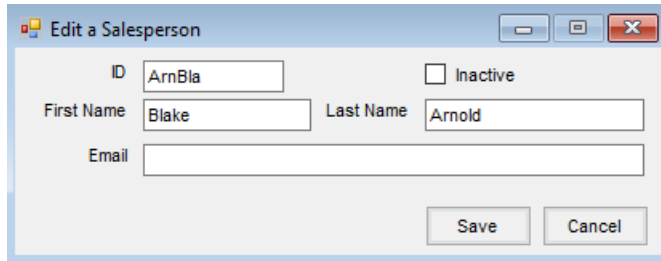


Sales Staff

Last Modified on 02/14/2022 2:23 pm CST

Sales staff may optionally be set up, and then assigned to specific customers or transactions.

A screenshot of a software dialog box titled "Edit a Salesperson". The dialog box has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside, there are four input fields: "ID" with the text "ArnBla", "First Name" with "Blake", "Last Name" with "Arnold", and "Email" which is empty. To the right of the "ID" field is an unchecked checkbox labeled "Inactive". At the bottom right are two buttons: "Save" and "Cancel".

- **ID** – Enter up to 15 characters to designate this salesperson.
- **Inactive** – Select this option if the salesperson is no longer active.
- **First Name/Last Name** – Enter the salesperson's name as it is to appear on reports.
- **Email** – Enter the salesperson's email address.