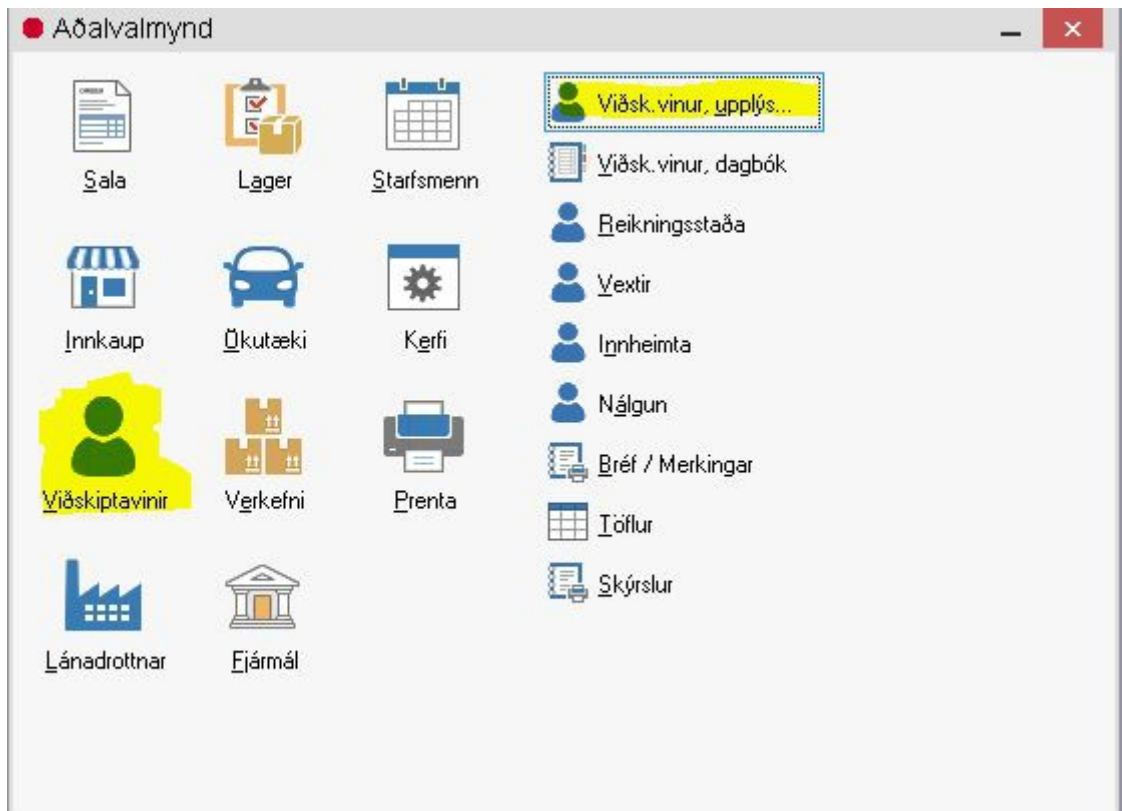


## How to create a new customer or look for an existing customer

Create new customer

Go to Viðskiptavinir-->viðsk. Vinur, upplýs



We need Helios to autogenerate a new customer number.

Press the button Nýtt viðskv.nr

Field	Value
Númer	[Redacted]
Nafn	[Redacted]
Nafn 2	[Redacted]
Heimilisfang	[Redacted]
Póst Nr	[Redacted]
Staður	[Redacted]
Land	[Redacted]
BeristTil/Your ref.	[Redacted]
Sími	[Redacted]
Sími 2	[Redacted]
Farsími	[Redacted]
Fax	[Redacted]
E-mail	[Redacted]
Kennitala	[Redacted]
EAN Nr.	[Redacted]
Deild	[Redacted]
Flokkur	[Redacted]
Greiðslustaða	0,00
Gjaldmiðill	ISK
Greiðslustaða (LC)	0,00
Innkaup Ár	0,00
Innkaup Ár-1	0,00
Innkaup Ár-2	0,00
Frozen	<input type="checkbox"/>
Created	[Redacted]

When Helios has autogenerated the number, fill in the rest of the customer info.  
When you are done press F3 or the save button

The screenshot shows a software window titled "Upplýsingar um viðskiptavin" (Customer Information). The window has a toolbar with navigation icons and buttons for "Nýtt viðskv.nr." and "Viðskv. upplýsingar". Below the toolbar are three tabs: "Almennt" (selected), "Greiðsla", and "Sendingar ofl.". The form is divided into two columns. The left column contains fields for: Númer (16338), Nafn (Lasse Carlsen), Nafn 2, Heimilisfang (Einholt1), Póst Nr (101), Staður (Reykjavik), Land (Iceland), BeristTil/Your ref., Sími (1234567), Sími 2, Farsími (1234565), Fax, E-mail (lasse@nordikkt.fo), Kennitala (170777-1111), and EAN Nr. The right column contains: Deild, Flokkur, Greiðslustaða (0,00), Gjaldmiðill (ISK), Greiðslustaða (LC) (0,00), Innkaup Ár (0,00), Innkaup Ár-1 (0,00), Innkaup Ár-2 (0,00), Frozen (checkbox), and Created (160115). At the bottom, there are buttons for "Delete", "New", "Save", and "Cancel".


**DONE!**

If you wish to search for an existing customer. Go to Viðskiptavinir-->viðsk. Vinur, upplýs,  
press the list button.

This screenshot shows the same "Upplýsingar um viðskiptavin" window, but with most fields empty. The "Númer" field is highlighted in blue with a yellow list icon to its right. The "Póst Nr" field has a dropdown arrow. The "Created" field is empty. The "Save" button is highlighted. The rest of the form structure and labels are identical to the previous screenshot.

Search in the red fields (kennitala or name) by just writing.

Yfirlit viðskiptavinar



KT	Nafn	Heimilisfang	Póst Nr	Staður	Gjaldmiðill	Greiðslustær
170777-1111	Lasse Carlsen	Einholt1	101	Reykjavík	ISK	0,00
240577-3999	Laufar Sigurður Ómarsson	Dalsgarður 1			ISK	0,00
021073-5049	Laufey Ágnarsdóttir	Víðimelur 19	107	Reykjavík	ISK	0,00
150862-2999	Laufey Árnardóttir	Fjallalind 133	201	Kópavogi	ISK	0,00
241071-4219	Laufey Bjarnadóttir	Iðalind 4	201	Kópavogi	ISK	0,00
251250-4489	Laufey Björnsdóttir	Bakkastaðir 101			ISK	0,00
100255-2279	Laufey Guðrún Sigurðardóttir	Framnesvegur 22b	101	Reykjavík	ISK	0,00
241266-3119	Laufey Johannessen	Nesbali 94	170	Seltjarnarnesi	ISK	0,00
260671-5299	Laufey Sigurðardóttir	Skólagerði 15			ISK	0,00
300866-3449	Laufey Vilmundardóttir	Staðarhraun 31	240	Grindavík	ISK	0,00
410897-2379	Laufskálar ehf	Ásakór 9	203	Kópavogur	ISK	0,00
030955-2189	Laura Ann Valentino	Garðastræti 19	101	Reykjavík	ISK	0,00
301080-2049	Laurie Ann Wilkins	Bjallavað 1			ISK	0,00
520503-2850	Laxnes ehf	Laxnesi	270	Mosfellsbæ	ISK	0,00