How to add a customer to GreenEase
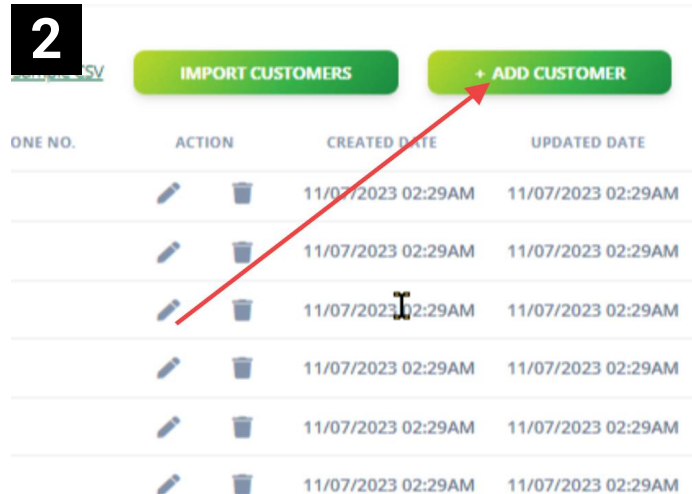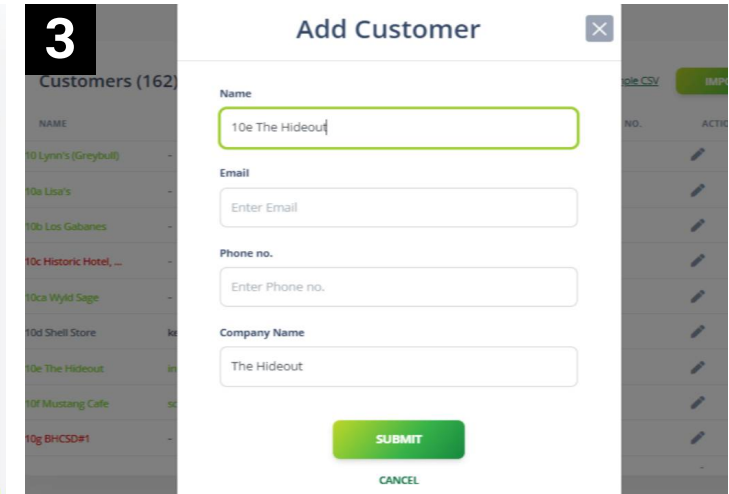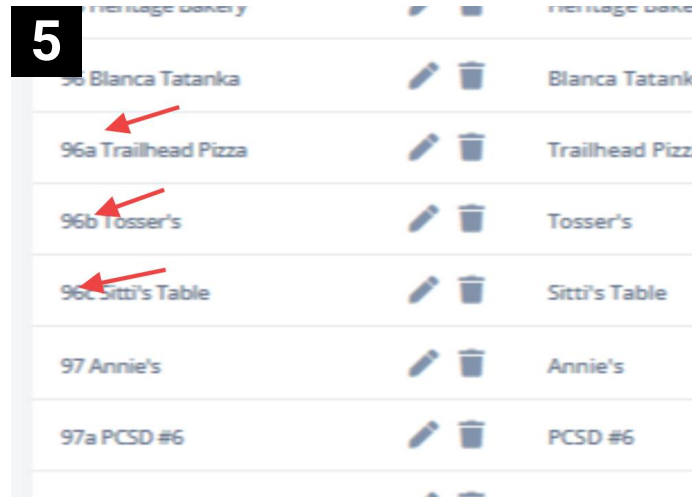
GEMBA DOCS

Scan To Edit

1

Go to the "Customers" page

2

Click "Add Customer"

3

Fill in the relevant info and click Submit! Don't forget the code in front of the customers name on the top line!

4

We use these numbers to sort the customers alpha-numerically. YOU CAN ONLY USE NUMBERS UP TO 99. BELOW 10 MUST BE 01, 02

5

If more customers you can put a letter after the two digit number.

Process Ref. No: 135

Revision: 1.001 **Revision date:** 10/01/2024

Date: 08/04/2024

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CYCLE TIME: N/A

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