Questions?
Call us at **1-877-270-3475**
or
Log in to Silver Back Office to chat with a representative

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"To know I can check and see how the store is doing even without being there is very helpful."
Reveille Joe Coffee, *Coffee Shop*

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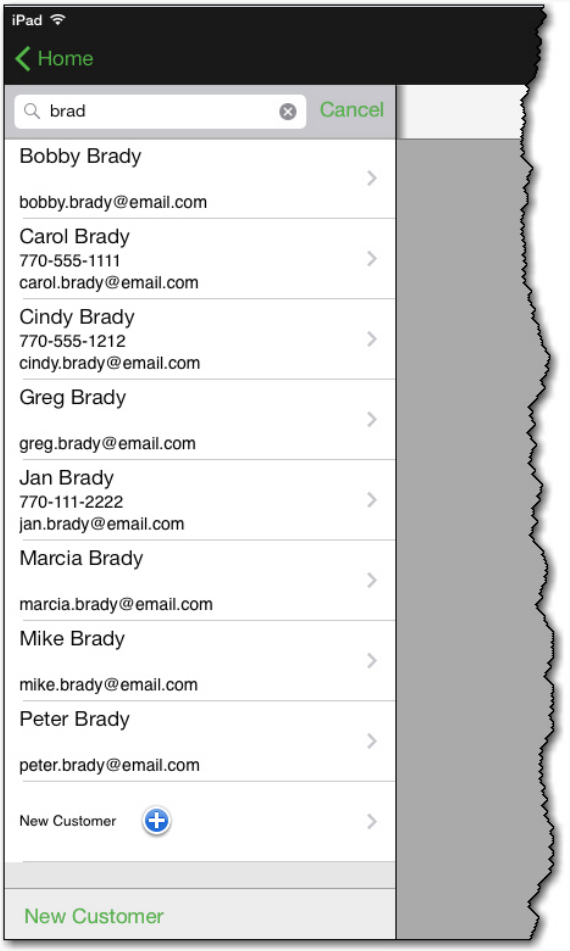
Viewing a Customer's Sales History in the POS App

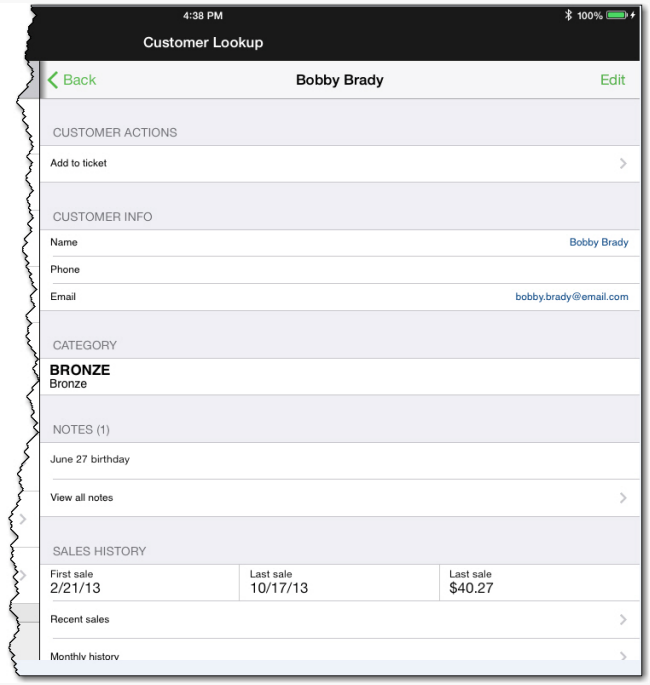
1. Tap **More functions > Customer Lookup** on the **Home** screen to display the **Customer Lookup** screen.

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's details.



4. At the bottom of the screen, you will see the **Sales History** section.

5. Tap **Recent sales** to view the customer's recent sales activity, including the items the customer purchased.

6. Tap **Monthly history** to view the customer's monthly sale history, including the ticket count and average ticket amount. Tap › to view the items the customer purchased in the selected month.

Keywords: sales history, recent sales, customer records, customer information

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