



Questions?

Call us at **1-877-270-3475**

or

Log in to Silver Back Office to chat with a representative

Visit NCRSilver.com

“To know I can check and see how the store is doing even without being there is very helpful.”

Reveille Joe Coffee, Coffee Shop



Both NCR Silver

NCR Silver Pro

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- Welcome
- NCR Silver
- NCR Silver Pro
- Restaurant Edition

Looking Up a Customer in the POS App

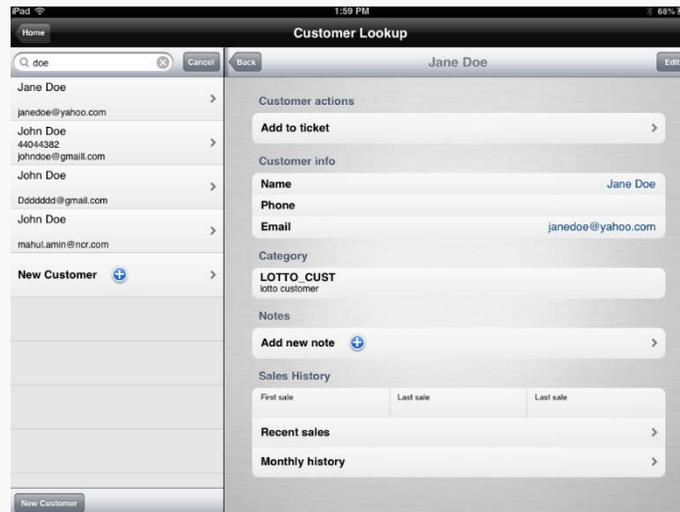
To look up a customer using **Customer Lookup**:

1. Tap **Customer Lookup** on the **Home** screen to display the **Customer Lookup** screen.
2. Enter all or part of the customer's **Name** in the **Search** bar.



You can also type in part of a phone number or email address.

3. Scroll through the list of matching results and tap the customer you're looking for to view the customer details.



You can also [add the customer to a sale](#), [edit the customer record](#), [add customer notes](#), or [view the customer's recent sales and recent history](#).



If you cannot find the customer you are looking for, tap the **New Customer** button to [add a new customer record](#).

On an iPhone or iPod Touch, tap the **Customer Lookup** button and enter your search criteria. If you do not locate the customer, tap **Cancel**, and tap **New Customer**.

This feature is only available on the iOS platform.

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