Entering a new0

Agent
(See "Setting Up Agents" on page lvi to enter your own agents.)

Finding an Agent 1. Click on the Agents button on the Home window. The Agents window will be displayed.
2. Click on the Find button.
3. Enter a known value to search for in any field that you can [Tab] into e.g. the Agent's name or ID,
their postcode or a contact name and then click OK. Any Agents that match your search criteria will
be displayed in the window.
Remember You can only perform a Find on one field value at a time.
4. Use the Next and Prev buttons to cycle through these Agents to find the desired one.