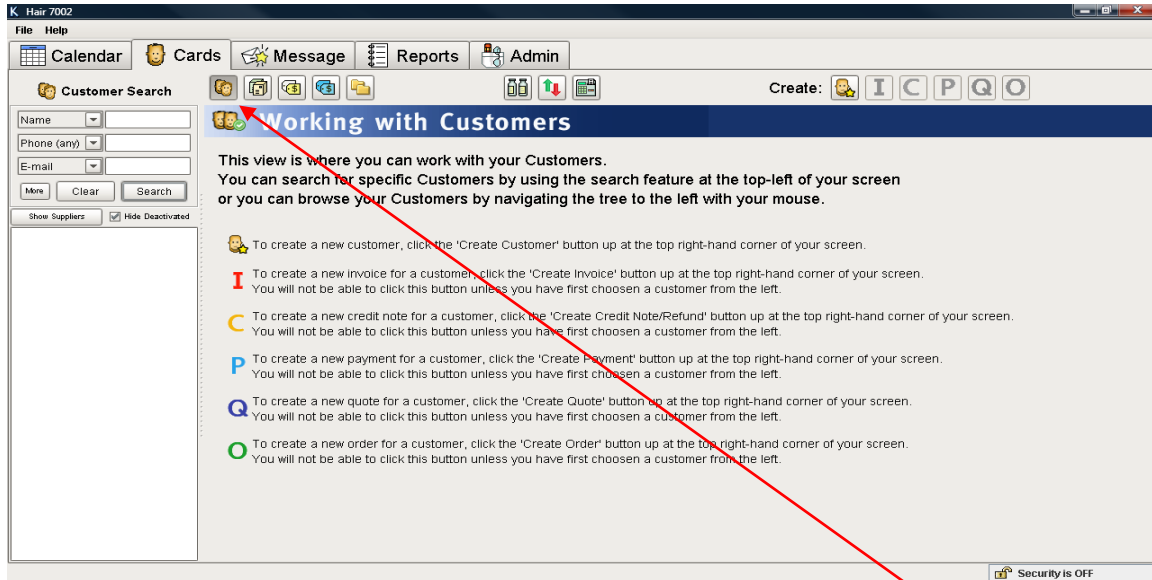


# Kitomba™

## Simplified Cards Tab

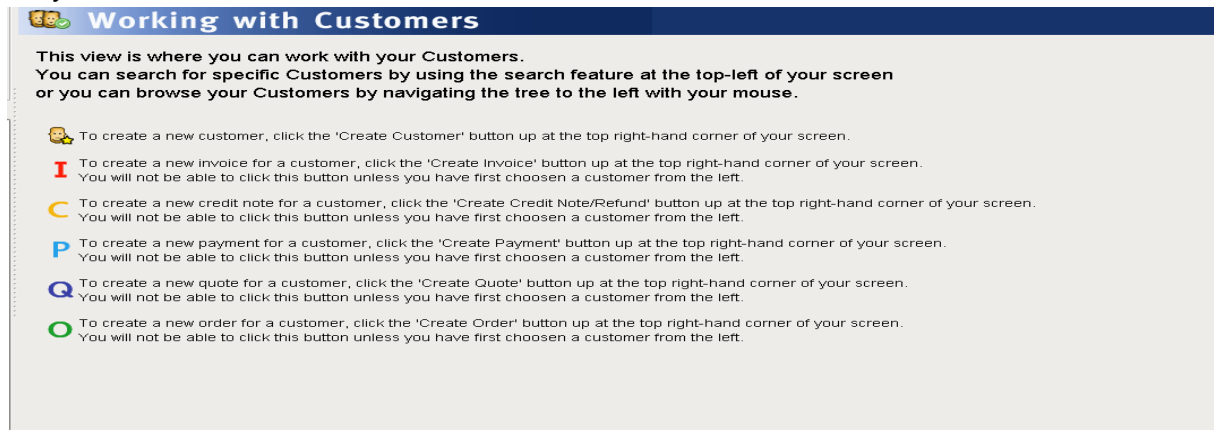
When you go to your Cards tab you will see that it now has a more detailed view and will make things easier for you when you are in the Cards Tab



### **Working with Customers**

To begin working with your customers click on the “work with customers” icon

From here you the new Kitomba Cards tab will give you a breakdown of things you may want to do.



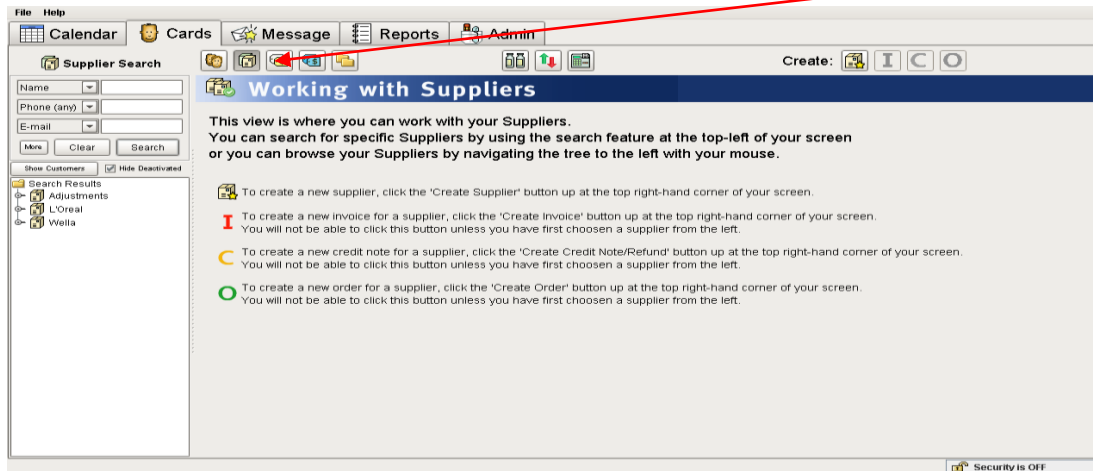
There are 6 choices from here

- Create New Customer
- Create a Invoice for an existing customer
- Create a credit note for an existing customer
- Create a Payment for an existing customer
- Create a Quote for an existing customer
- Create a Order for an existing customer

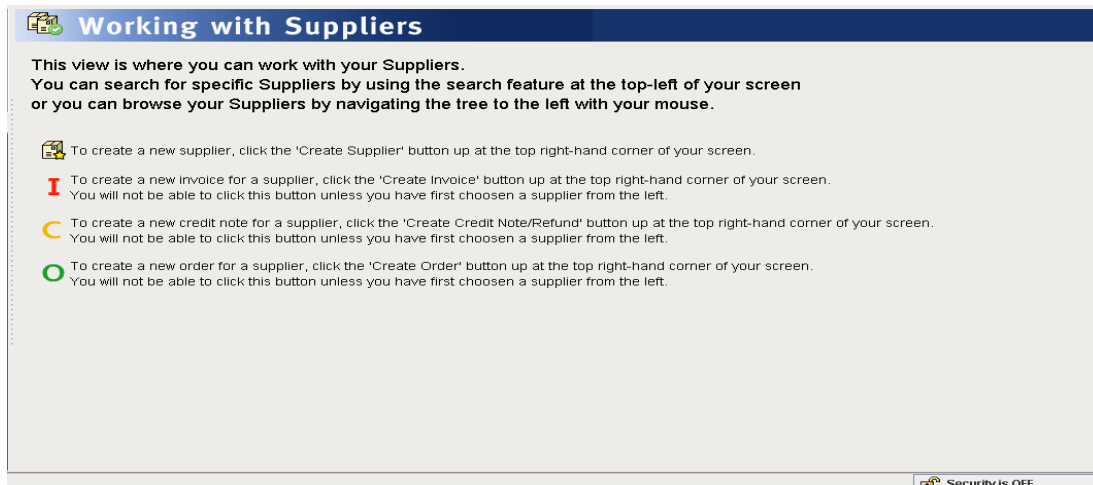


## Working with Suppliers

To begin working with your suppliers click on the “work with suppliers” icon



From here you the new Kitomba Cards tab will give you a breakdown of things you may want to do.

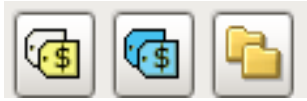


There are 4 choices from here

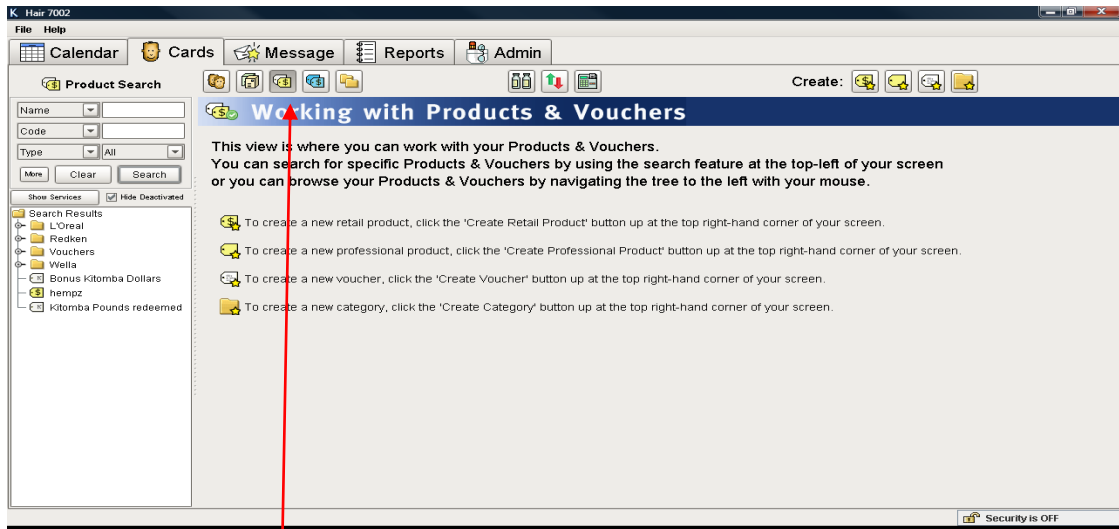
- Create New Supplier
- Create a Invoice for an existing Supplier (receipt of stock)
- Create a credit note for an existing Supplier
- Create a Order for an existing Supplier



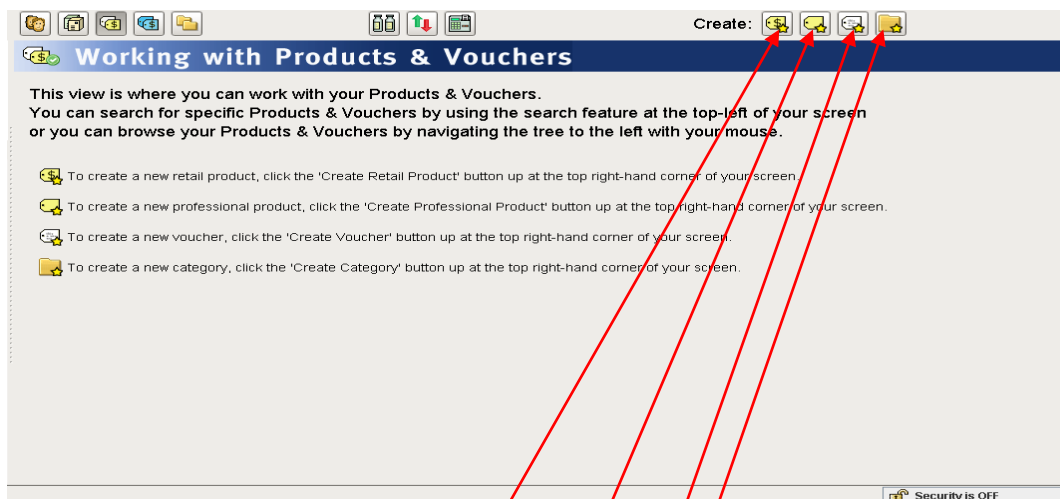
With the new Kitomba Cards tab working with your stock and services could not be simpler. There are now 3 new icons for dealing with these



## Working with Products and Vouchers



To begin working with your Products and Vouchers click on the “work with products and vouchers” icon

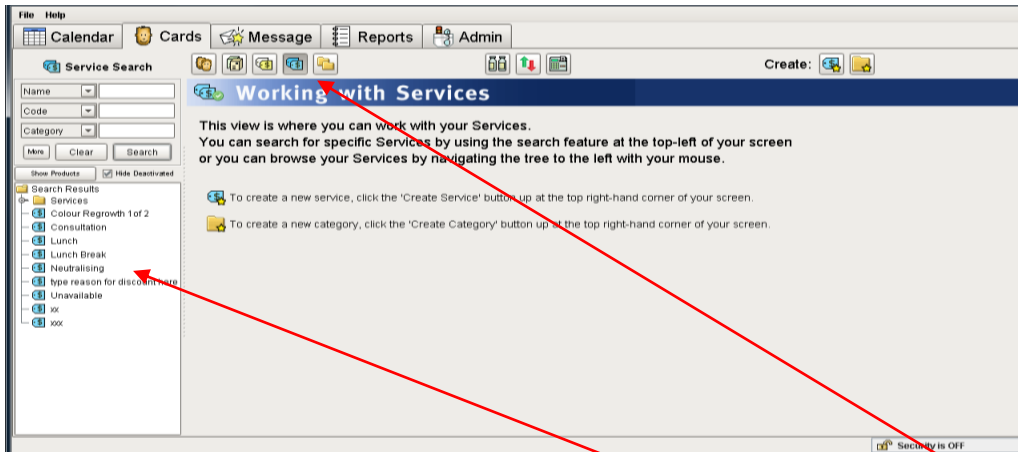


There are 4 choices from here

- Create new Retail Product
- Create new professional product
- Create new voucher
- Create new category



## Working with services



To begin working with your Services click on the “Work with Services” icon

You will see that all your current services will appear on the left hand side

There are 2 choices from here

- Create a new Service
- Create a new category