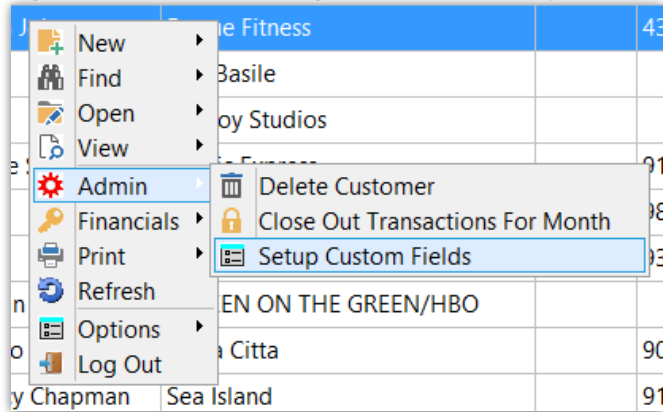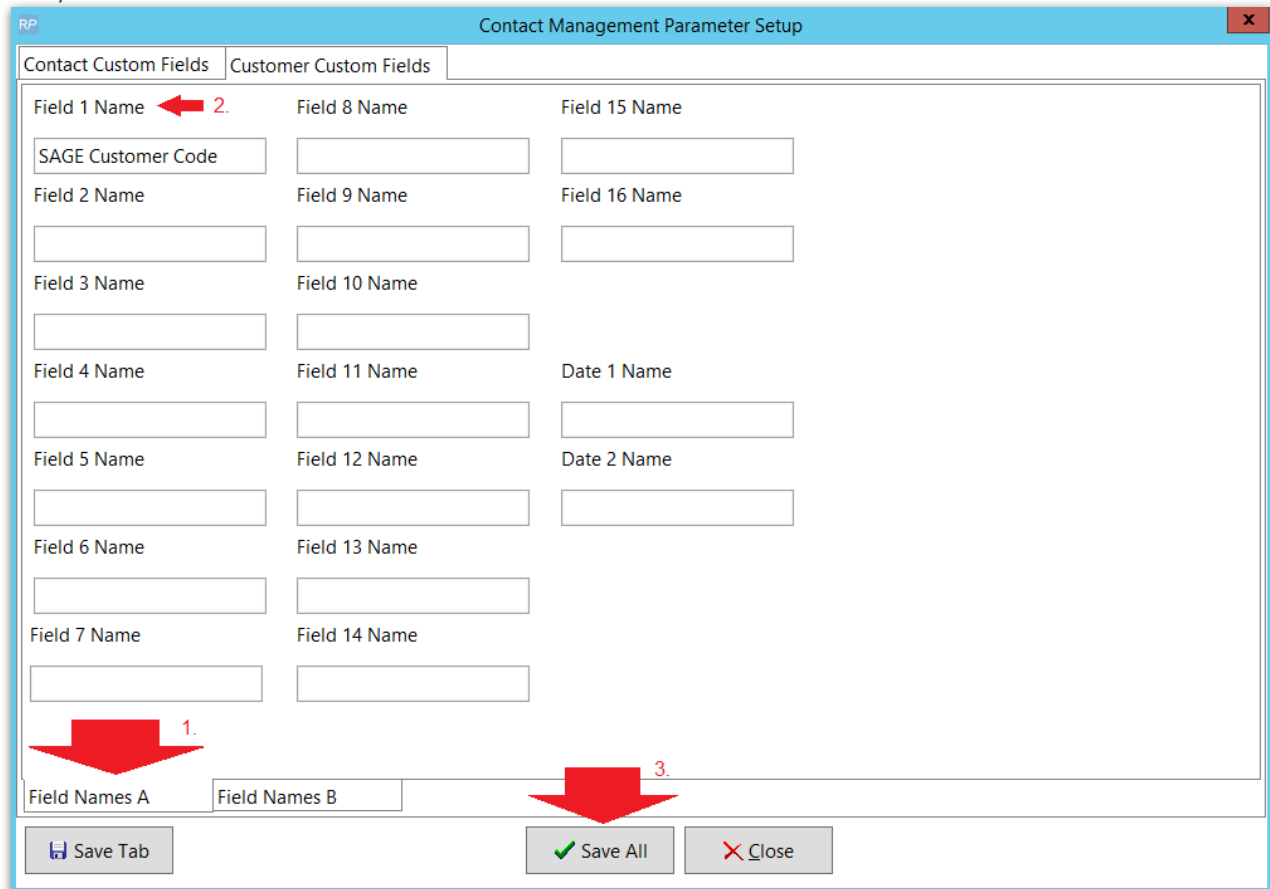# Custom Fields

Last Modified on 15/11/2022 11:06 am EST

Occasionally users may find it necessary to store additional customer information against a customer record. Our custom field option allows users to achieve this with ease.

Right click on customer grid Admin-->setup custom fields

Enter whatever description you want against any custom field

For example: using 'Field 1 Name' to store a SAGE Customer Code. Enter the label name for the field, then save.

Then edit any customer, click the fields tab and enter your SAGE customer code

Customer Maintenance

Address | Financials | Credit Card | Others | Notes | **Fields** | Attachments

SAGE Customer Code

ROGUE01

No | No
No | No
No | No
No | No
No | No

0 | 0
0 | 0

New | Edit | Delete | ✓ Save and Close | ✓ Save | ✗ Cancel