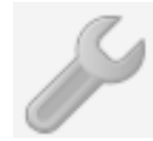


ADDING NEW CLIENTS

SCAN WORX

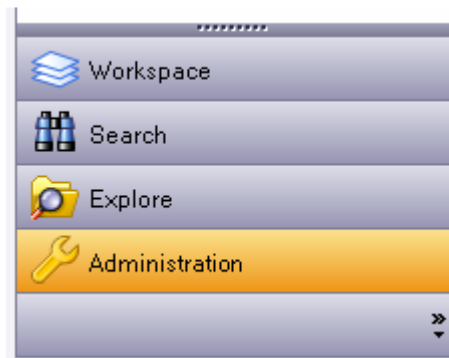


Adding New Clients

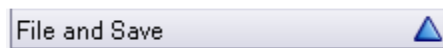
- This quick reference guide will show you how to add new clients to your client list in series 6 and also look at editing existing clients and the removal of them.
- **NB:** The following can only be done by a System Administrator.

Adding a new client

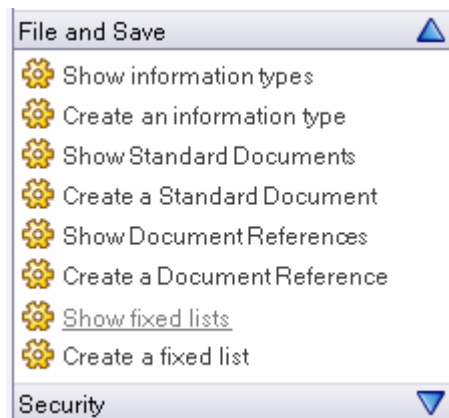
- Log into Invu Series 6
- Click on the **Administration** option



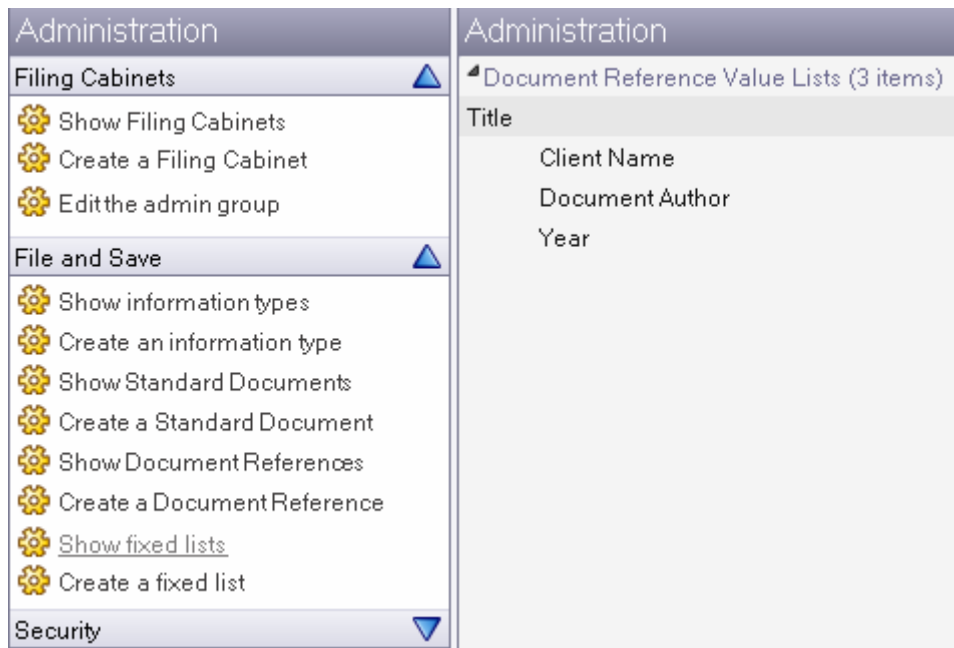
- Click on the **File and Save** option



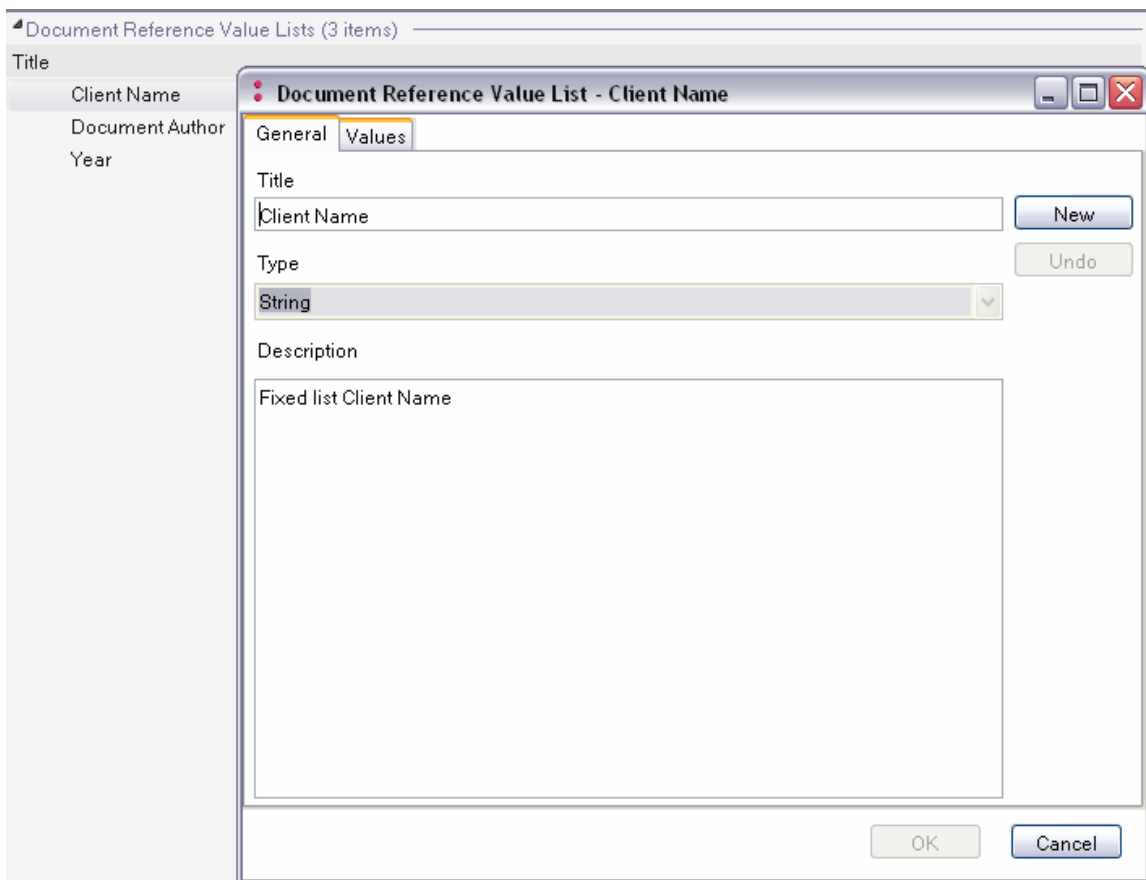
- From the expand options click on **Show fixed list**



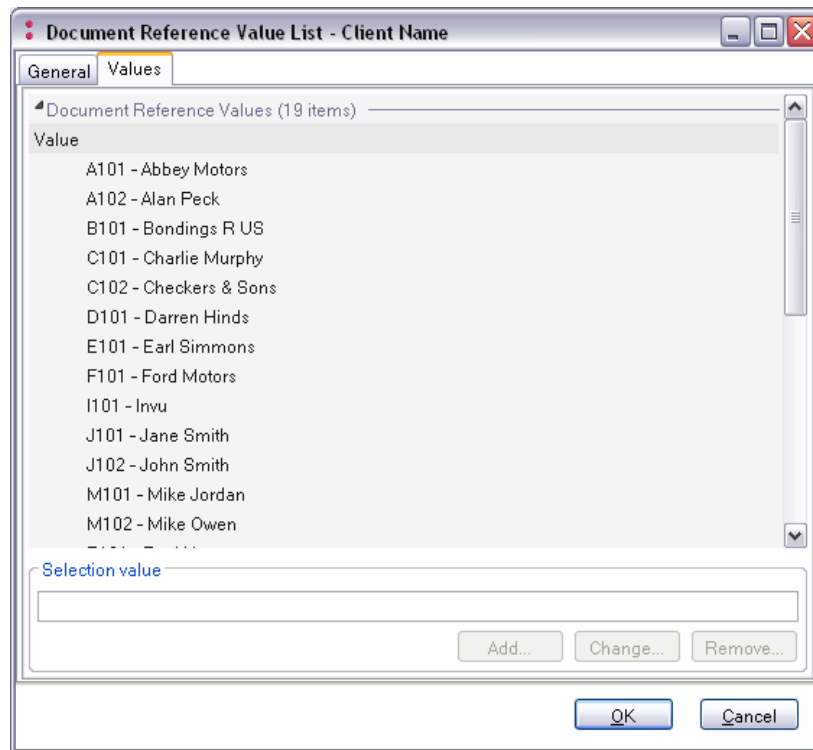
- This will bring up all the fixed list in the system



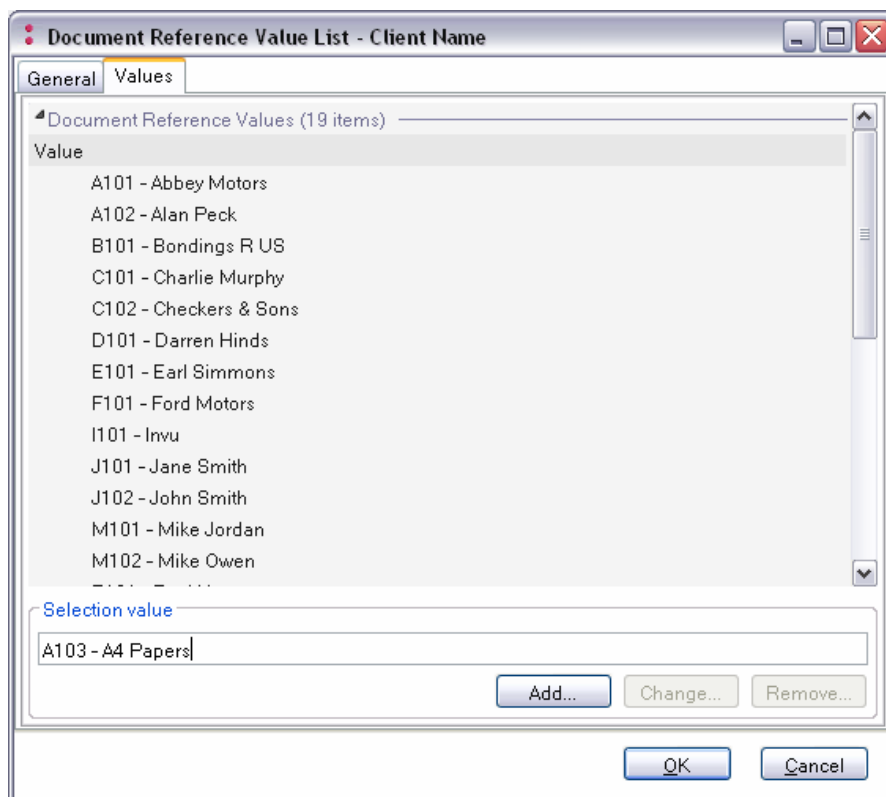
- Find the **Client Name** fixed list and double on the list



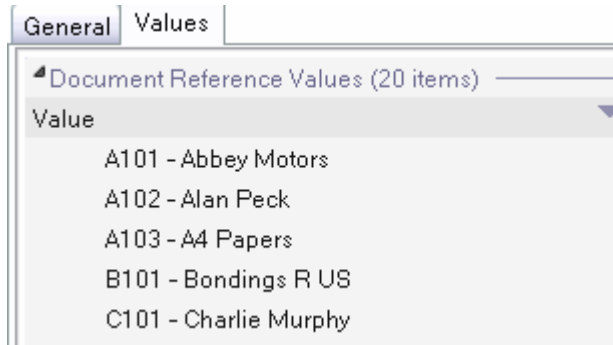
- From the above screen click on the **Values** tab



- This will bring up all the existing clients. To add the new client into the **Selection value** box at the bottom of the screen.

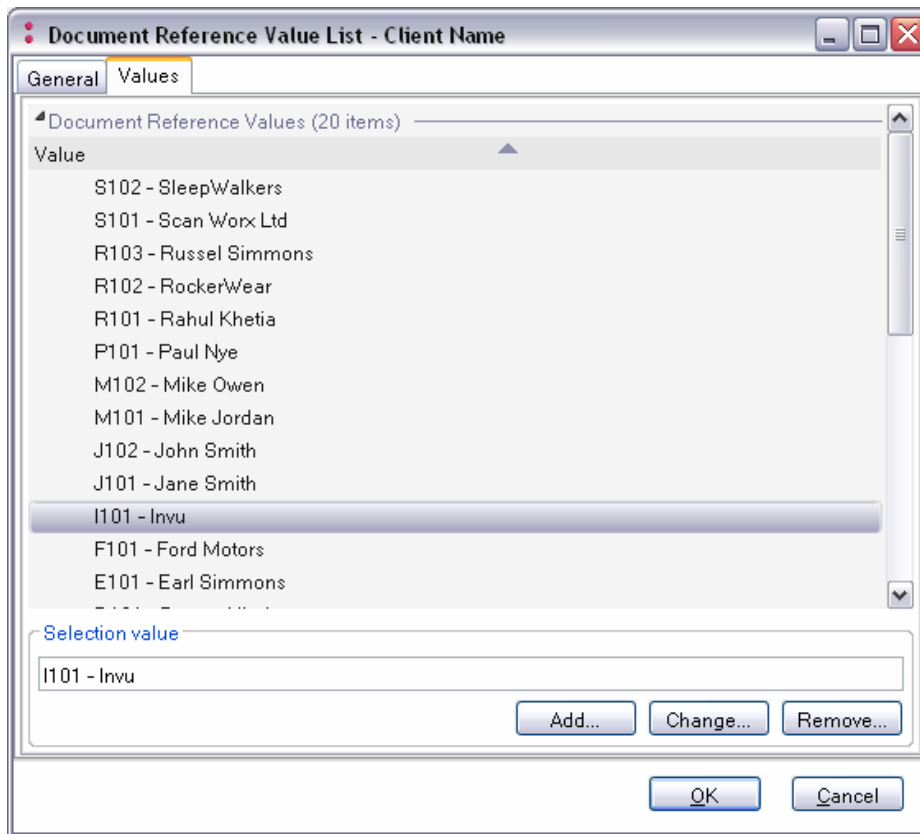


- Then click on Add and this add new client to the list. After adding all the new clients to the list click on the **OK** button on the bottom right and this will save all changes made to the Client List.

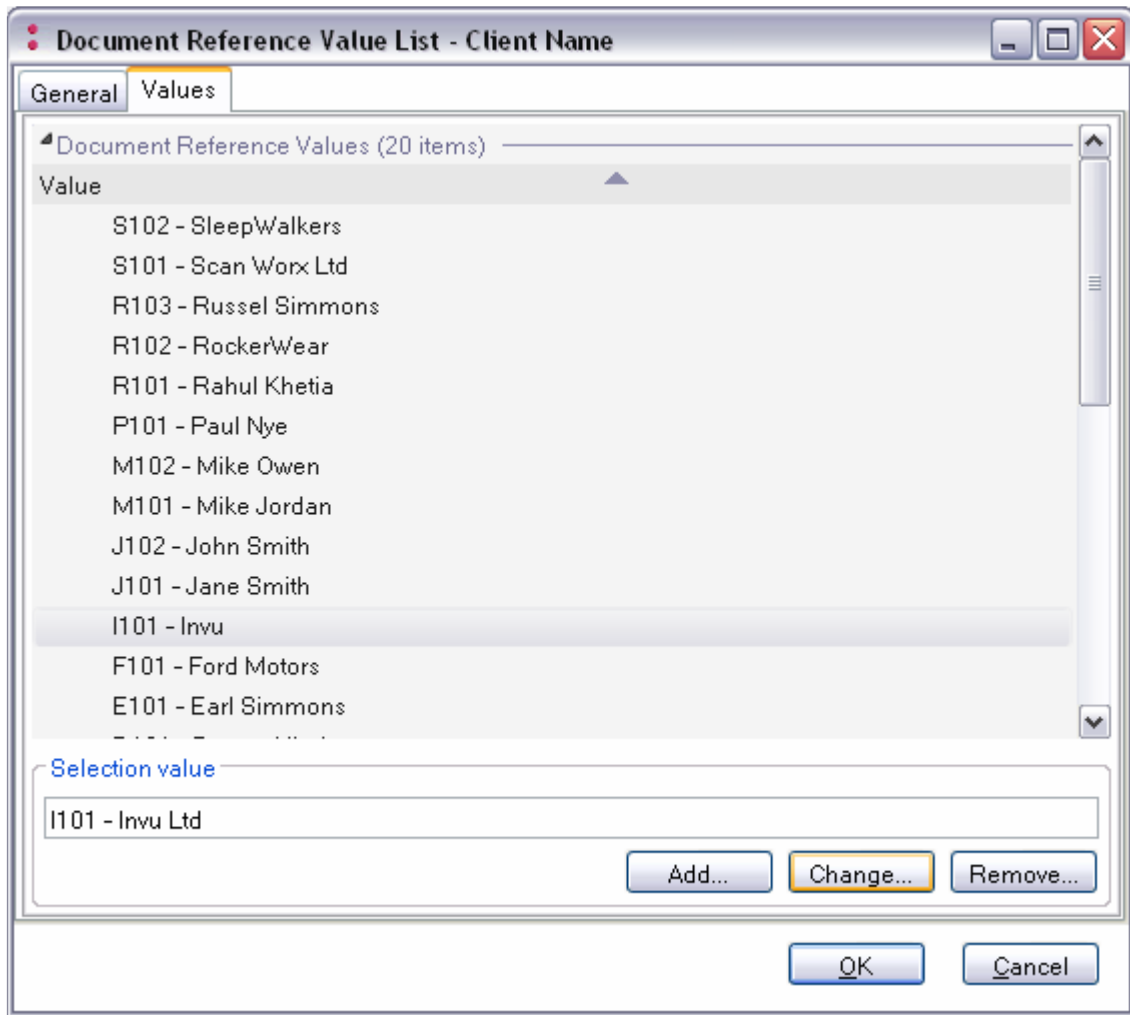


Updating existing clients

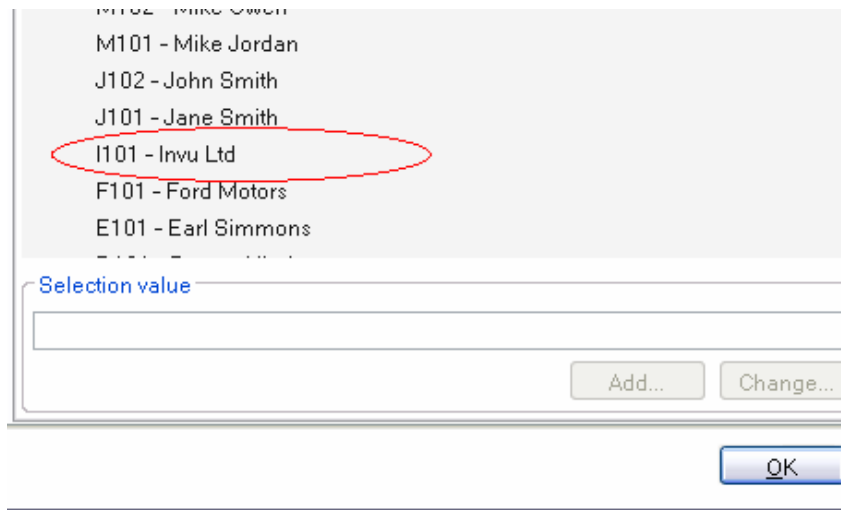
- From the above screen, select the client you wish to change so they are highlighted.



- The Client details will appear in the **Selection value** box and here you can change the client details.



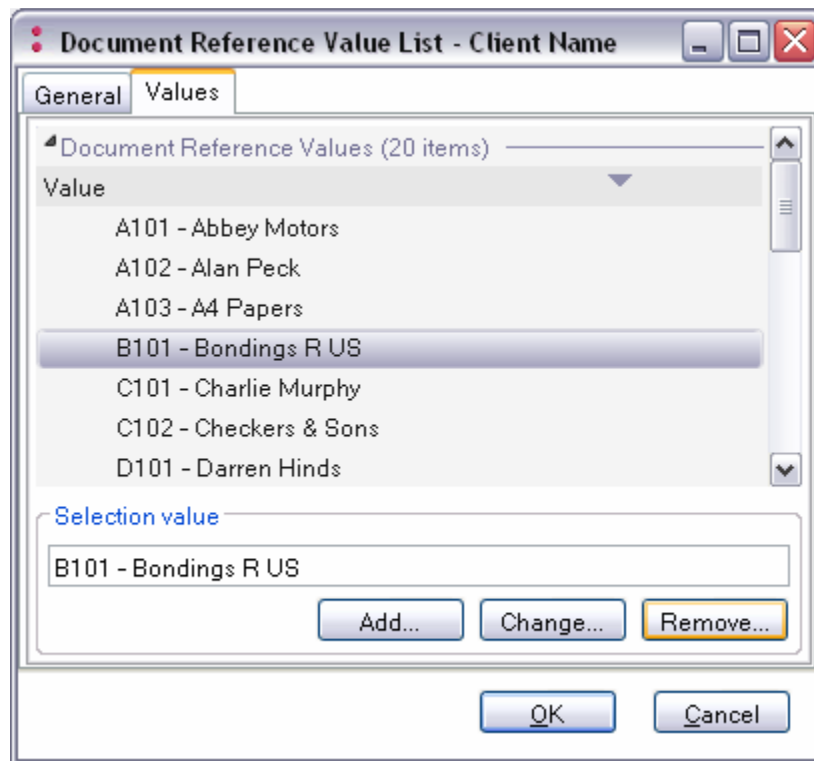
- After making the necessary changes to the client details click on Change and this will save the amended entry back into the list.



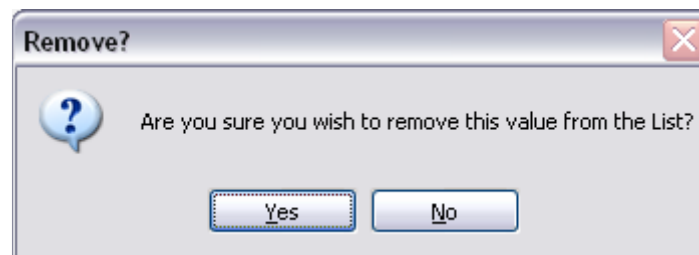
- After making the necessary changes click on **OK** button and this will update the Client list.

~~Deleting existing clients~~

- From the above screen, select the client you wish to delete so they are highlighted and click on the Remove button



- You will be prompted with a message box saying: **Are you sure you wish to remove this value from the List?** Clicking on **No** will cancel the deleting process but click on **Yes** will remove the client from the system.



- After making the necessary changes click on **OK** button and this will update the Client list.