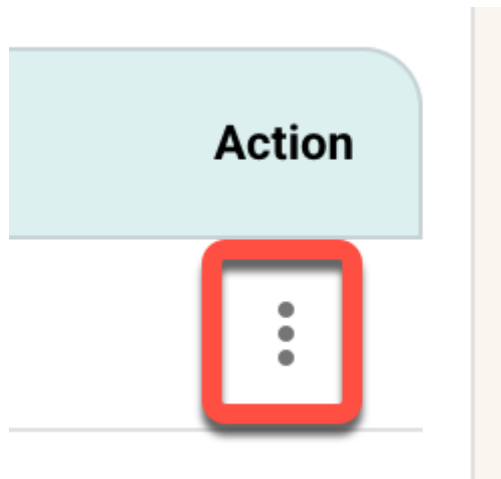


Edit a Customer

Update a customer record when their contact information or other saved details change.

Edit a customer

1. From the main menu, select **Review**.
2. Select **Customers**.
3. Find the customer in the list.
4. Select the three-dot menu for that customer.
5. Select **Edit**.
6. Update the necessary fields.
7. Select **Save**.



Three-dot customer actions menu with Edit highlighted.

Register

Review

Repair

Layaway

Wireless

Inventory

Expense

Report

Setting

Register Open

Back

Search

Search

Customers

Last refreshed 3:38:11 PM

Refresh

Add New

Customer scope

This location

Customers connected to this location.

#	Created At	Customer	Tags & loyalty	Phone Number	Balance	Action
#1	09/12/2026 2:25 PM	mona	132 pts	3378025975	\$0.00	
#2	09/11/2026 4:33 PM	daila		3468550190	\$0.00	
#3	09/11/2026 4:21 PM	Baleigh Bourgeois		3378849769	\$0.00	
#4	09/11/2026 2:37 PM	John Jones	110 pts	3377945241	\$0.00	
#5	09/11/2026 1:38 PM	kylenr	420 pts	3373685288	\$0.00	
#6	09/11/2026 1:10 PM	hannah	177 pts	3374996297	\$0.00	
#7	09/10/2026 1:09 PM	taylor	121 pts	8329486115	\$0.00	
#8	09/09/2026	corev	253 pts	5044787541	\$0.00	

Open

Edit

Delete

Last Receipt: \$22.65

Change: \$0.00

Review

Not Clocked In

Clock In

Team

Required fields

First name and phone number must remain filled in. Last name is required only when that organization setting is enabled. Other details, such as email, address, language, tags, internal description, and referral source, can be updated when applicable.

Revision #4
Created 2026-09-02 14:11:22 UTC by Sunny
Updated 2026-09-12 19:41:32 UTC by Sunny