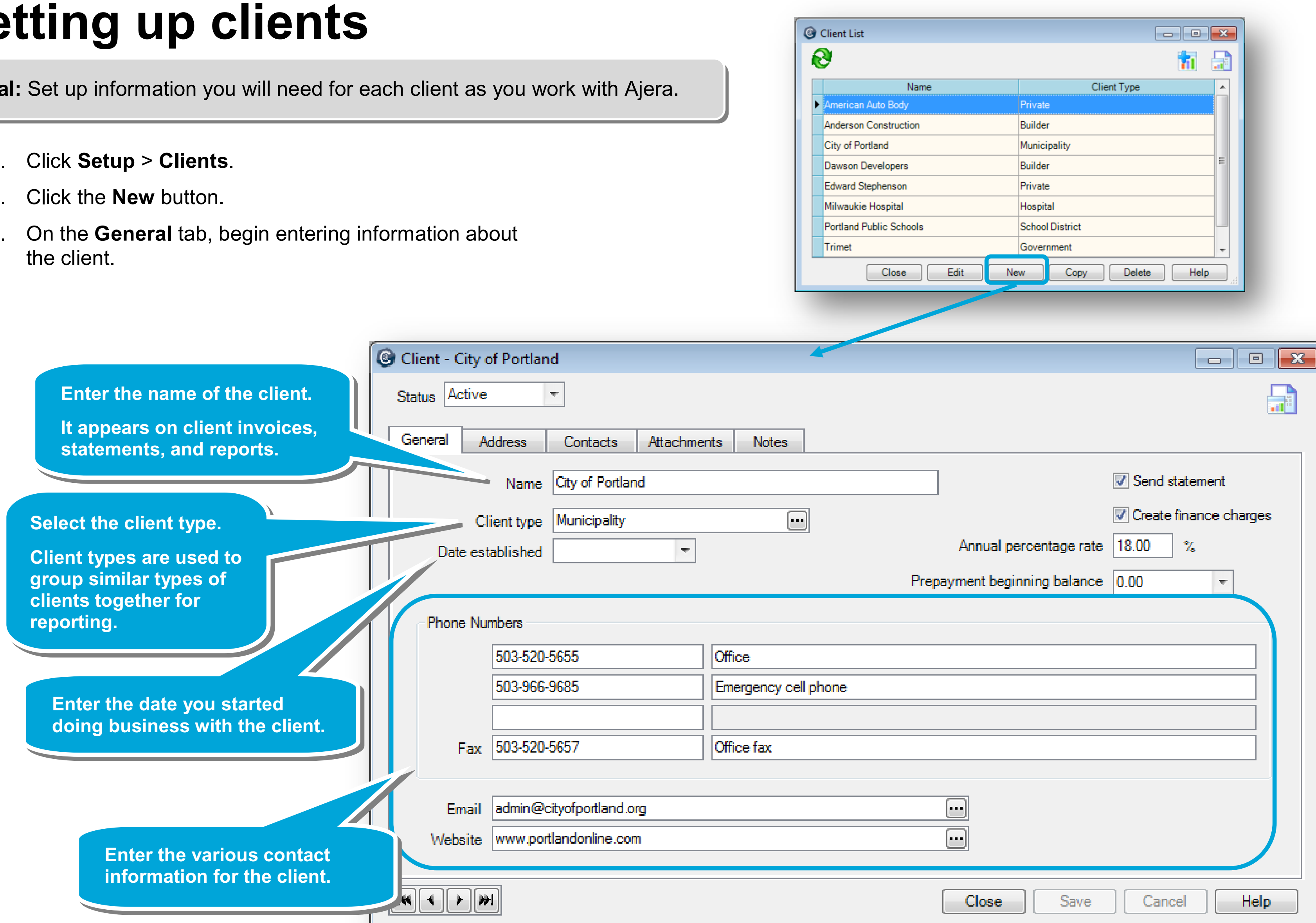
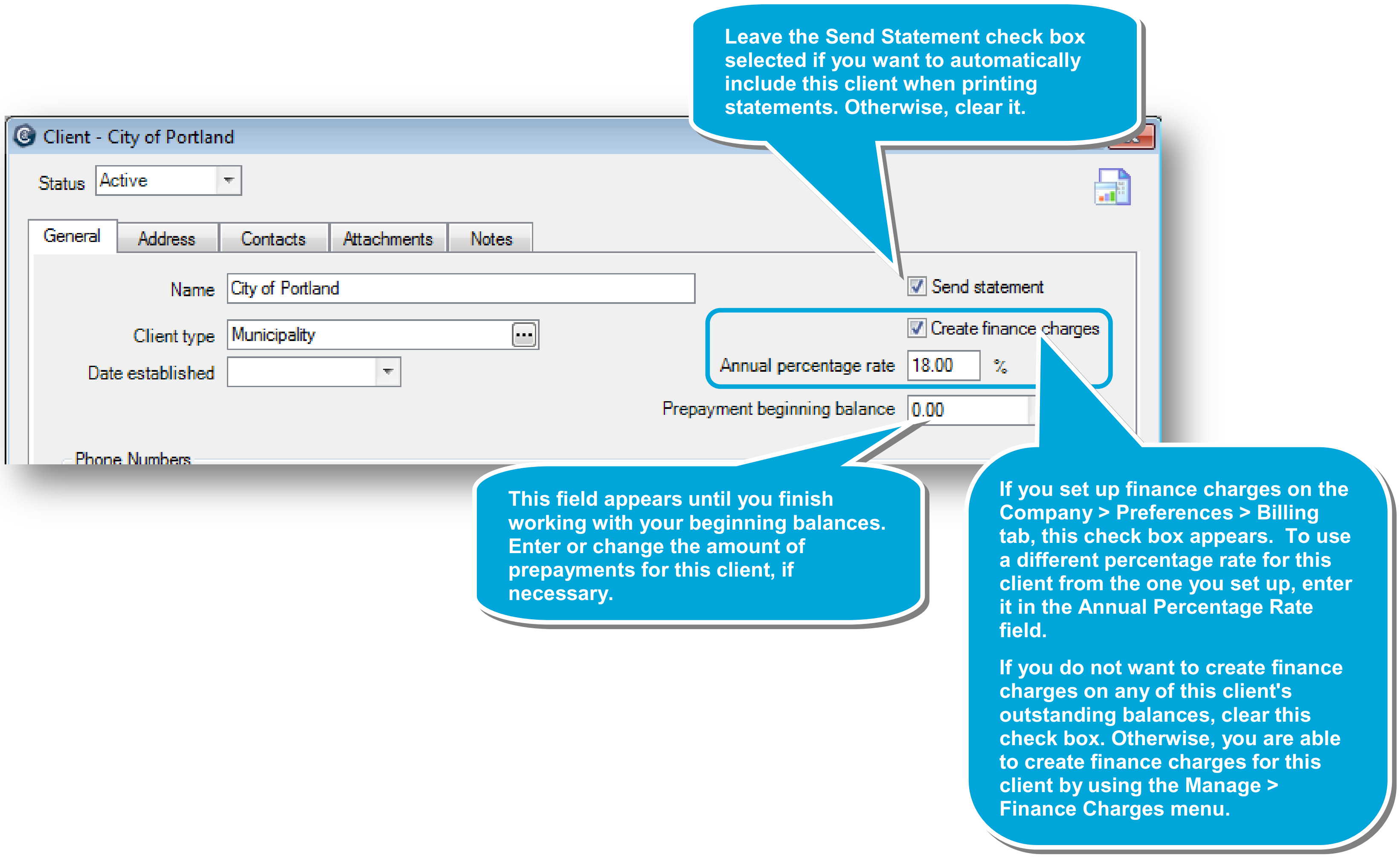
Setting up clients

Goal: Set up information you will need for each client as you work with Ajera.

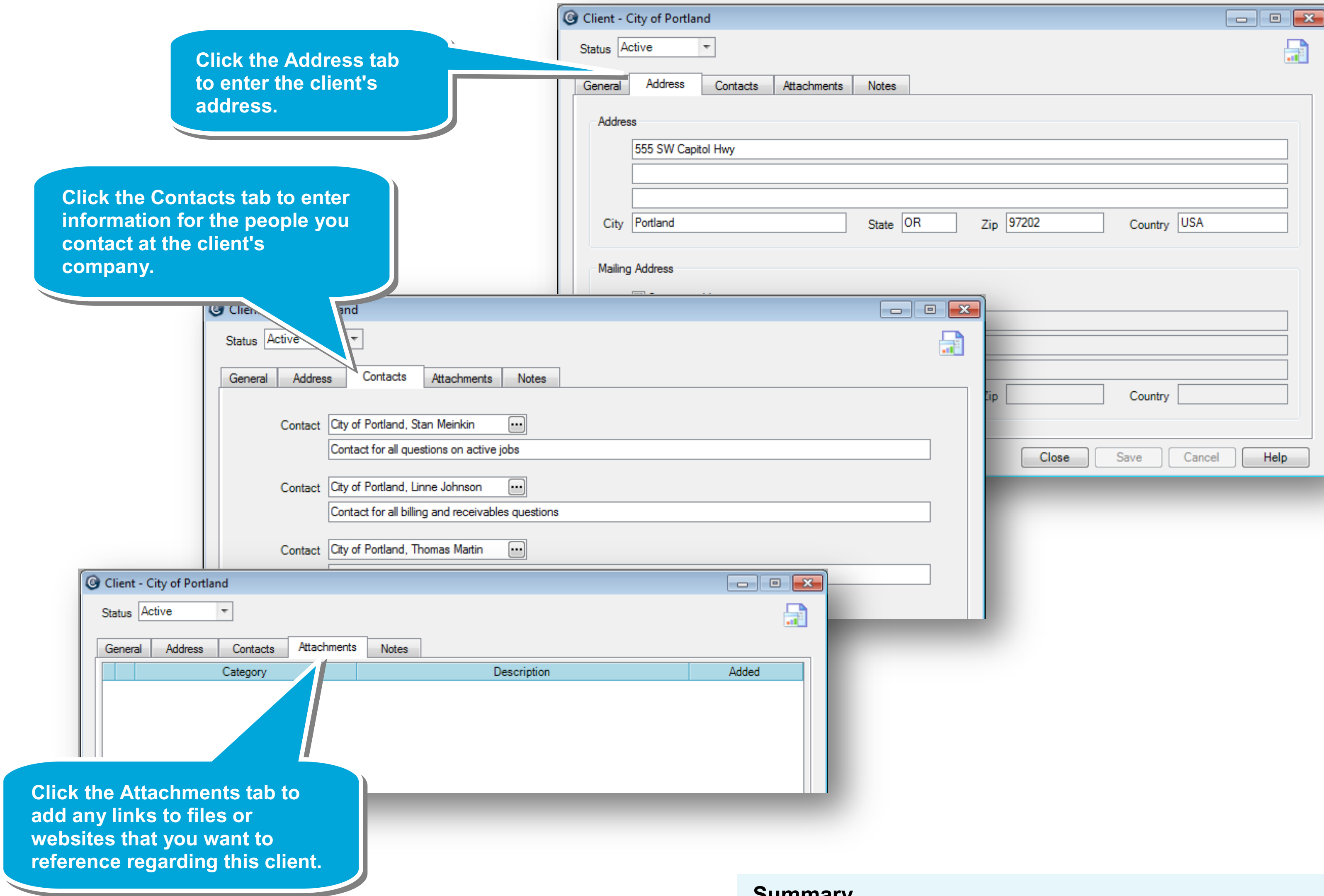
1. Click **Setup** > **Clients**.
2. Click the **New** button.
3. On the **General** tab, begin entering information about the client.



4. Continue entering information about the client on the **General** tab.



5. Click the other tabs to enter the remaining information for the client.



Summary
In this lesson, you learned how to set up clients so you can easily work with client information as you need it.