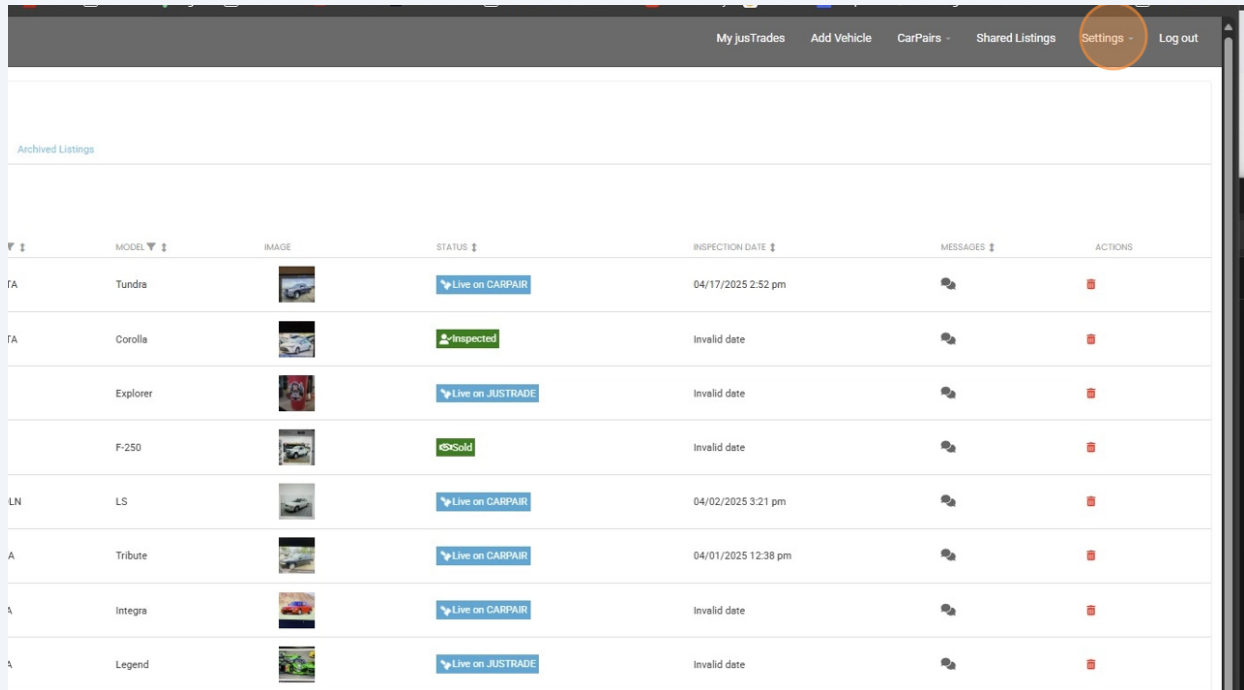


How to add a new customer



Tip! Make sure your are logged in as an admin.

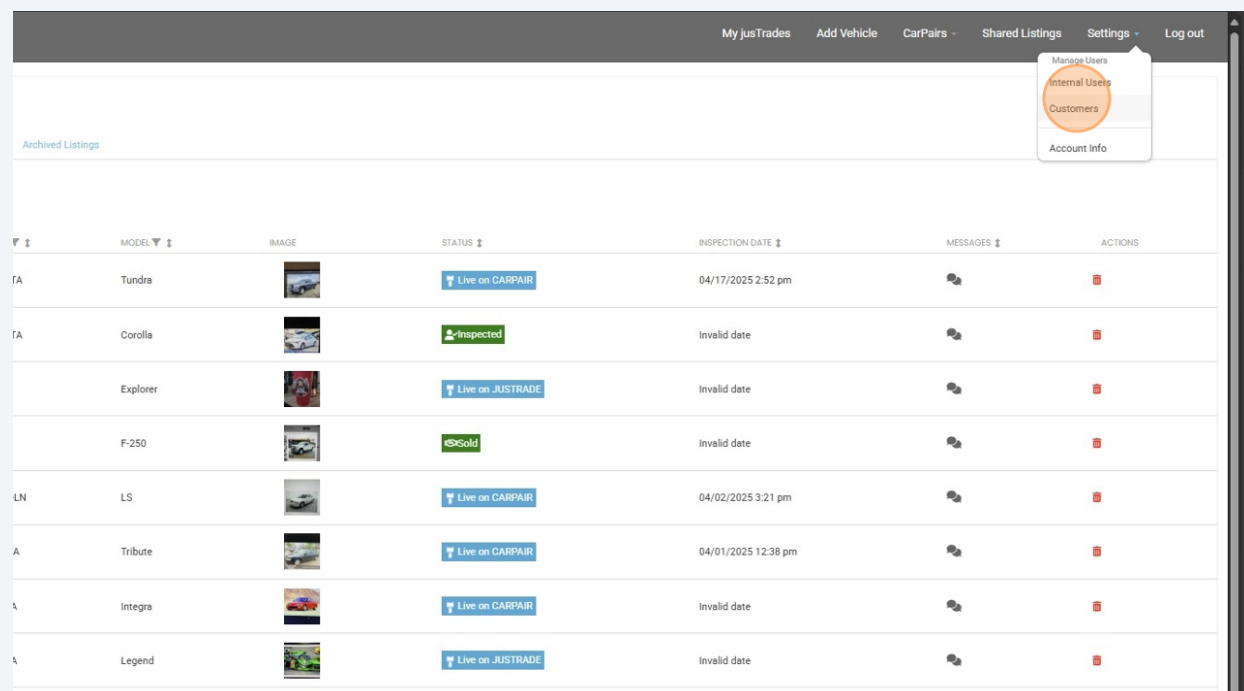
1 Click "Settings"



The screenshot shows the JustTrade dashboard with the 'Settings' menu item highlighted in the top navigation bar. The dashboard displays a table of vehicle listings with columns for Model, Image, Status, Inspection Date, Messages, and Actions.

	MODEL	IMAGE	STATUS	INSPECTION DATE	MESSAGES	ACTIONS
TA	Tundra		Live on CARPAIR	04/17/2025 2:52 pm		
TA	Corolla		Inspected	Invalid date		
	Explorer		Live on JUSTRADE	Invalid date		
	F-250		Sold	Invalid date		
LN	LS		Live on CARPAIR	04/02/2025 3:21 pm		
A	Tribute		Live on CARPAIR	04/01/2025 12:38 pm		
A	Integra		Live on CARPAIR	Invalid date		
A	Legend		Live on JUSTRADE	Invalid date		

2 Click "My justTrades"

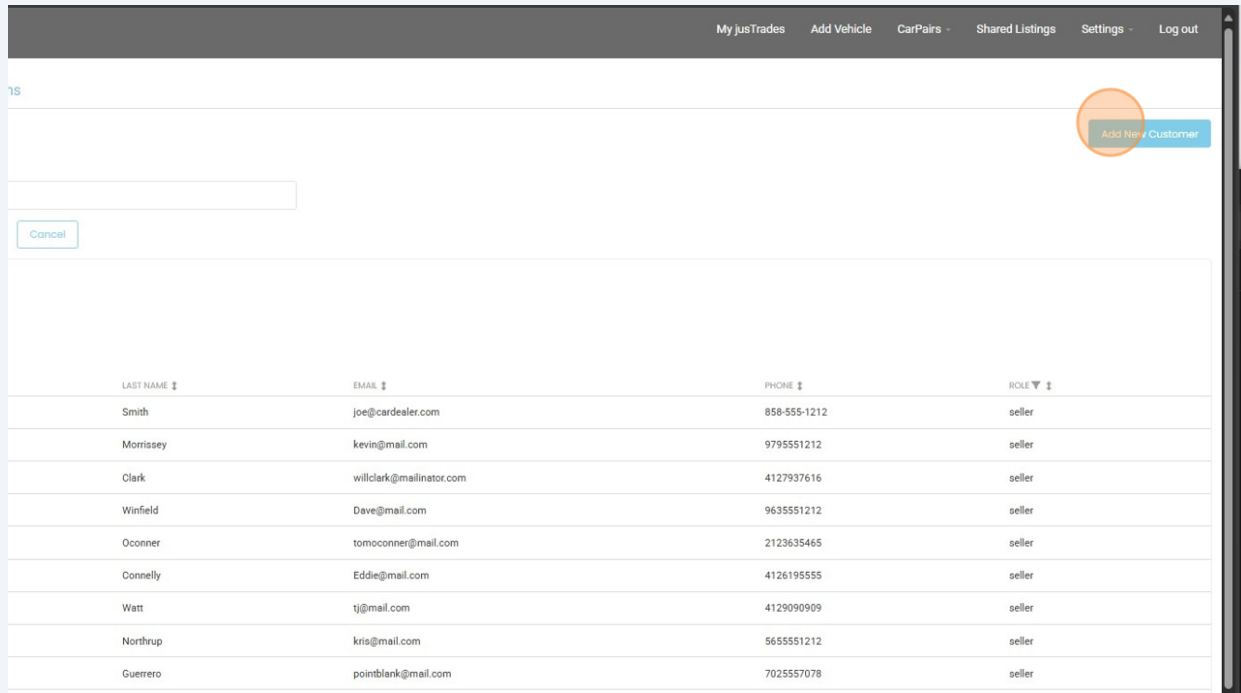


The screenshot shows the JustTrade dashboard with the 'My justTrades' menu item highlighted in the top navigation bar. The dashboard displays a table of vehicle listings with columns for Model, Image, Status, Inspection Date, Messages, and Actions.

	MODEL	IMAGE	STATUS	INSPECTION DATE	MESSAGES	ACTIONS
TA	Tundra		Live on CARPAIR	04/17/2025 2:52 pm		
TA	Corolla		Inspected	Invalid date		
	Explorer		Live on JUSTRADE	Invalid date		
	F-250		Sold	Invalid date		
LN	LS		Live on CARPAIR	04/02/2025 3:21 pm		
A	Tribute		Live on CARPAIR	04/01/2025 12:38 pm		
A	Integra		Live on CARPAIR	Invalid date		
A	Legend		Live on JUSTRADE	Invalid date		

3

Click "Add New Customer"

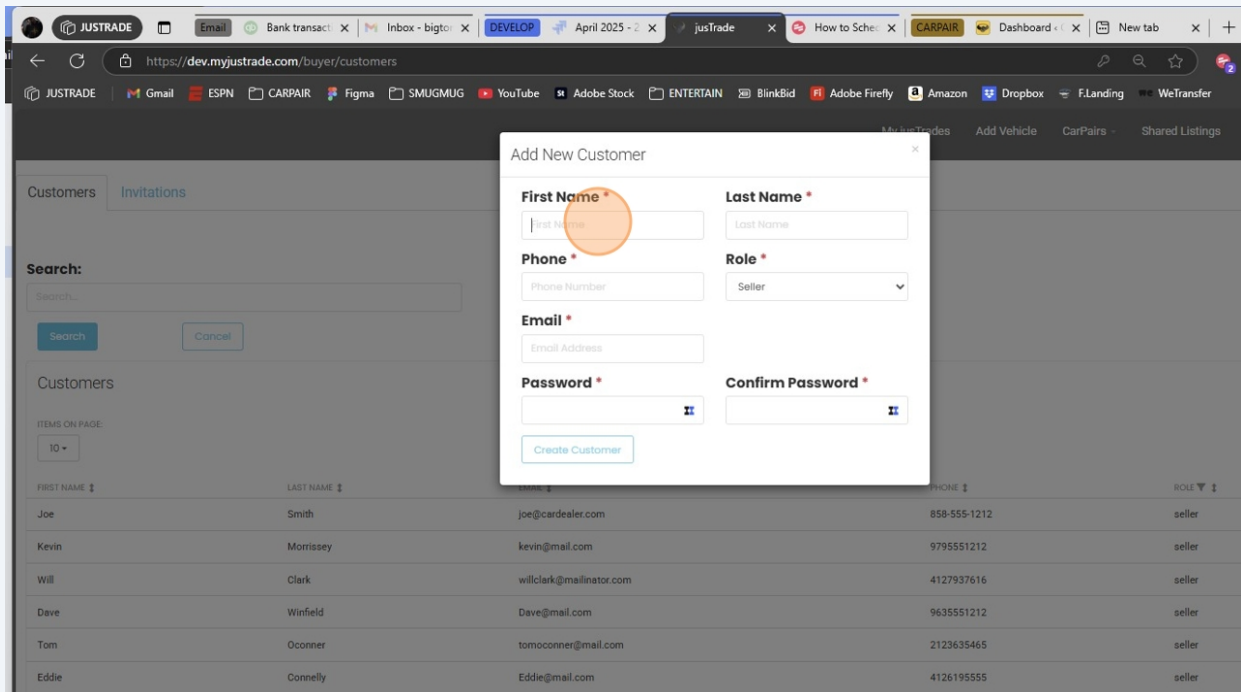


The screenshot shows the My JusTrades dashboard. At the top, there is a navigation bar with links: My JusTrades, Add Vehicle, CarPairs, Shared Listings, Settings, and Log out. On the right side, there is a button labeled "Add New Customer" which is circled in orange. Below the navigation bar, there is a search bar and a "Cancel" button. The main content area displays a table of customers.

LAST NAME	EMAIL	PHONE	ROLE
Smith	joe@carddealer.com	858-555-1212	seller
Morrissey	kevin@mail.com	9795551212	seller
Clark	willclark@mailinator.com	4127937616	seller
Winfield	Dave@mail.com	9635551212	seller
Oconner	tomoconner@mail.com	2123635465	seller
Connelly	Eddie@mail.com	4126195555	seller
Watt	tj@mail.com	4129090909	seller
Northrup	kris@mail.com	5655551212	seller
Guerrero	pointblank@mail.com	7025557078	seller

4

Click on first name and complete all fields in the customer info section



The screenshot shows the "Add New Customer" modal form. The "First Name" field is circled in orange. The form includes fields for First Name, Last Name, Phone, Role, Email, Password, and Confirm Password. A "Create Customer" button is at the bottom. The background shows the "Customers" section of the dashboard with a search bar and a table of customers.

Add New Customer

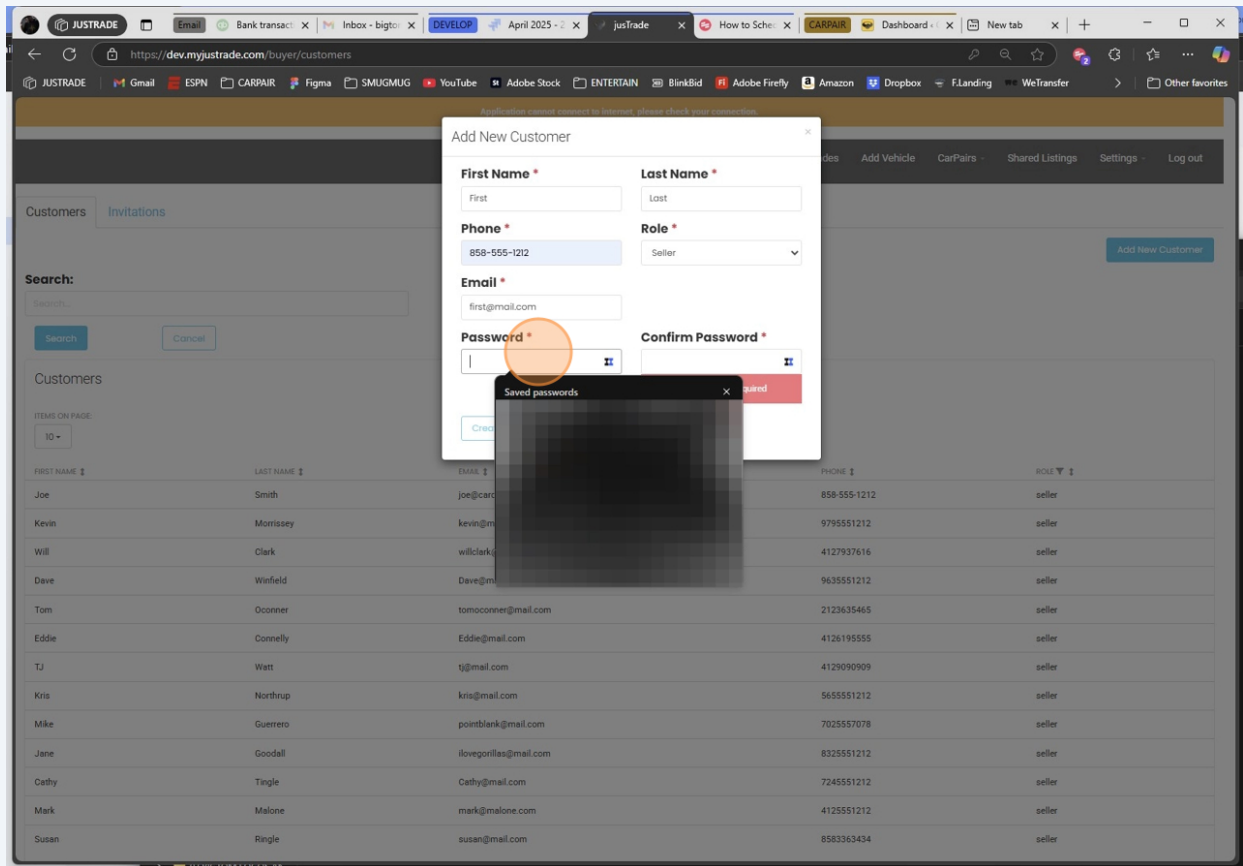
First Name *
Last Name *
Phone *
Role *
Email *
Password *
Confirm Password *

Create Customer

FIRST NAME	LAST NAME	EMAIL	PHONE	ROLE
Joe	Smith	joe@carddealer.com	858-555-1212	seller
Kevin	Morrissey	kevin@mail.com	9795551212	seller
Will	Clark	willclark@mailinator.com	4127937616	seller
Dave	Winfield	Dave@mail.com	9635551212	seller
Tom	Oconner	tomoconner@mail.com	2123635465	seller
Eddie	Connelly	Eddie@mail.com	4126195555	seller

5

Create a temporary password for your customer.



6

Click "Create Customer"

