

Requirements: You must have a customer role that includes the Modify Customer right.

1. In the the Kodak InSite Prepress Portal window, click **Administration**.
2. In the **Administration** area, click **Customers**.
3. In the **View** list, find the customer using any of the following methods:

To	Do this
View your customers only	In the View list, select My Customers . Only customers for whom you are the customer service representative (CSR) appear.
View a list of customers	In the View list, select All Customers to display the names of all customers who have accounts in the system.
View a list of color customers	In the View list, select Color Customers to display the names of all the color customers.
Filter all customers by initial letter	By default, the customer names appear in alphabetical order. To sort the customer names in ascending or descending order, click the blue arrow button in the Customer column heading. • Click a letter of the alphabet—for example, the letter C—to display a list of customers who have names beginning with that letter. All other customer names disappear from the page. • Click All to display the alphabetized list of customers. Note: If a letter is not underlined, no customer names start with that letter.
Search for a customer	In the search box, type all or part of the customer name or number.

4. To view the summary details for each customer, select the customer row and view the information that appears in the **details panel** on the right.