

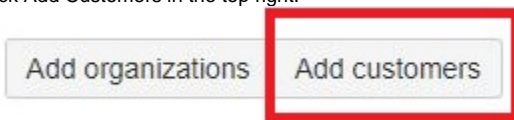
How to Add a Customer/Reporter in Tracker (Agents Only)

Step-by-step guide

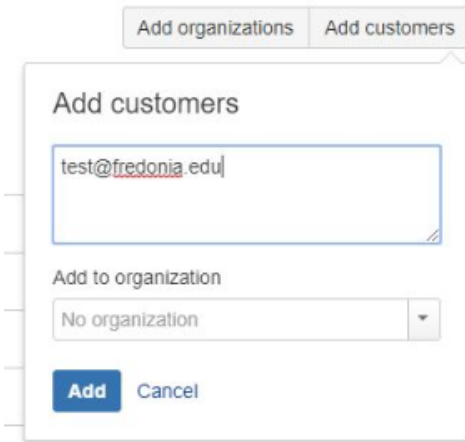
1. Click Customers on the left hand side.



2. Click Add Customers in the top right.



3. In the text field, enter their Fredonia email address and click add.

A dialog box titled 'Add customers' is shown. At the top, there are two buttons: 'Add organizations' and 'Add customers'. Below them is a text input field containing the email address 'test@fredonia.edu'. Underneath the text field is a dropdown menu labeled 'Add to organization' with 'No organization' selected. At the bottom of the dialog are two buttons: 'Add' (in blue) and 'Cancel'.

4. Now that user can be entered as a reporter.



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