Edit Retail Customer Information

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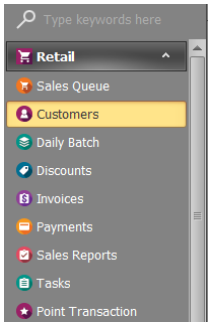
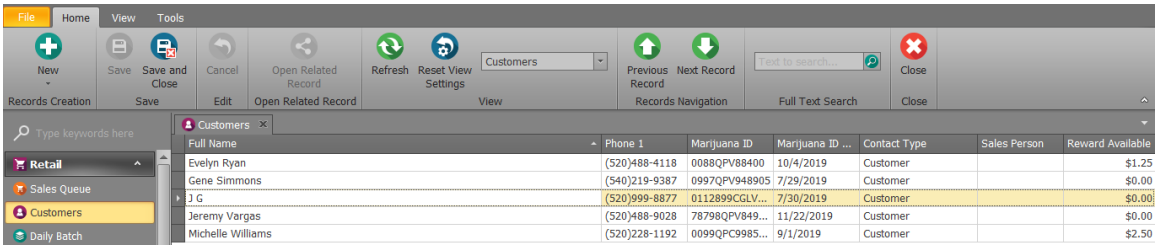
You may need to edit a RetailCustomer 's information after they've been created. For example, if they renew their marijuana ID or have a change of address. Click here if you still need to Add the Customer. This article will walk you through how to make changes to an existing customer.



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

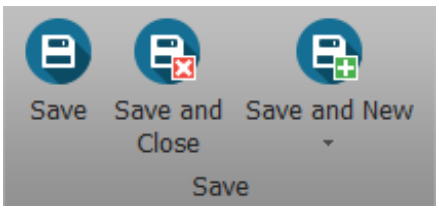
- Step 1 - In the Retail Module select**Customer** from the navigation pane to view a list of current customers.

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



- Step 3 - Edit the fields you need to update.

- Step 4 - Click one of the**Save** options.



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