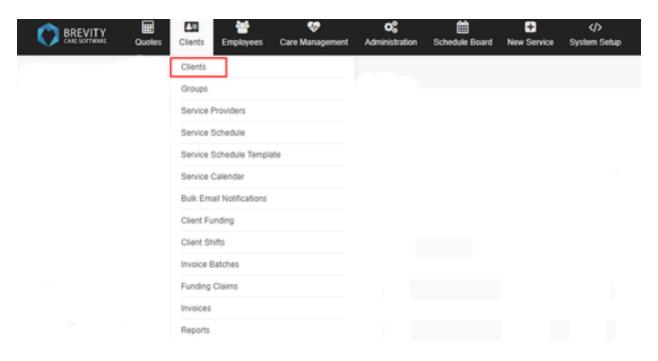


Step 1: Creating a client

Hover to the Clients Menu, select the Clients tab.



Click the New button to create a new Client



Fill in the necessary details, once done hit Save.



