

### **After First Product Sale, Facial and/or Party...**

You can either keep a shoebox of your party sheets and receipts .... OR enter them in MyCustomers on InTouch! Next time someone says, "oh, just get me the same color I ordered the last time", do you want to dig through a shoebox, or do a quick search in her profile online? 😊

### **For a New Customer:**

1. From [www.marykayintouch.com](http://www.marykayintouch.com), go to Business Tools, MyCustomers, MyCustomers
2. In the upper right corner, click the "+ New Customer" button
3. Fill in her party sheet info, I like to add her CC cream shade & lip gloss color, especially if she didn't purchase them, and also her hair/eye color, plus any info that will help you remember who she is!
4. Save that, and then on the next page, in the top right, there will be a pink "Add Order" link
5. Here you can create her virtual sales ticket, with all the products she ordered, that will be searchable later!

### **Submit your Weekly Accomplishment Sheets**

1. After you've entered your orders into MyCustomers, go over to Business Tools, Weekly Accomplishments, Enter Weekly Accomplishment Sheets
2. Your sales tickets will have automatically populated from MyCustomers! Go through and adjust any totals for hostess credit, discounts, etc, and add in any product given away as gifts, etc
3. Print off each week's Weekly Accomplishment Sheets for a running total of your sales & tax record back ups

### **Start a Product Order**

Depending on your inventory level, you may not need to order products right away after an appointment. But you can go ahead and make a new product order, enter in all the products you've sold (always replace what you've sold!) and save it (it saves automatically, every time you hit "update order"!), and keep adding to it until you're ready to submit. This prevents submitting an order being a huge long process, if you just add to it each appointment, and then submit when needed!