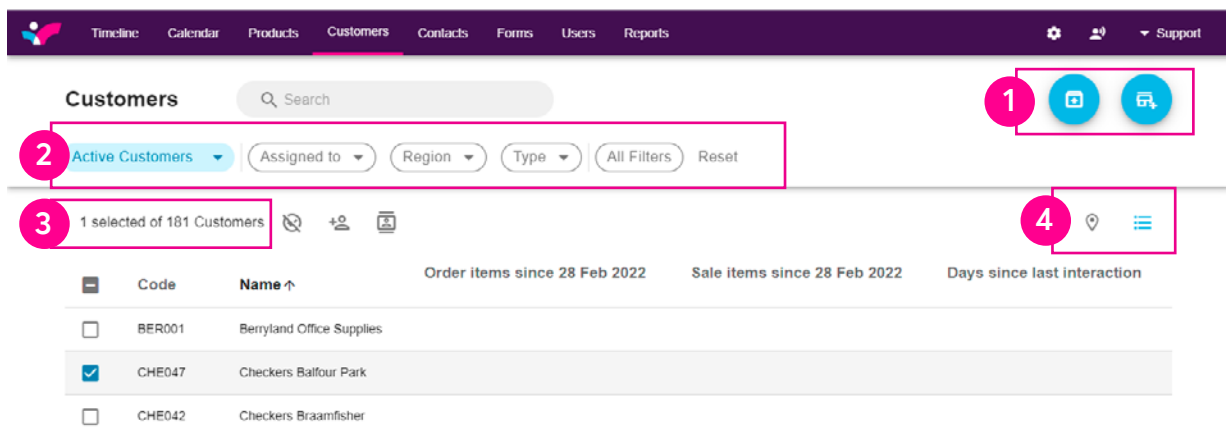# New Customer Tab
Let's explore the new look

How is the New Customer Tab going to help you?

- Infinite scrolling
- Merge Duplicated Customers
- User Assignment Management
- New filtering design

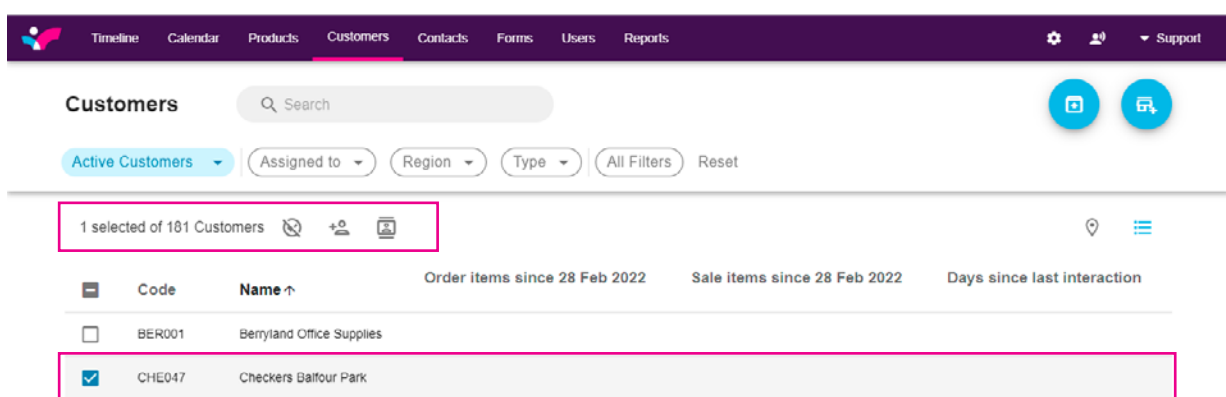### 1. Access your "Customers" tab

2. What are the differences?

1. Import customers and Add new customer (if permitted)
2. Filtering options
3. Total number of customers and download all icon
4. Viewing options – Map and List View

### 3. When you select a customer profile a list of icons will be visible

4. What are the icons that appear when one or more customer profiles are selected?

1. Download and export the entire customer database
2. Activate inactive customers
3. Deactivate customer profile
4. Assign customer to you (if permitted)
5. Manage Assignments (bulk user assignment)
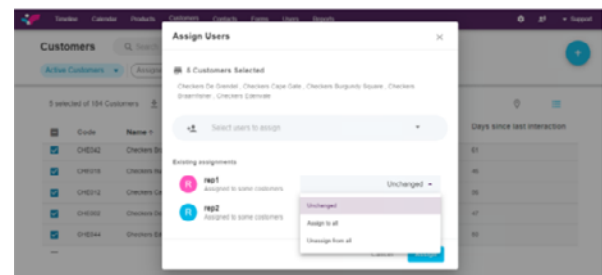6. Merge (duplicated customer profiles)

Manage assignments

Step 1: Select the customers that you want to bulk assign to any of your users. The selected customer names will be listed. You will also be able to see users already assigned to some if not all customers selected, now you can proceed to select a user/s from your list of users
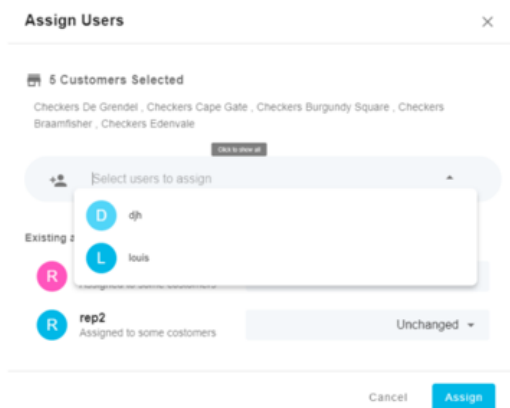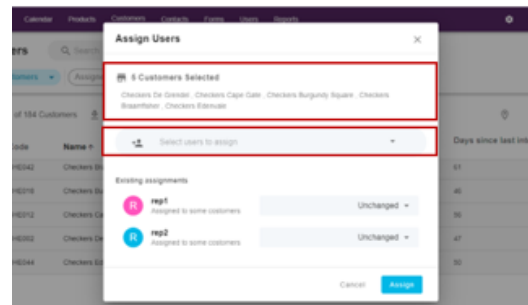
Step 2: You can now start typing the username and or select the drop-down arrow to expand your list as shown below

If you want to make any changes on the Existing assignment, select the user then click the drop-down arrow. From the options presented you can now make any changes.


Step 3: After selecting the user/s select Assign

How to merge duplicated customers?

NB: You cannot undo this function. Before merging profiles, please ensure that you have selected the correct duplications.

Search and select the duplicated customer profiles, then select the Merge icon.

At this stage you can still cancel if you selected the incorrect profiles to merge. If you're happy with your selection proceed to select Review
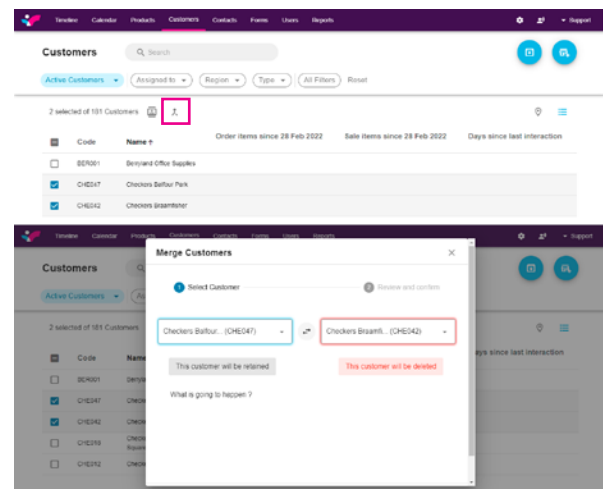
NB: Please note which customer will be retained and which one will be deleted
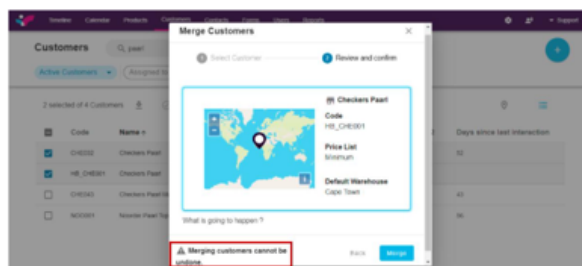
After reviewing proceed to select Merge, and this will conclude the merger.

Please note:

You cannot undo a merger. Before merging profiles, please ensure that you have selected the correct duplications