

How To Guide - Customer Orders

The system is setup by default for parents to register for an account, add their children and place orders. When you are running a fund raiser you may need to enter orders for people other than the students of a family.

To address this there is the concept of a "**Customer**" in the system where a parent can enter their friends and other family members and then place orders on their behalf. The parent is responsible for the collection of the outstanding balances as these orders are recorded in their account.

1. To enable "**Customer Orders**" in the system you will need to go to "**The Application Profile**".
2. Set the field " **Enable Customer Orders**" under the "**Registration Settings**" to 'Yes'.
3. Scroll to the bottom and update the profile.

Now when parent's login they will have another button on the "**Home**" page and another menu option to manage their customers.

Orders placed for customers will be linked to the parent account for payment and Customer Orders will be listed on a separate page on the Delivery Report. For distribution of Customer Orders, it is recommended that you generate "Schedule Receipts" as both the parent and the customer will be listed on each receipt page.