

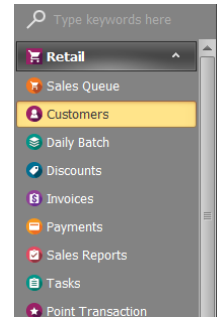
Edit Retail Customer Information

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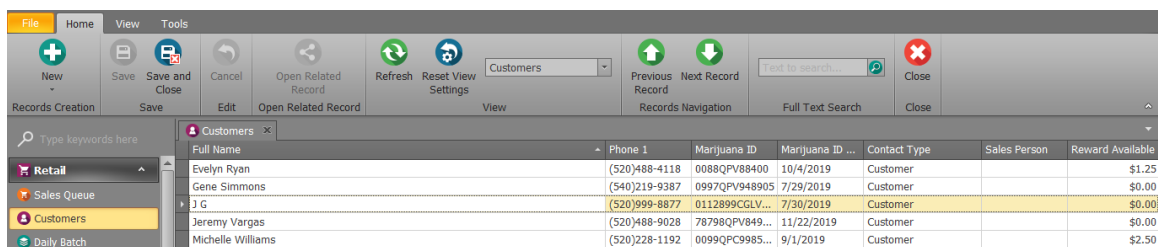
You may need to edit a Retail Customer's information after they've been created. For example, if they renew their marijuana ID or have a change of address. Click here if you still need to [Add the Customer](#). This article will walk you through how to make changes to an existing customer.

To edit a Customer's information, follow the steps below:

- Step 1 - In the Retail Module select **Customer** from the navigation pane to view a list of current customers.



- Step 2 - Double-click on the desired **Customer** to open the detail view for the record you are editing.



Full Name	Phone 1	Marijuana ID	Marijuana ID ...	Contact Type	Sales Person	Reward Available
Evelyn Ryan	(520)488-4118	0088QPV88400	10/4/2019	Customer		\$1.25
Gene Simmons	(540)219-9387	0997QPV948905	7/29/2019	Customer		\$0.00
J G	(520)999-8877	0112899CGLV...	7/30/2019	Customer		\$0.00
Jeremy Vargas	(520)488-9028	78798QPV849...	11/22/2019	Customer		\$0.00
Michelle Williams	(520)228-1192	0099QPC9985...	9/1/2019	Customer		\$2.50

- Step 3 - Edit the fields you need to update.
- Step 4 - Click one of the **Save** options.

