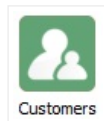


[MERLIN SUPPORT](#) > [Merlin Back Office](#) > [General](#)

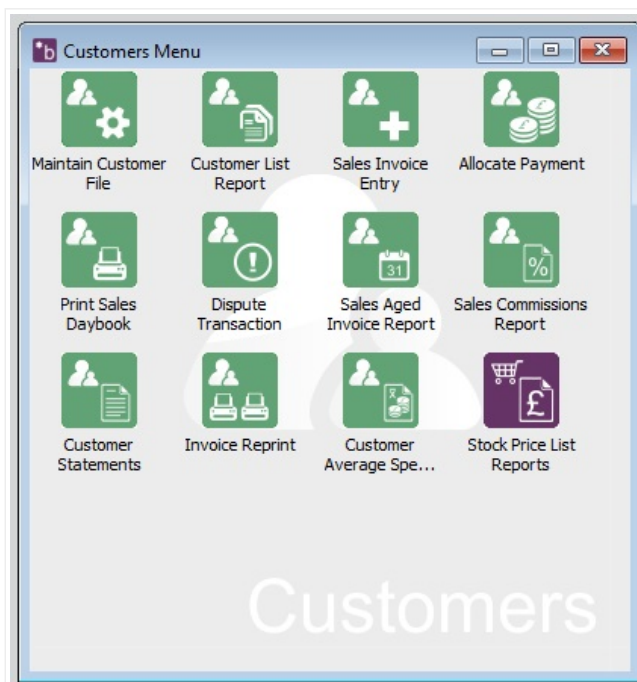
Creating New Customers

[Follow](#)

1. On the left hand side of the menu double click on the **'Customers'** icon.



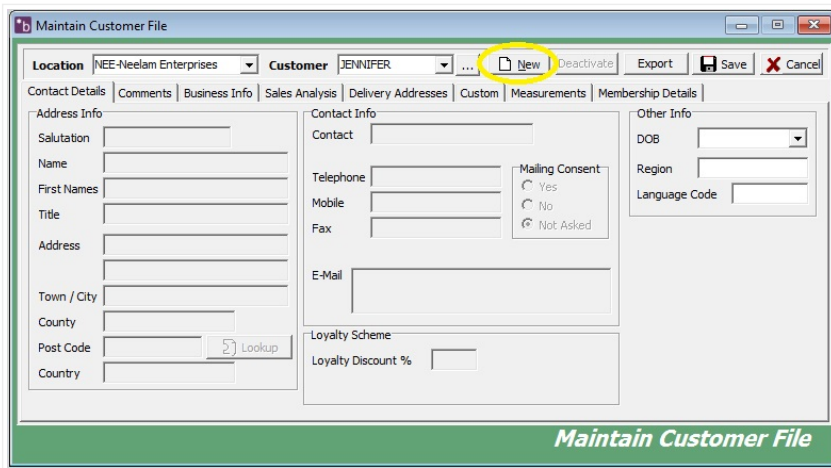
2. Double click on the **'Maintain Customer File'** icon.



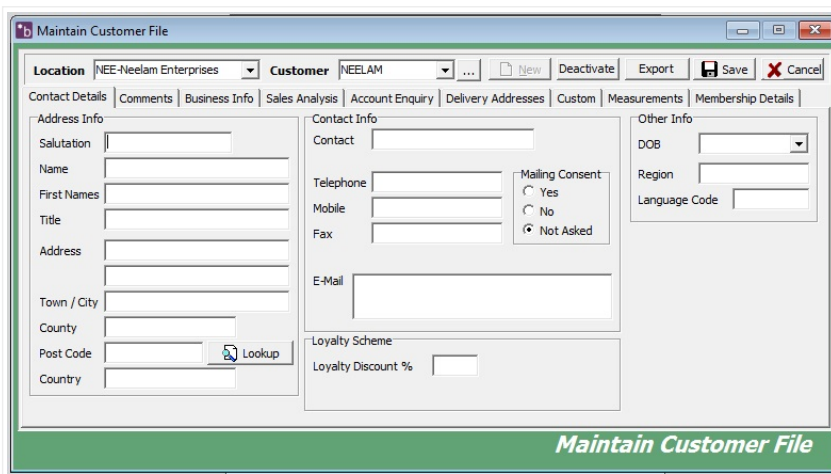
3. At the top of the window next to **'Customer'** type in the name of the customer then click on the **'New'** icon.

RECENTLY VIEWED ARTICLES

[Creating Pre-Paid Vouchers on Merlin](#)
[Exporting Membership Information on Back Office](#)[Adopt an Animal Online](#)
[Adding Products Online](#)
[Sales Orders](#)



4. The boxes will now turn white. Enter in the appropriate details under the 'Contact Details' tab. Then click 'Save'.



Was this article helpful?   0 out of 0 found this helpful

Have more questions? [Submit a request](#)

0 Comments

Article is closed for comments.