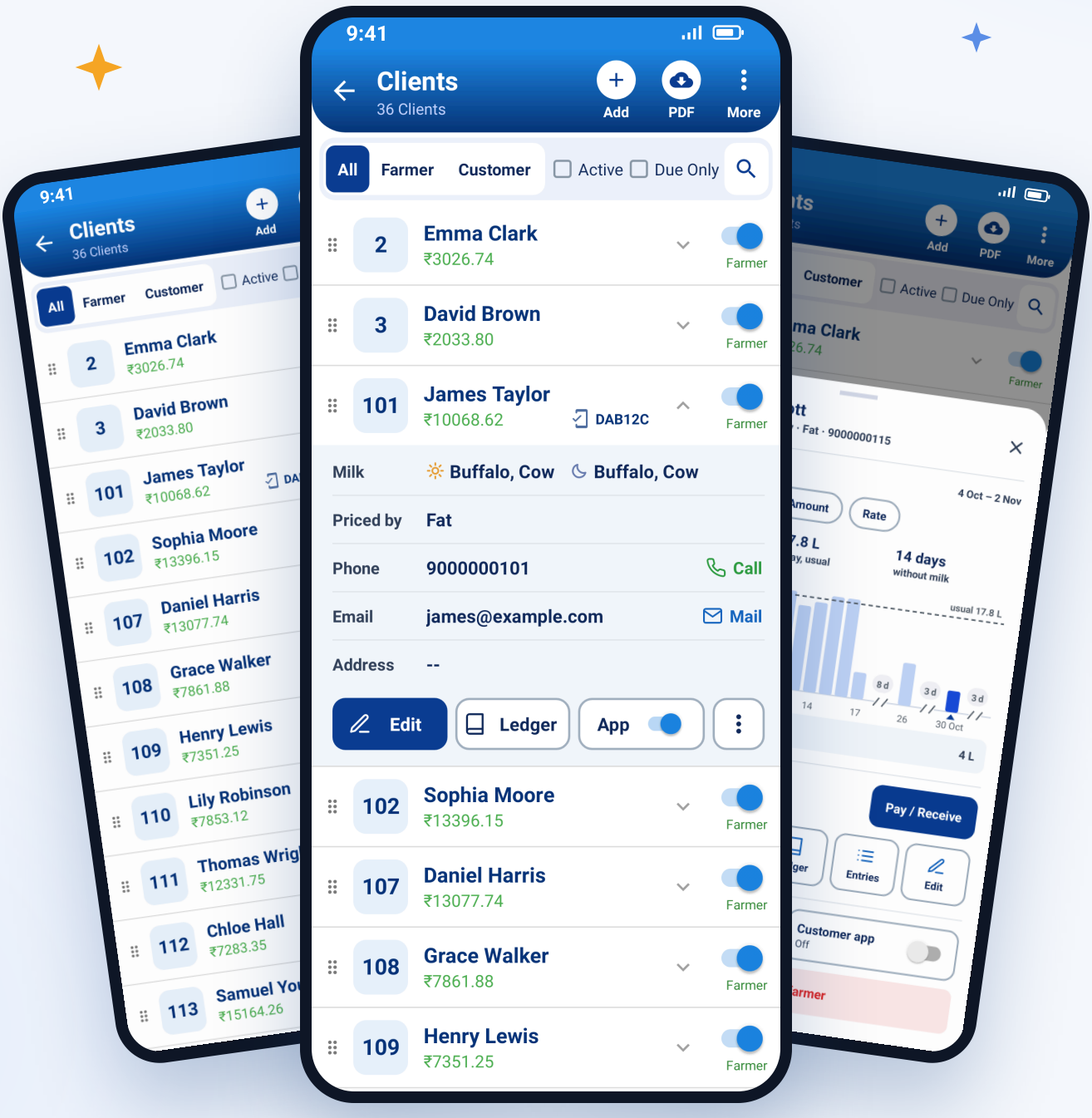
DJS Dairy
Dairy management app

FARMERS & CUSTOMERS

Your clients in one list

Every farmer and customer, with their balance. Tap the row for the details, the ID square for their sheet, or turn a client off when they stop coming.



Find anyone
Name, ID or phone

Tap the ID
Their sheet opens

Edit details
Rate, milk, phone

Active or not
Hide without deleting

Change the ID
Entries move too

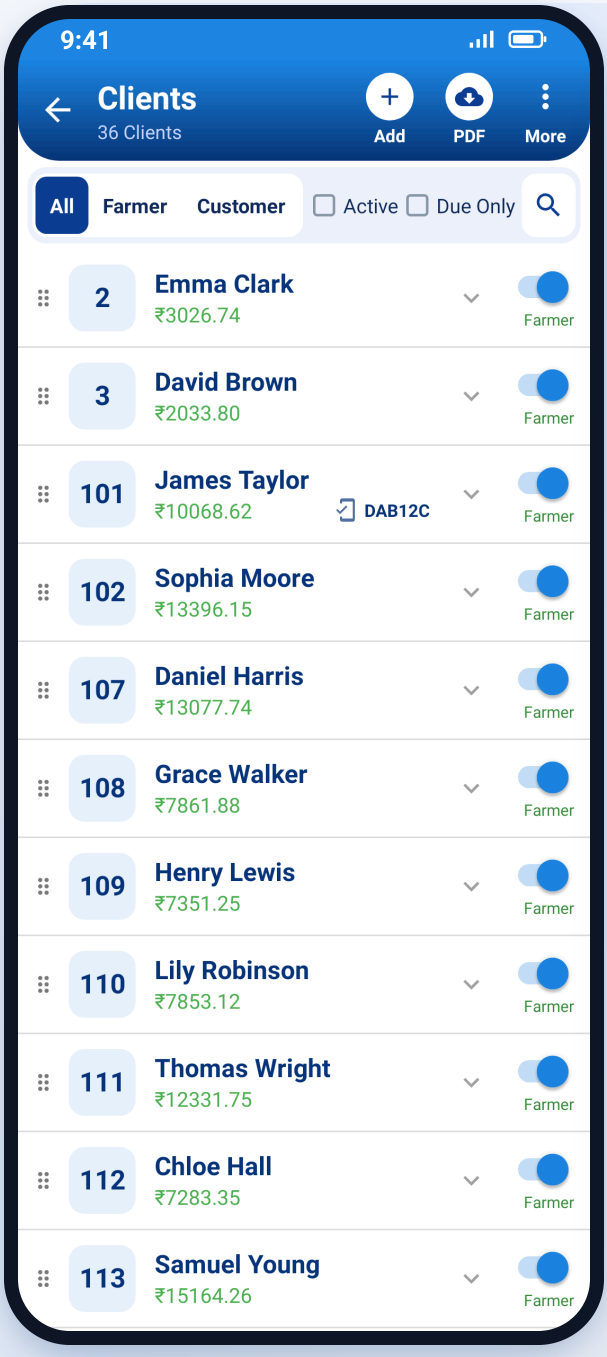
Delete
Entries go too

STEP 1 · FIND

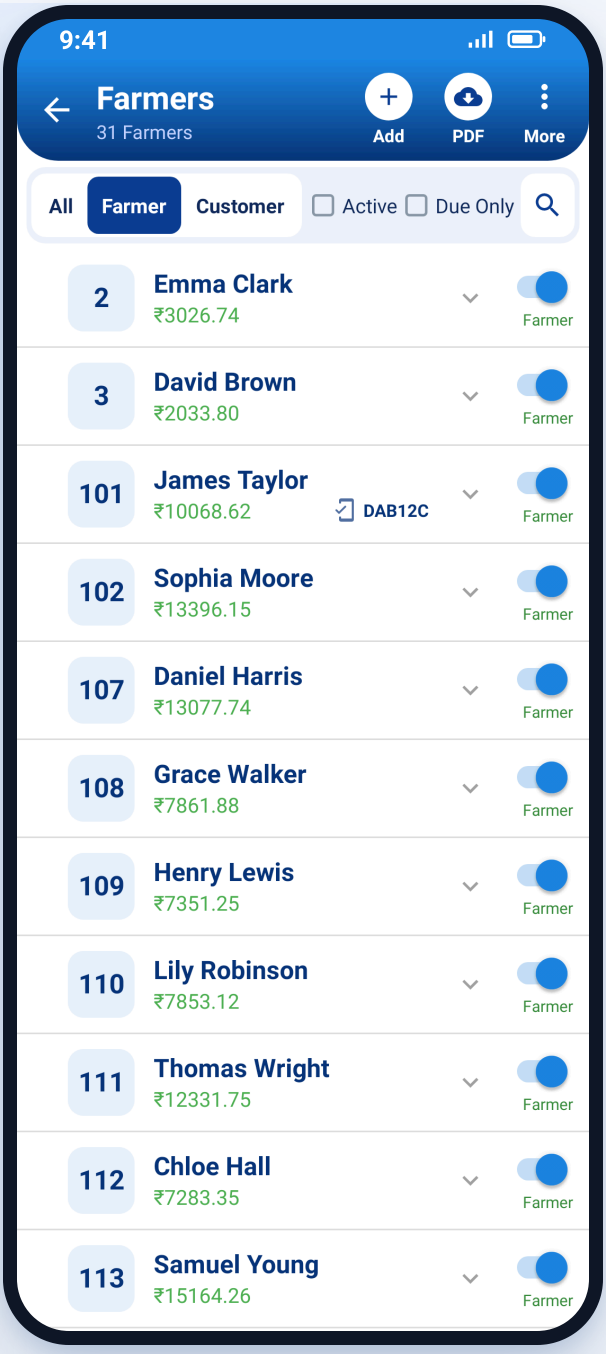
Every client, with their balance

Side menu › Client management. The Farmers and Customers tiles on Home open the same list.

● Clients



● Farmers



All · Farmer · Customer

Active and Due Only narrow the list.

Search

The magnifier at the end of the bar: name, ID, phone or address.

The ID square

Opens the client's sheet: milk days, balance, actions.

Where: Side menu › Client management

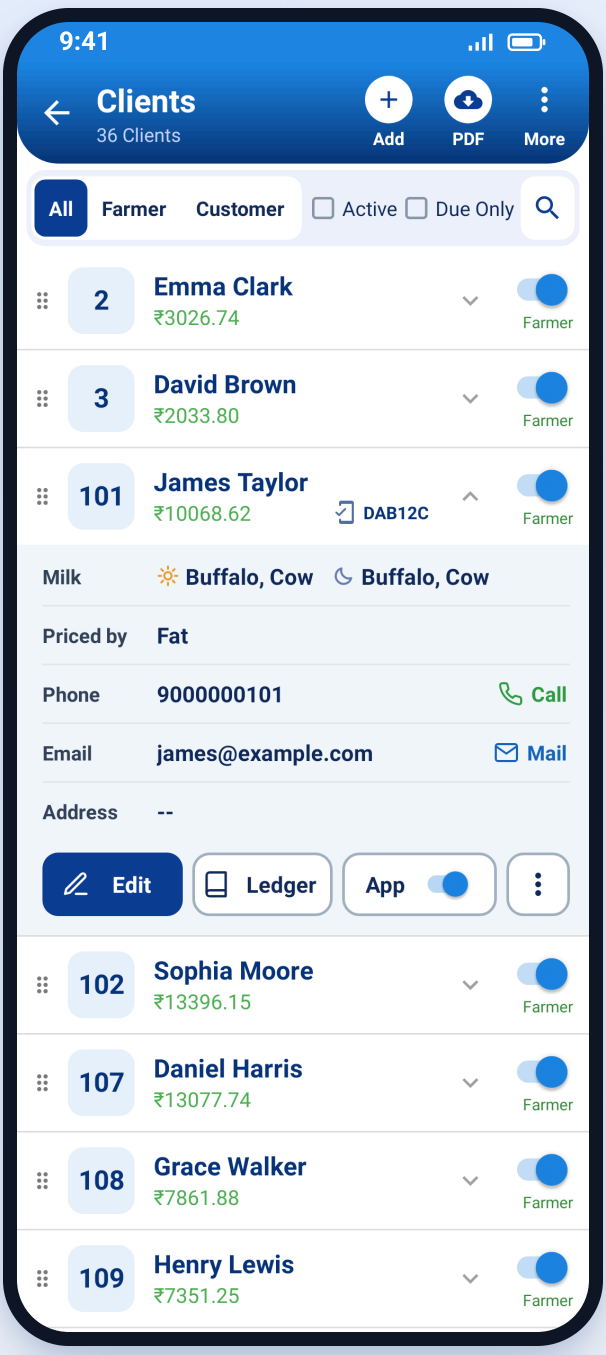
STEP 2 · OPEN

Tap a client to see everything



Tap a row: milk and rate basis, phone and email, then Edit, Ledger, the Customer app switch and ⋮.

● Details



Milk and basis

Buffalo, cow, and how the rate is worked out.

Call or Mail

Straight from the row.

Ledger

The client's account.

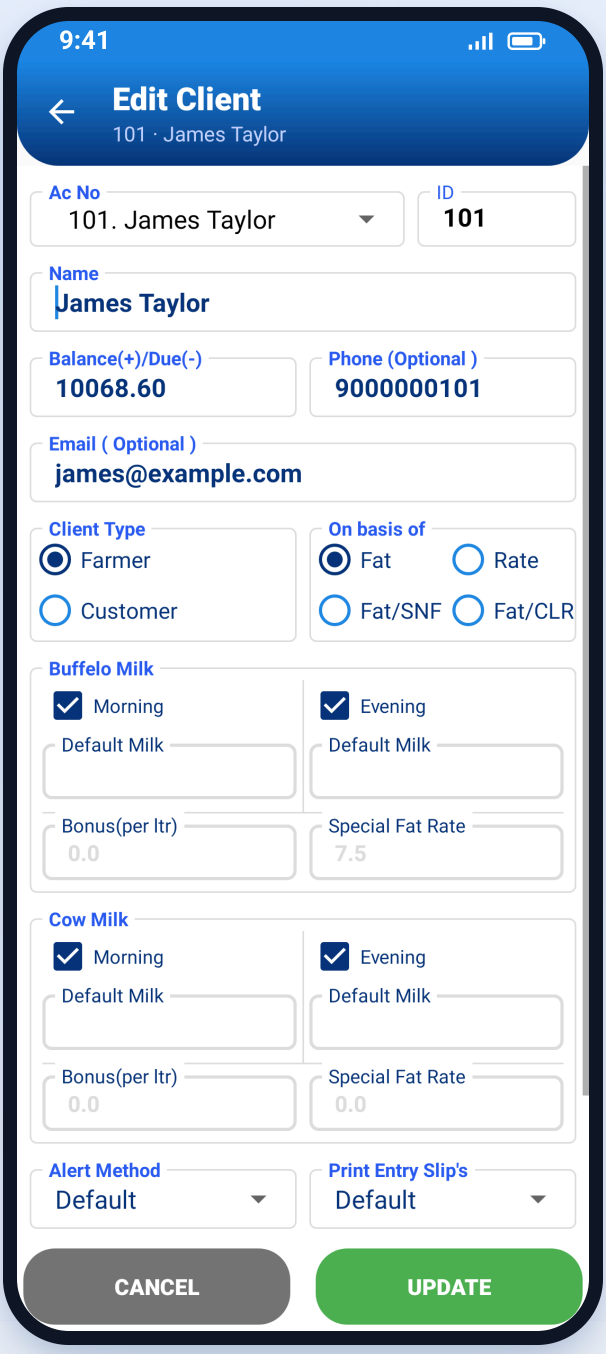
Where: Client management › Tap a row

STEP 3 · EDIT

Change a client's details

Edit opens the form: name, phone, farmer or customer, rate basis, default milk, alerts and billing period. Then UPDATE.

● Edit Client



Balance

Tapping it writes a settlement entry at once. Change it carefully.

The ID stays

To change it: ⋮ › Change Account Number.

Billing period

Default, or this client's own.

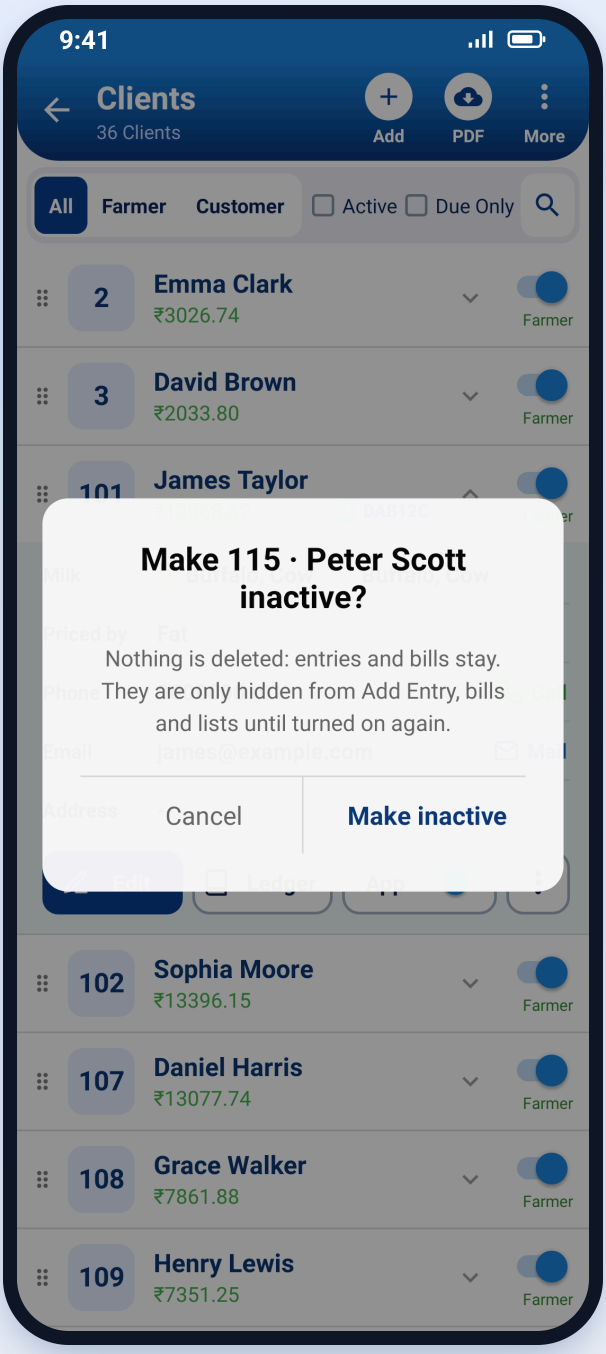
Where: Client management › Tap a row › Edit

NOT COMING ANY MORE?

Turn a client off, don't delete

The switch on the row makes a client inactive: hidden from Add Entry, bills and lists. Their entries and bills stay.

Make inactive



Inactive

Turn the switch on again any time.

Active filter

The Active box shows only active clients.

At least one

You can't turn off every client.

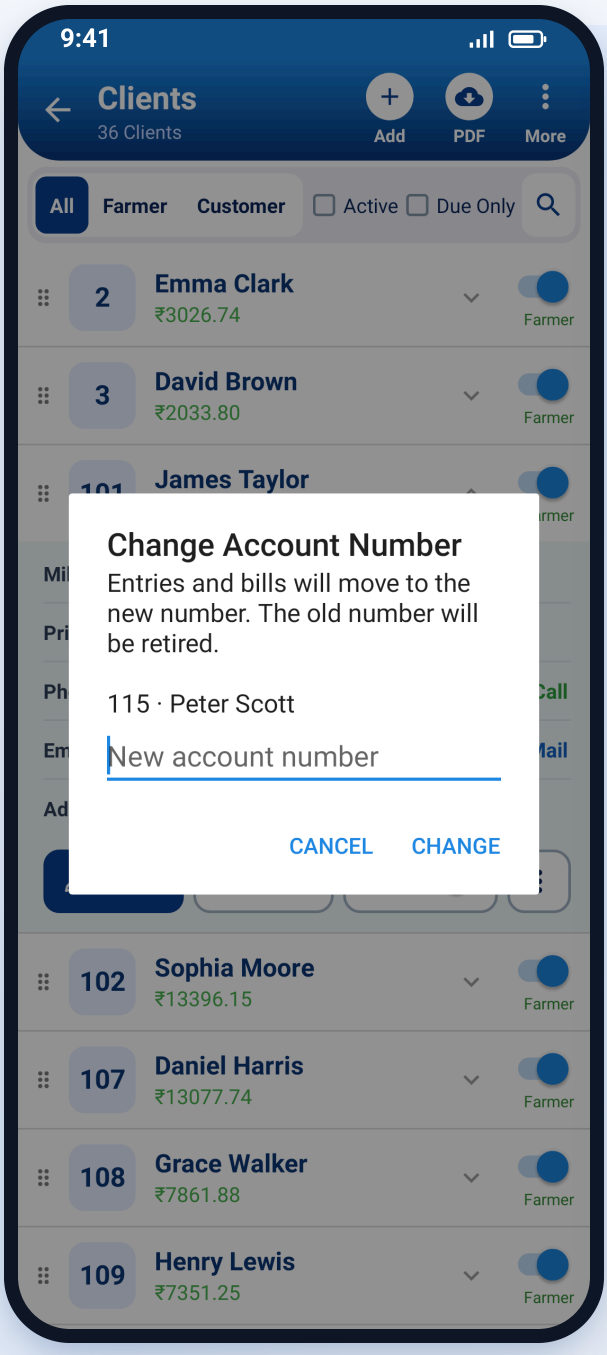
Where: Client management › Switch on the row

NEW ID OR DELETE

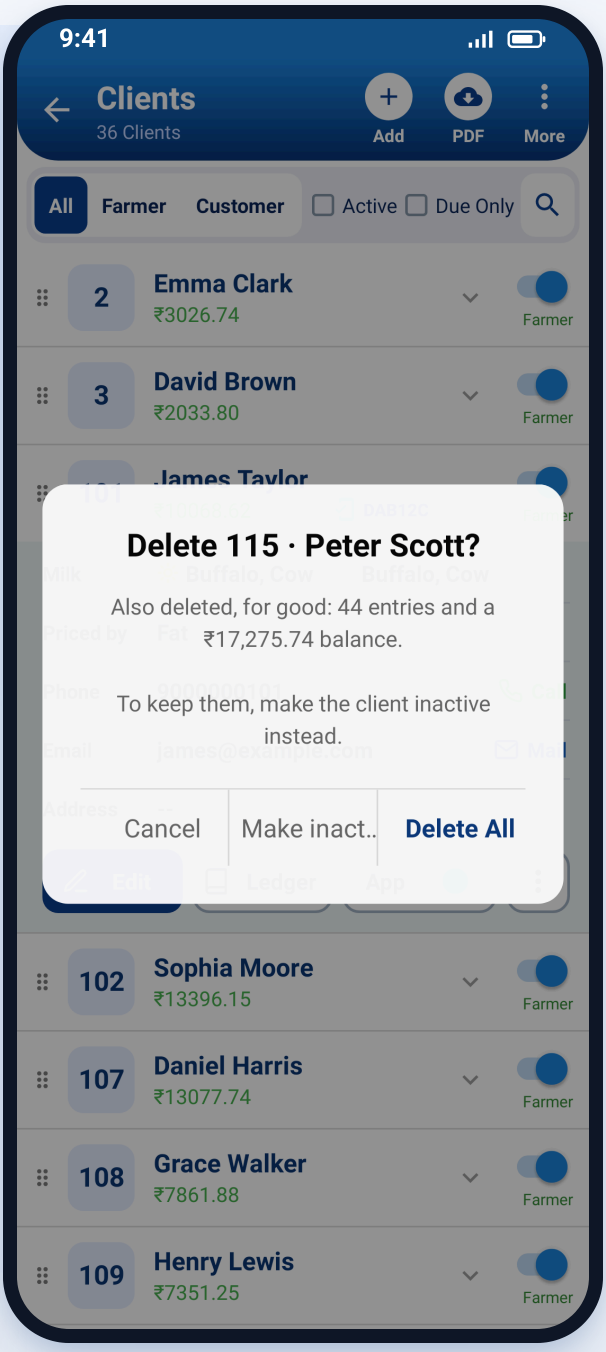
Change the ID, or delete for good

⋮ › Change Account Number moves entries and bills to the new ID. Delete first says what goes with the client, and offers Make inactive.

● Change Account Number



● Delete



New ID

The old ID is retired. The new one must be free.

Delete

Shows how many entries and how much balance go with it.

Safer

Make inactive keeps everything.

Where: Client management › ⋮ › Delete



Clients in 3 steps

Find the client, open the row or the ID square, then Edit or the switch.

1. Side menu › Client management
2. Search, or pick Farmer / Customer
3. Tap the row or the ID square

Questions?
Side menu › Help & contact

Support team
Talk to us on WhatsApp

Community group
Tips and news on Telegram

GOOD TO KNOW

Side menu
Add Client, Edit Client and Delete Client sit under Client management.

PDF of the list
PDF at the top. Needs internet.

Staff
Need the client permissions to view, add, edit or delete.

Thank you for running your dairy with DJS Dairy.