

Editing your customer's information

You can view and modify your customer name and contact information.

Requirements:

- In a stand-alone system, you must have a customer role at the customer level that includes the Modify Customer user right.
- In an integrated system, you must have a Prepress Portal admin role that includes the Modify Customer user right.

When creating an account for your customer, your customer service representative specifies your customer's name and contact information. Depending on your user rights, you can modify this information.

1. Select the customer, and click the customer name in the lower pane.
Note: If you cannot click the customer name, you do not have the correct user rights to edit your customer's information.
The Edit Customer Information window appears.
2. Modify your customer's name and contact information as needed.
3. Click **Update**.