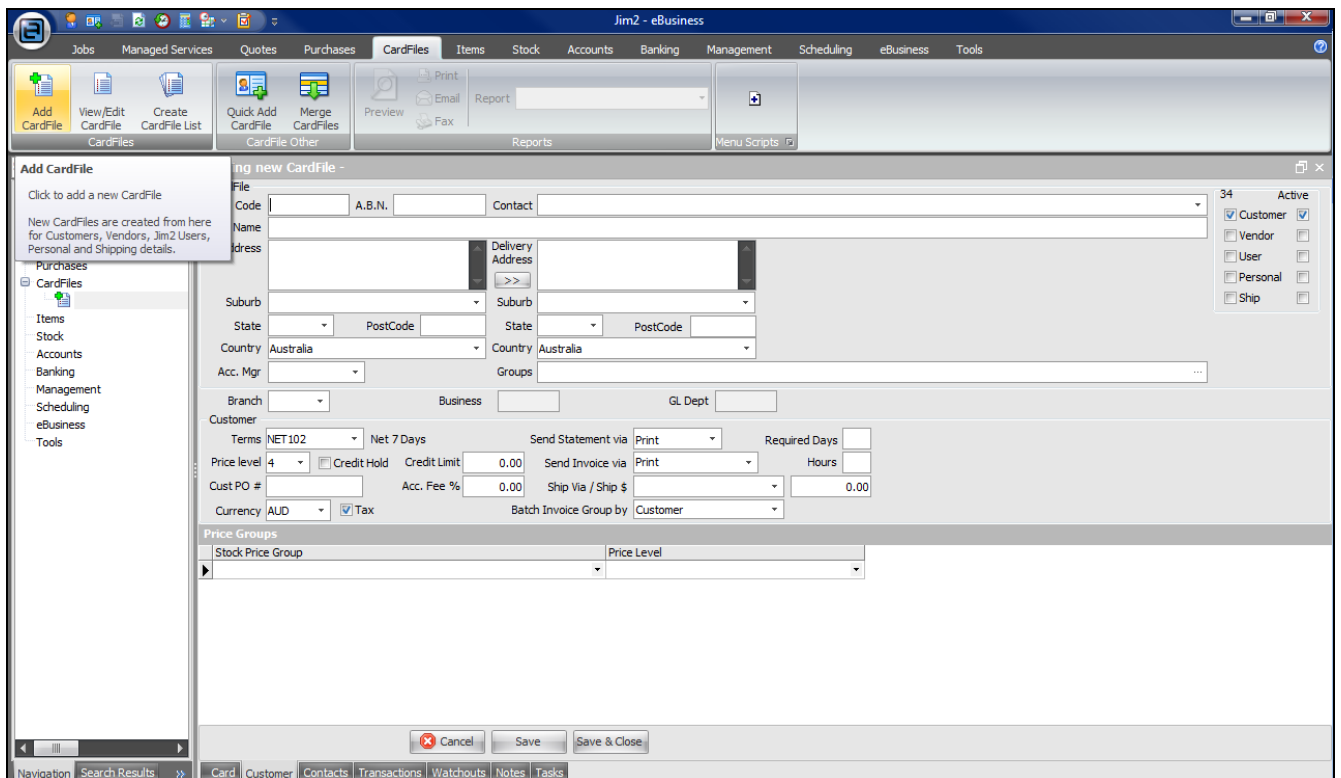


Adding a CardFile using CardFile Icon.

Describe: Add a Customer CardFile, using Add CardFile icon

Context: Many sections of Jim2 require a customer CardFile to be entered. Add CardFile allows users to create CardFiles of all types, including Customer, Vendor and 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 top of the Jim2 window.
2. Click Add CardFile icon in the Ribbon.
3. Enter a Card Code. Note that you may alter this Card Code later, if required.
4. Press <<Enter>> 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

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8. Press <<Enter>> to move to the Address field. Note: this field is for mailing address information.
9. Type Address information. Press <<Enter>> to add additional lines to the address field.
10. Press TAB key to move to Suburb.
11. Type in 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.

