Salesman Setup

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.

1. On the *Salesman Maintenance* window, 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**.