SIMS

SIMS III for Windows – Adding a New Account

The following details adding a new account:

Instructions:

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- 1. Go to Edit>Account>Add Account.
- 2. Enter the new Account Number (i.e. 02-03-4567). Hit OK. (If the account already exists in the database, then an error indicating "Duplicate Record Exists" will generate).

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- 4. Enter the name and any other information that needs to be saved initially, then click on OK.
- 5. After saving the New Account, it can be searched via Edit to update the account.



Additional Information:

 To add a new dealer see the SIMS III for Windows

 Adding a New Dealer Quick Reference Guide.