Get Started using Boulevard Step-by-Step

Thank you for choosing Boulevard online for your business needs! We suggest starting with the following steps and exploring the **Getting Started** section in our online help center. You'll find many articles there, including brief videos to assist you in familiarizing yourself with the new software.

Access support articles in Boulevard through the Help widget located

in the application's lower-left corner by clicking to search, or view them in full-size on a separate browser tab by clicking from the top navigation bar.



To access your newly created account, click the provided link, or type **blvd.online** into your web browser's address bar. For any inquiries, explore the **Popular Topics**, **send us a message**, or **connect with us via chat**.

Step 1: Preferences & Settings

In Boulevard, the Preferences section is designed for you to enter your personal details and customize the software to fit your business needs. For comprehensive details on the available options, settings, and fields, refer to the **Customizing Boulevard** section.

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	Recycle Bin		

Step 2: Adding Contacts

Contacts can be **imported from a file**, and **new contact profiles can be created** individually as needed.

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	_Account	House	SELECT FILE			
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	_House Account	_Guest Checko	Select customers you want to Import:			
	_Personal Use	Suzie Consulta				
	Abaliene	Jill				(\$1.08)
	Acosta	Courtney		9) 875-5999	(104) 168-3777	
	Adams	Carly		7)633-4357	(847)555-1558	
	Aggers	Katie	No data	24877008		
	Albertson	Charlie				
	Allisen	Constance		7)633-4357	(847)555-1558	
	Andersen	Emily			(555)702-4598	(\$15.00)
	Anderson	Ella		7)555-9473	(555)213-3187	\$10.73
	Anderson	Tatiana		4) 964-1051	(263) 946-3176	
	Anderson	Clara		2-777-5555		
	Anderson	Jescie	SELECT ALL OK CANCEL	- 5) 196-1398	(558) 653-7996	
				(800) 859-0162	(407) 202 2204	

Step 3: Entering Your Current On-Hand Inventory

You can **print an inventory worksheet, conduct a physical count** of your on-hand inventory, and record it in Boulevard using one of the methods below. Alternatively, you can **import product orders** from the company website for up to two years.

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	Part Number	Description	Retail On Hand Ideal On Orde	er Release Date	Group:
	10099973	Beige W180 Matte 3D Foundation	\$25.00	5/16/2019	Select Group
	10099974	Beige N190 Matte 3D Foundation	\$25.00	5/16/2019	Tag:
	10099975	Beige N200 Matte 3D Foundation	\$25.00	5/16/2019	Select Tag
	10099976	Beige N210 Matte 3D Foundation	\$25.00	5/16/201	Section:
	10099977	Beige C220 Matte 3D Foundation	\$25.00	5/16/2019	Include:
	10099978	Bronze W100 Matte 3D Foundation	\$25.00	5/16/2 3	Closeout Items
	10099979	Bronze W110 Matte 3D Foundation	\$25.00	5/16/2019	Out of Stock
	10099980	Bronze W120 Matte 3D Foundation	\$25.00	5/16/2019	Ideal:
				5/16/2019	O Below Ideal Love

To integrate your existing base inventory instead of importing past product orders, it's recommended that you view the tutorial videos for both methods before deciding on the most appropriate one. Consult the **Entering Your Base Inventory** article for detailed instructions.

Entering Your Base Inventory (Option 1)

Option 1 will guide you through adding the amounts directly to the On Hand field of the product list.

		Produ	ct List				
6	〃 □ # @ ७ ◙ ₩ ▼ ✿ ₴ ₴	Ĩ					
	Q Search Advanced Search						
6	Part Number Description	Retail	On Hand	Ideal	On Order	Release Date	Closeout Date
	10173101 3D 4-in-1 Cleanser (Normal/Dry)	\$26.00	5			11/16/2020	
	Use your tab or arrow	\$26.00	4			5/16/2018	
	keys to move quickly	\$24.00					
	between fields to		-2			11/16/2020	
	change amounts in the) \$34.00	4			11/16/2020	
	On Hand or Ideal fields	\$34.00	4			11/16/2020	
						11/16/2020	

Entering Your Base Inventory (Option 2)

Option 2 will guide you through creating a Base Inventory Order that you receive into your inventory, which will then update the On Hand amounts in your product list.

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Step 4: Creating Customer Invoices & Posting Payments

Customer purchases may be recorded by **creating a new invoice**, which reduces inventory levels, or by **creating historical invoices** that do not impact inventory. The image demonstrates two ways to create a new invoice within the contact profile.



Alternatively, you can start a new invoice from the profile slide-out under the **Action drop-down menu** or the **contact list toolbar**.

≡		From the quick v	Profile Slide view of their information.	-out, get a contact					iii	୧ 🧔
2 • ,	/ 19 🖴 🚥 -	You can a post p	also create a ayments and	an invoice, I more.	÷	CARLY ADAM	S	Lastinus		TIONS - X
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	_Business Supplies	Demos/Expired/Charity/E	Etc.			C PHONES				
	_House Account	_Guest Checkout				H: (297)633-435	7 M: (847)55	5-1558		
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	Abaliene	Jill	8/22/2024				agman.com	Click to	o launch a	an email
	Acosta	Courtney	8/1/2024	TEXT (104) 168-	3777	2257 Aliquam St Chicago, IA 6008	Ap #635	or n	nap direct	tions.
	Acott	Kit	8/22/2024			onicago, in cooc				
	Adams	Carly	8/22/2024			Products				^
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	Aggers	Katie	8/1/2024			6/27/2024	Black Lash Love Waterp	roof Mascara	Sale	1
	Aidler	Chrysa	8/26/2024			6/27/2024	Oil-Free Eye Makeup Rei	nover	Sale	1
	Aizik	Chrysler	8/26/2024			2/19/2024	Passionflower Hand Cre	am	Sale	1
	Aland	Rachelle				2/19/2024	Mineral Facial Sunscree	n SPF 30	Sale	1
	Albertson	Charlie	8/1/2024	charliesangels95	5636@	2/19/2024	MKMen Skin Care Regin	nen Bundle	Sale	1
	Albery	Adel Click to	o expand and	d view		2/19/2024	Replenishing Serum C+R	Deluxe Mini	Gift	1
	Alder	Kessiah	history.	oduct		5/23/2023	Sweet Berry/Tropical Gu	ava Lip Balm	Set Sale	1
	Alison	Tammy	8/22/2024	(510)555-3206		5/23/2023	Modern Nude Matte Liq	uid Lipstick	Sale	1
	Allisen	Constance	8/1/2024	(847)555-1558		10/25/2022	Peaceful Garden Silkeni	ng Dry Oil	Sale	1
-	·	e	0/11/00004		Z					
	0 Selected	25 in Recy	cle Bin Total Cont	acts : 496		Invoices				~

Payments made at the time of the initial purchase may be included on the invoice. Alternatively, if the payment is made on a later date, it can be applied to their account via the contact list or contact profile toolbars, as illustrated below. For additional details, refer to the **Posting Payments** article. If you use ProPay for payment processing, you can email a **Direct Payment Link**.

Payment: Maya C	hambers				×
Current Balance					
	\$ 18.99	2610	•		
Date		Туре	Amo	ount	
9/14/2023	i i	Cash / Check	-	\$ 18.99	\checkmark
Memo			Number		
Cash / Check			Venmo	_	
Processing Fee					

Miscellaneous

- Add an Expense Entry or Create, Edit, or Delete Recurring Expenses
- Handling Personal Use
- Handle Demos, Donations, or Expired/Product Loss

Additional Information:



Note: Please **contact us** if you've previously used the installed version of Boulevard or another software application and would like your **data converted into Boulevard online**.