

General information (customer information)

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

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Customers**.
3. In the drop-down **View** list, select customer's category (for example, **All Customers** or **My Customers**).
4. In the **Customers** list, right-click a customer's name and select **Edit Customer**.
5. In the **Customer Info** area, provide the customer name, address, and contact information.
6. Update the other required areas.
7. Click **Update**.

Staff users only, see [Creating and editing customers](#).