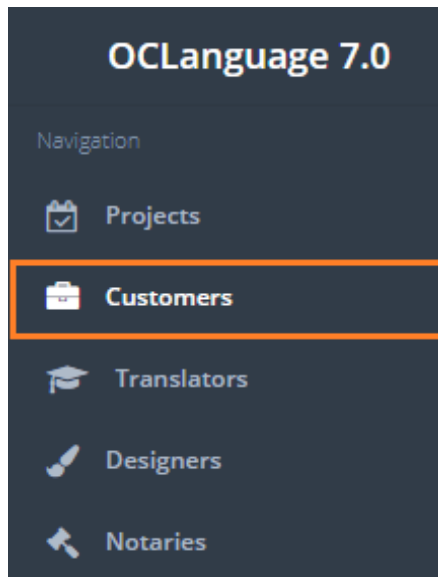


6.3. Customers table

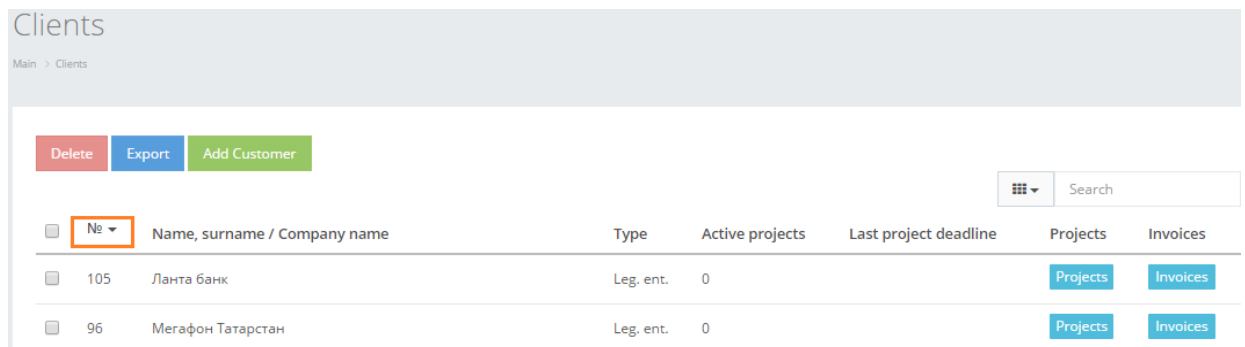
In order to open the Customers table click “Customers” in the navigation pane.



User can sort Customers data using three methods:

- Filtering data by column
- Quick Search
- Sorting needed columns.

User can filter the table while clicking the column names. The system will automatically sort the records according to the filter specified.



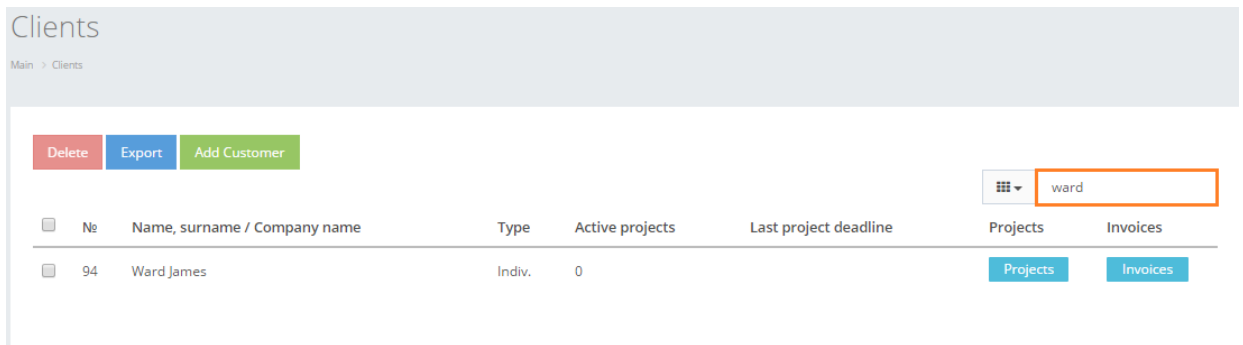
Clients

Main > Clients


Delete Export Add Customer

<input type="checkbox"/>	No	Name, surname / Company name	Type	Active projects	Last project deadline	Projects	Invoices
<input type="checkbox"/>	105	Ланта банк	Leg. ent.	0		Projects	Invoices
<input type="checkbox"/>	96	Мегафон Татарстан	Leg. ent.	0		Projects	Invoices

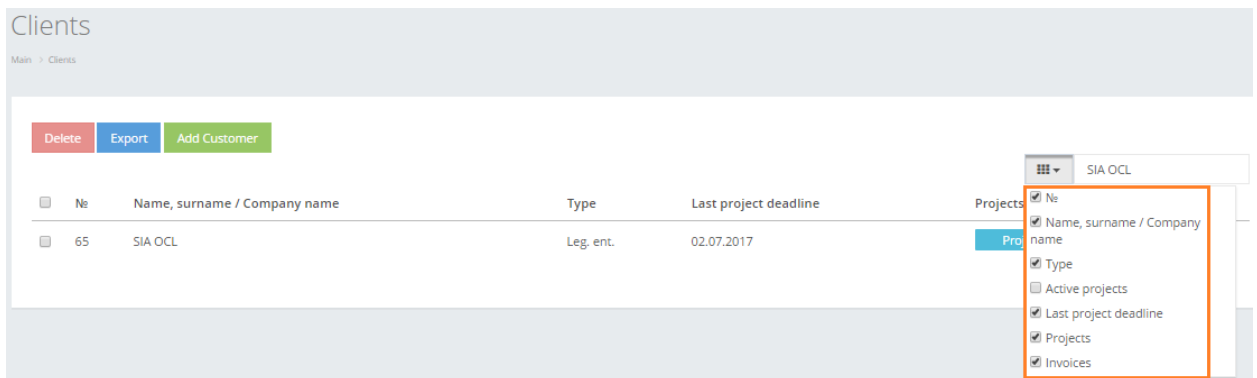
In order to use Quick search option just type in the symbols, words or numbers, click Enter and the system will supply the user with appropriate records. The system will search according to the Customer name only.



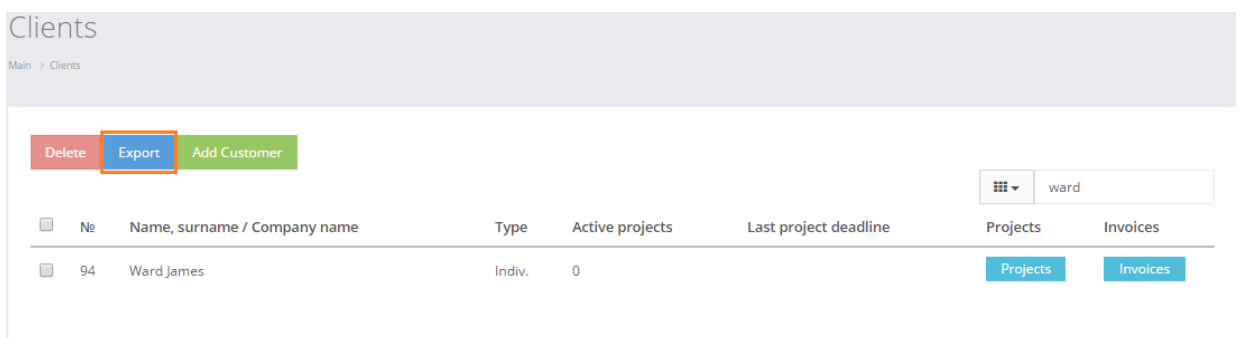
! Please note that Quick search is relevant only for searching data from the Customers' page currently opened. For example, if the user has opened the 1st page of the table and tries to search for data stored in the 5th page, the system will NOT bring up any data.

Review the columns that you want to see in the Translation domains table. To add or remove a particular column from the table, simply click  and select the columns that you want (or do not want) to view in the Domains database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.



Click "Export" to export data to Microsoft Excel.



Upon request the system will serve the user with an .xls file that consists of the following data.

Excel Column name	Description
Number	Customer unique ID
Branch	Translation agency's branch name, i. e. the office, which handles orders from a particular Customer

Type	Customer type (choose between Individual and Legal entity)
Surname, name / company name	Customer initials
Registration date	Date, when the Customer account was created
Last project submission date	Date, when the last project was submitted to the Customer
Mobile phone	Customer's mobile phone number
Phone	Customer's phone number
E-mail	Customer's e-mail address
Country	Country of residence
Address	Customer's address

	A	B	C	D	E	F	G	H	I	J	K
1	Number	Branch	Type	Surname, name / Company name	Registration date	Last project submission date	Mobile phone	Phone	E-mail	Country	Address
2	94	Riga	Indiv.	Ward James	20.08.2015					NLD	Albert Cuypstraat 75, 1072 CN Amsterdam

The Customers table is very flexible in terms of tailoring the selected data according to translation agency needs. Any column can be removed or edited up to translation agency request to developers of OCLanguage.

The Customers table consists of the following columns.

Column name	Description
No.	Customer number in stack, issued by the system
Name, surname / company name	Customer initials
Type	Customer type – Individual or Legal entity
Active projects	Quantity of active projects. A project is considered as active, if the project status is "In progress" (Proejct overview window).
Last project deadline	The system shows a deadline of last project for result file submission to the Customer
Projects	Link to Customer's projects
Invoices	Link to Customer's invoices