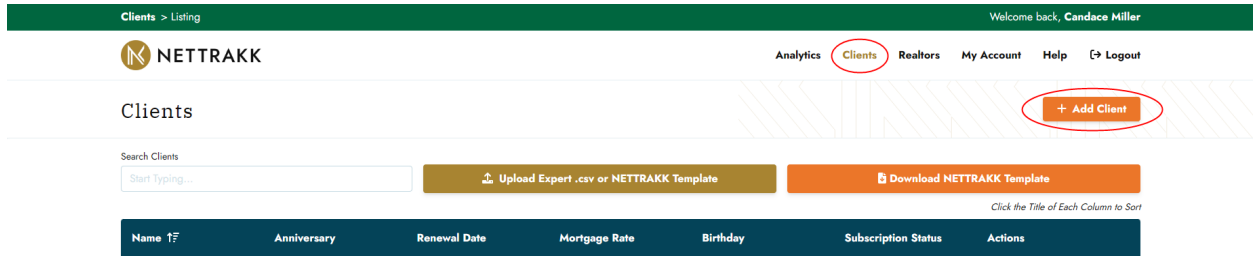
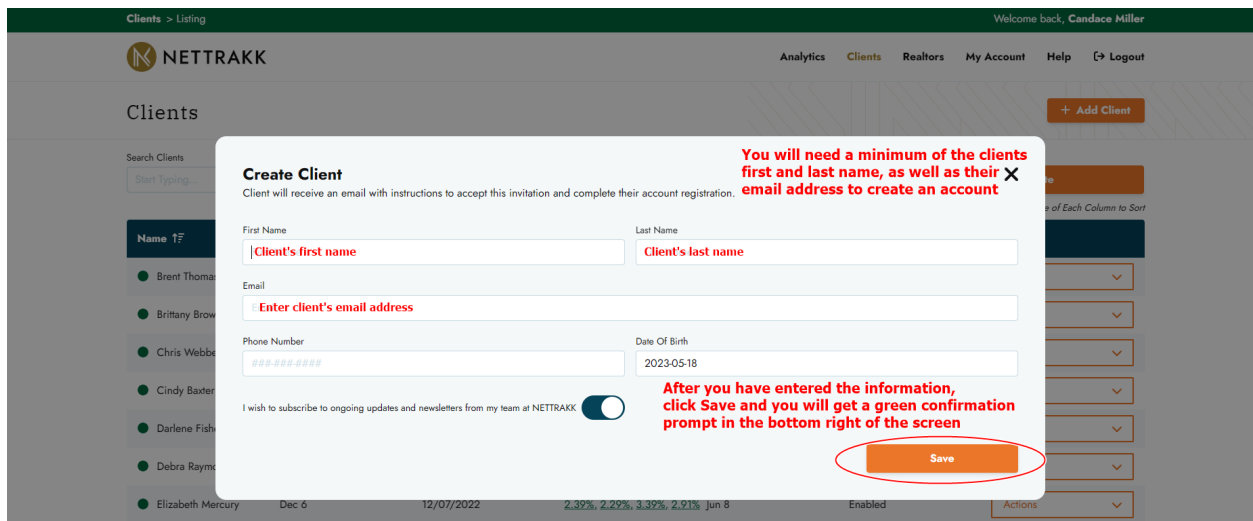


How to Manually add a New Client to NETTRAKK

Go to the Clients menu tab and select + Add Client



The Create Client screen will pop up and you need a minimum of the clients first and last name, and their email address to add a new client. Once you hit Save you will get a green confirmation in the bottom right of the screen, and your client will get a Welcome Email to NETTRAKK.



This is all you need to do to create a new client manually.