



# Workflow: New subscriber and attaching a subscription

8 Steps [View on Tango](#)

---

Created by

Ludvik Ludviksson

Creation Date

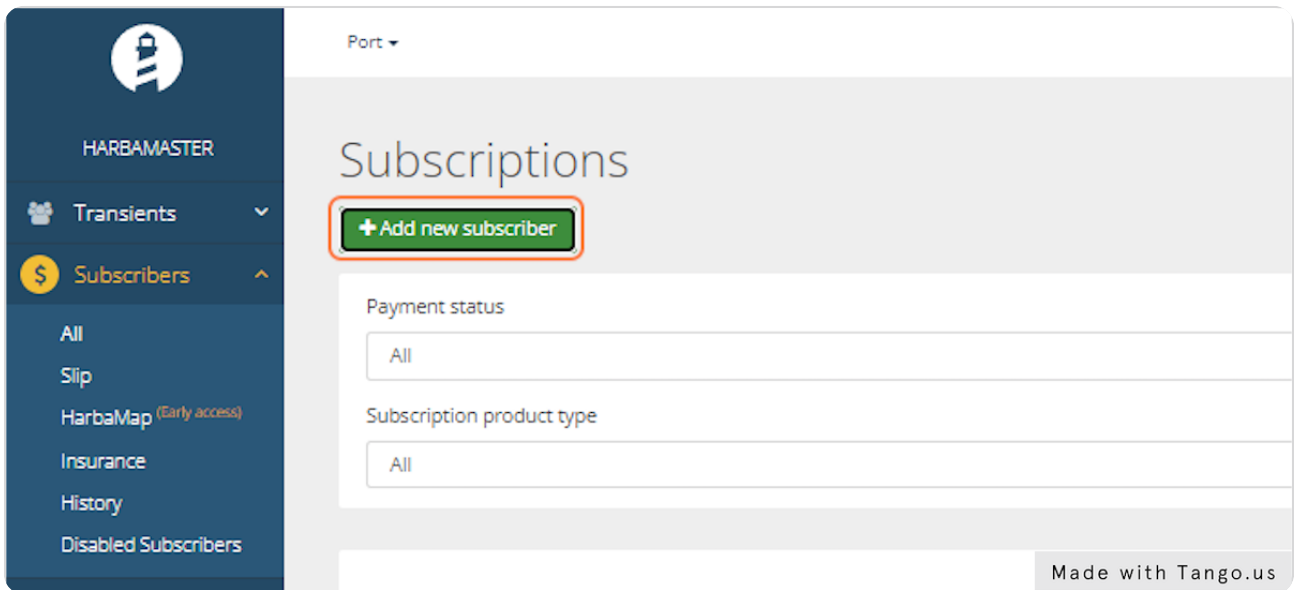
August 22, 2022

Last Updated

August 22, 2022

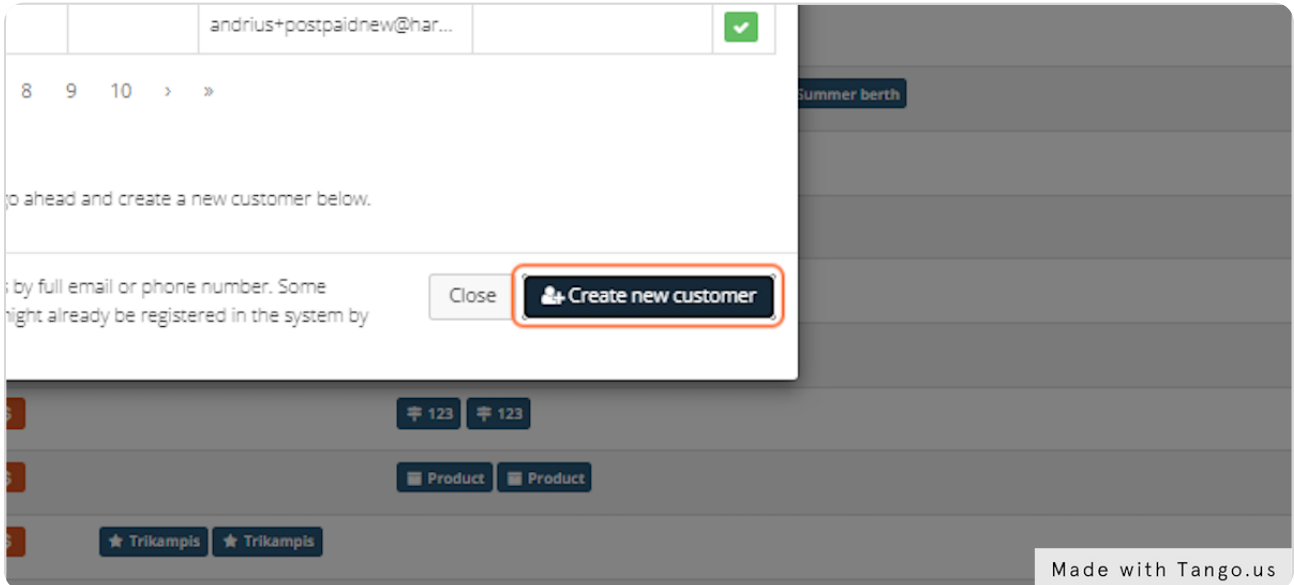
STEP 1

Click on **Add new subscriber**



STEP 2

Click on **Create new customer**



### STEP 3

## Type users email address and search

First, you will have to add the new user's email and click search. If the user already has an account with Harba you will be able to find the user in this search, otherwise, you will move on to the next step in setting up their account

**User Search**

IMPORTANT! Before you continue please enter users email to check if user does exists in the system.

jon@gmail.com

54324	newpre	pre		andrius+newprep@harba.co	<input checked="" type="checkbox"/>
33	I	I		d@d.is	<input checked="" type="checkbox"/>
1000147	test	test		sofsosf@sofs.com	<input checked="" type="checkbox"/>
100366	Claus	Clausen		claus@gmail.com	<input checked="" type="checkbox"/>
100022	Jan	Jansen		Jan@gmail.com	<input checked="" type="checkbox"/>
1000	John	Johnson		john@gmail.com	<input checked="" type="checkbox"/>
545454	Kamilis	Subtest	UAB Šmikis	kamilis+subtest@harba.co	<input checked="" type="checkbox"/>
341412	ACTFREE	free		andrius+actfree@harba.co	<input checked="" type="checkbox"/>
34112421	Postpaidnew	new		andrius+postpaidnew@har...	<input checked="" type="checkbox"/>

Made with Tango.us

### STEP 4

## Fill in the information about the user and click save

Jon Jonsson

Is company

Customer number\*

Mobile/cell phone

Address

Country\*  Language\*

Birthday

Send registration email

Made with Tango.us

## STEP 5

### Click on Save

Here you can set the subscriber's ID and the start and end date of their contract. Be aware, that this is not a requirement to fill out so you can just go ahead and click on save.

Subscription details

Subscriber ID: 100333

Start date:

Expiration date:

Notes:

**Save**

Made with Tango.us

## STEP 6

### Click on Add subscription

**Disable subscriber** | File attachments | Access control

Subscriber ID: 100333

Start date:

Expiration date:

Notes:

**Save**

**+ Add subscription**

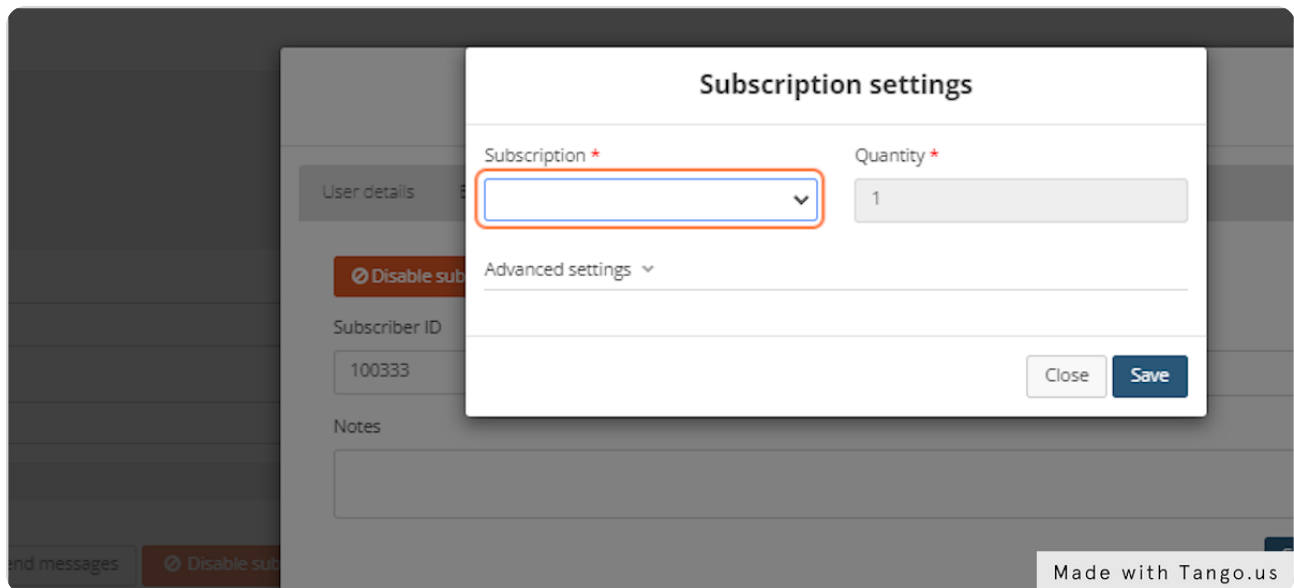
SUBSCRIPTION | BOAT | SLIP | COMMENT | START DATE | EXPIRATION DATE | PRICE

Nothing found...

Made with Tango.us

## STEP 7

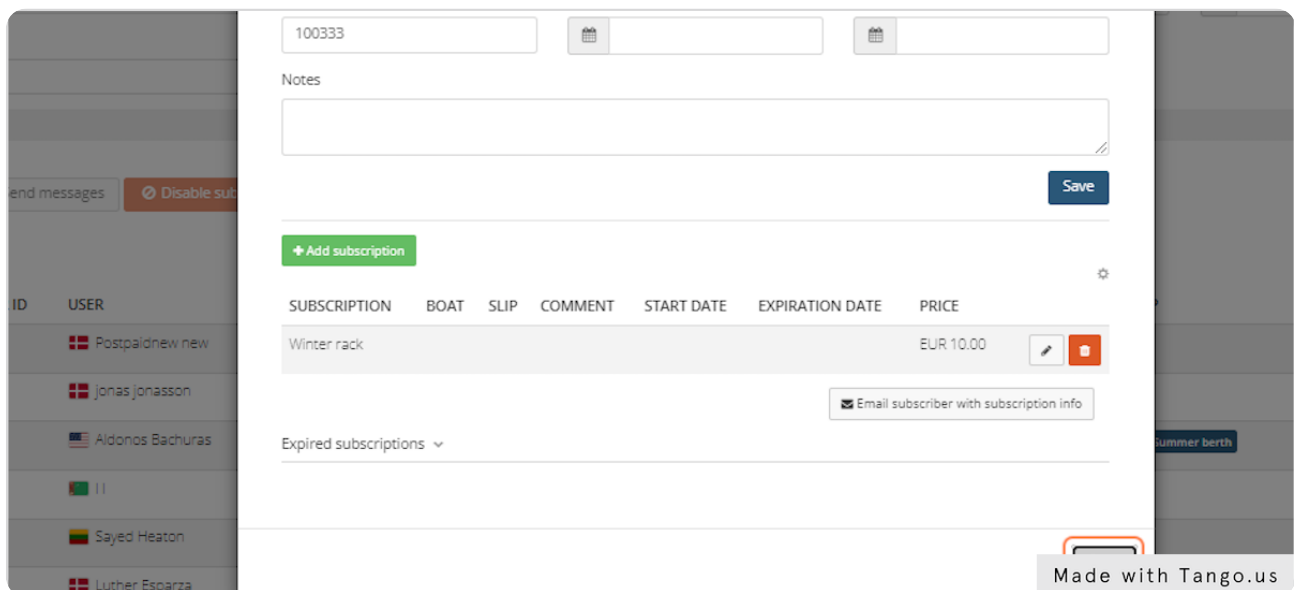
### Select a subscription and click save



## STEP 8

### Click on Close

Now you have allocated a subscription to the new user and can click on close



Created in seconds with

*Tango*