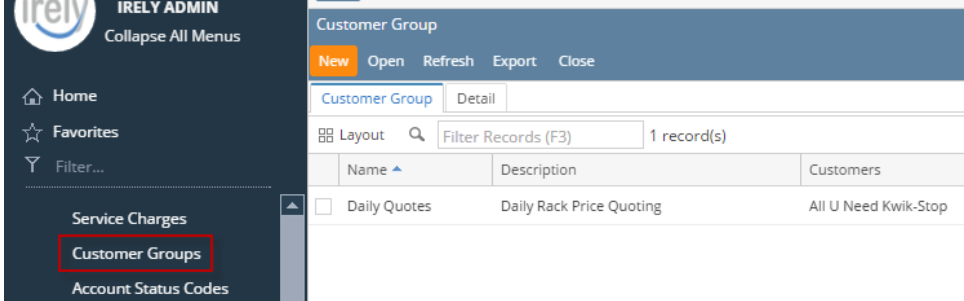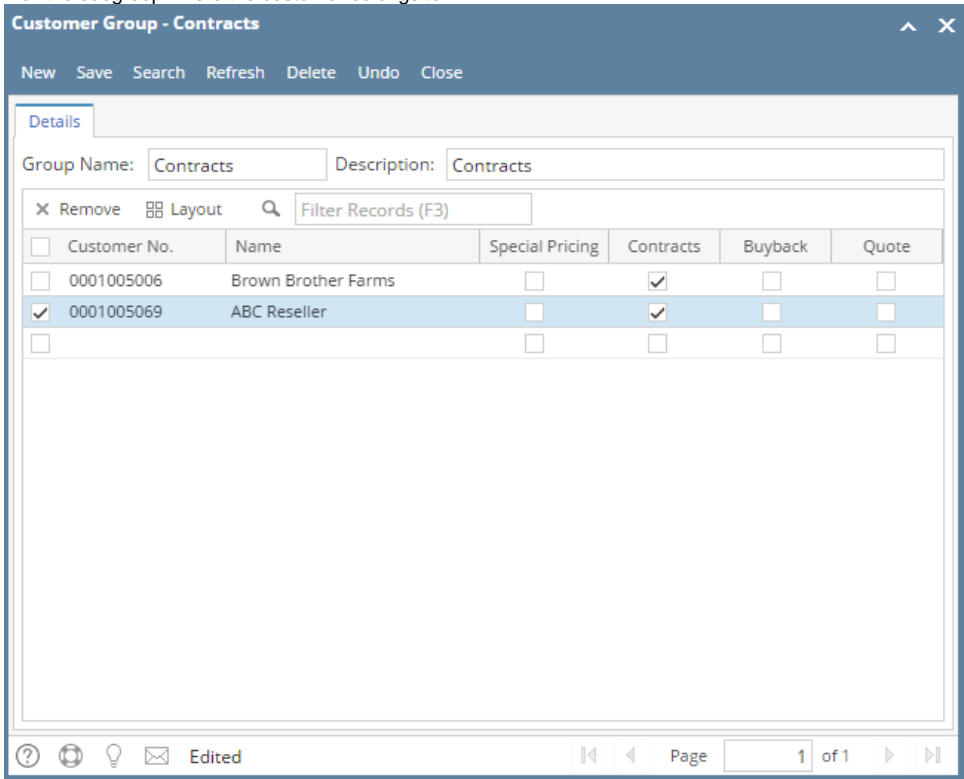# How to Add a Customer Group

1. On **Sales folder**, click the **Customer Groups menu**. This will open a new Customer Group screen if there is no existing record yet. If not, it will show the integrated search grid.
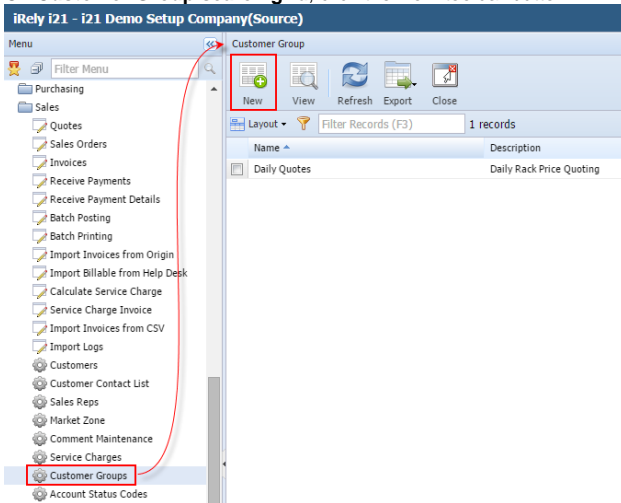2. On **Customer Group search grid**, click the **New button**.



3. Enter a **Group Name** and its **Description**. Note that Group Name is required. Refer to Customer Group for the fields description.
4. On the grid area, select the customers that will be part of this group.
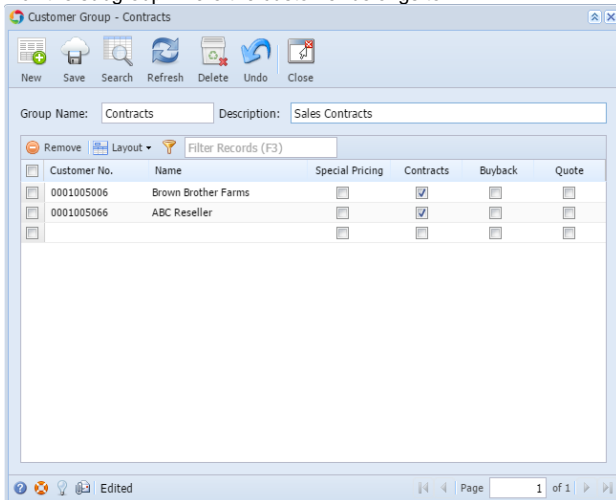5. Tick the subgroup where the customer belongs to.



6. Click **Save** button.


1. On **Sales folder**, click the **Customer Groups menu**. If there is no existing record yet, it will open a new Customer Group screen. The **Customer Group search grid** will be docked at the center panel.

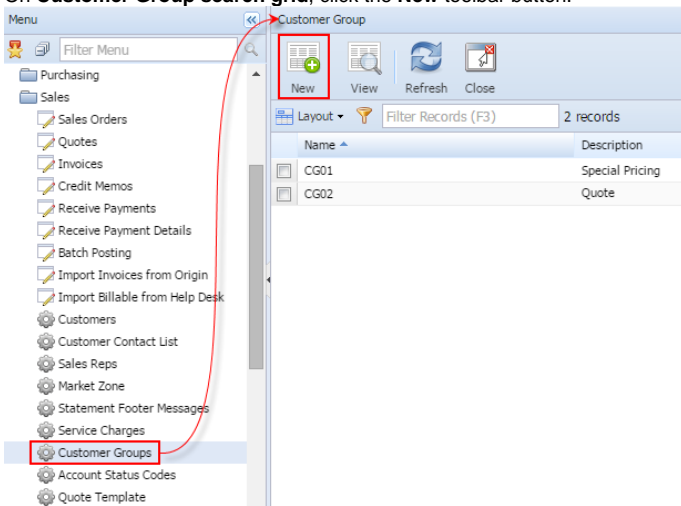2. On **Customer Group search grid**, click the **New** toolbar button.



3. Enter a **Group Name** and its **Description**. Note that Group Name is required. Refer to Customer Group for the fields description.
4. On the grid area, select the customers that will be part of this group.
5. Tick the subgroup where the customer belongs to.



6. Click **Save** button.

1. On **Sales folder**, click the **Customer Groups menu**. If there is no existing record yet, it will open a new Customer Group screen. The **Customer Group search grid** will be docked at the center panel.
2. On **Customer Group search grid**, click the **New** toolbar button.



3. Enter a **Group Name** and its **Description**. Note that Group Name is required. Refer to Customer Group for the fields description.
4. On the grid area, select the customers that will be part of this group.

5. Tick the subgroup where the customer belongs to.



6. Click **Save** button.

1. On Menu, double click the **Customer Group menu**. If there is no existing record, it will open a new Customer Group screen. If there is an existing record, it will open the Search Customer Group screen.
   If the search screen is displayed, proceed to step 2. Otherwise, proceed to step 3.
2. On **Search Customer Group screen**, click the **New** toolbar button.



3. Enter a **Group Name** and its **Description**. Note that Group Name is required. Refer to Customer Group for the fields description.
4. On the grid area, select the customers that will be part of this group.
5. Tick the subgroup where the customer belongs to.



6. Click **Save** button.