No	Narration	
1	From the main MENU you click the Relations module Search and Add.	
2	First, make sure that the relation you want to create, not already exists in your file. Enter a part or full name and click Search.	
3	If the relation does not occur in the list, you click the Add button (or use the Wizard button).	
4	Determine a unique ID that will serve as a search key at all times for this relation.	Don't use symbols or signs in the ID
5	For a private individual, you use the family name and first name, for an organization, the company name.	
6	Click the Add button.	
7	You will get a full index card, which you can fill in as detailed as you like. The more details, the better you can use this data later in all other modules.	
8	At least, you must enter the Form, the Legal Identity, the Contact Address and in case it is a client, the Accounting data.	
9	At Legal Identity, you fill in the Form from a drop-down list. At name, this time, you use the correct writing mode with any spaces.	
10	You go down using the tab and fill in the address and other data, if desired. Via F2 you choose the correct zip code with city. On the right you can also enter communication data such as phone, mail, mobile phone, etc. Click the Save button to add.	
11	In the section Contact Address, you enter the contact details using the button on the right. You can then take over and supplement the judicial identity. Also, the personal email belongs to this contact address.	
12	Click Save to add this contact address.	
13	If this relation is a client, you need to fill in the bank- and debtor data, in the section Accounting.	
14	Click the Add button on the right and supplement with the accounting partner and the default payment condition. Click the Save button to add the data.	
15	You can add a photo and possibly comments in the free memo field.	
16	And finaly save the whole index card using the Save button at the top.	
17	From now on the data of this client is available in all modules.	
18	Also watch the tutorials of other applications and modules!	