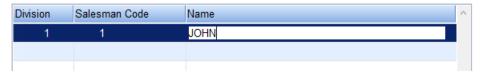
## Salesman Setup

Last Modified on 11/25/2025 10:46 am EST

The system uses Salesman codes to identify salespeople. Set up a different code for each salesman to track and then apply it to the customer on the *Address & Information* tab on the *Customer Maintenance* window.

- On the Salesman Maintenance window at Main Menu / Supervisor Menu / Maintenance Menu / Maintenance
  Tables / Salesman, select Create to enter a Salesman. To change a Salesman, select the Salesman and make any
  necessary changes.
- 2. Enter the Division for the Salesman.



- 3. In the Salesman Code field, enter a unique identifier. This can be up to three numeric characters.
- 4. Enter the *Name* of the salesperson.
- 5. Choose Save.