

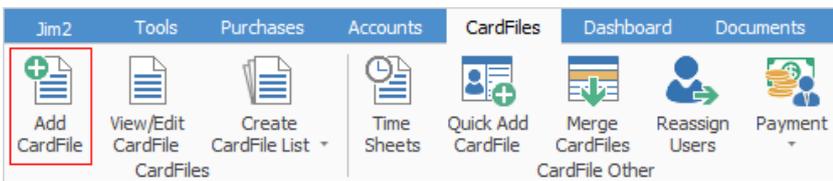
# Add a CardFile

This document will explain:

- Add a customer CardFile using Add CardFile icon because many sections of Jim2 require a customer CardFile to be entered. Add CardFile allows users to create CardFiles of all types, including Customer, Vendor, Ship type CardFiles. In this example, the CardFile to be created is subject to standard invoice terms.

## Skill Steps:

1. Select the CardFiles tab from the Jim2 ribbon.



2. Click the Add CardFile icon in the ribbon.
3. Enter a Card Code. Note that you may alter this Card Code later, if required.
4. Press the Enter key on your keyboard to move to the Contact field.
5. Type a Contact name for this CardFile.
6. Press Enter to move to the Name field.
7. Type a name for the CardFile.
8. Press Enter to move to the Address field. Note that this field is for mailing address information.
9. Type address information. Press Enter to add additional lines to that field.
10. Press the Tab key to move to Suburb.
11. Type the suburb, then press Enter. Jim2 will populate the State and Postcode fields.
12. If the address information for mailing is the same as the Delivery address information, click the double arrows between the Address and Delivery address fields, otherwise type in the Delivery address details.

For further information please go to Jim2 online Help file at <http://jim2help.happen.biz/index.html> and search CardFile.