

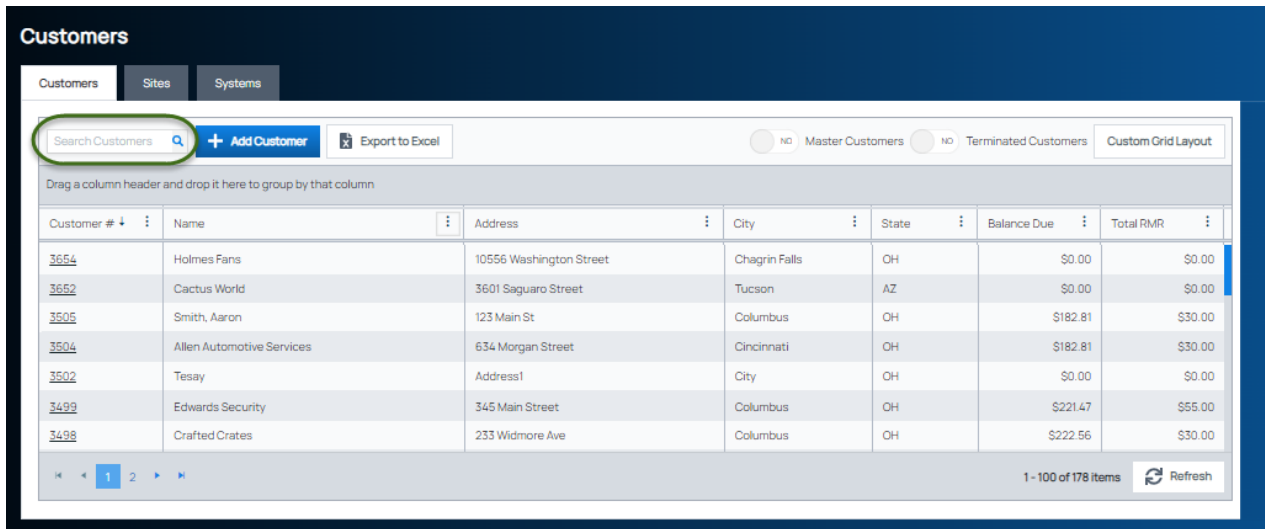
# Edit a Customer Contact

Last Modified on 04/27/2022 10:15 am EDT

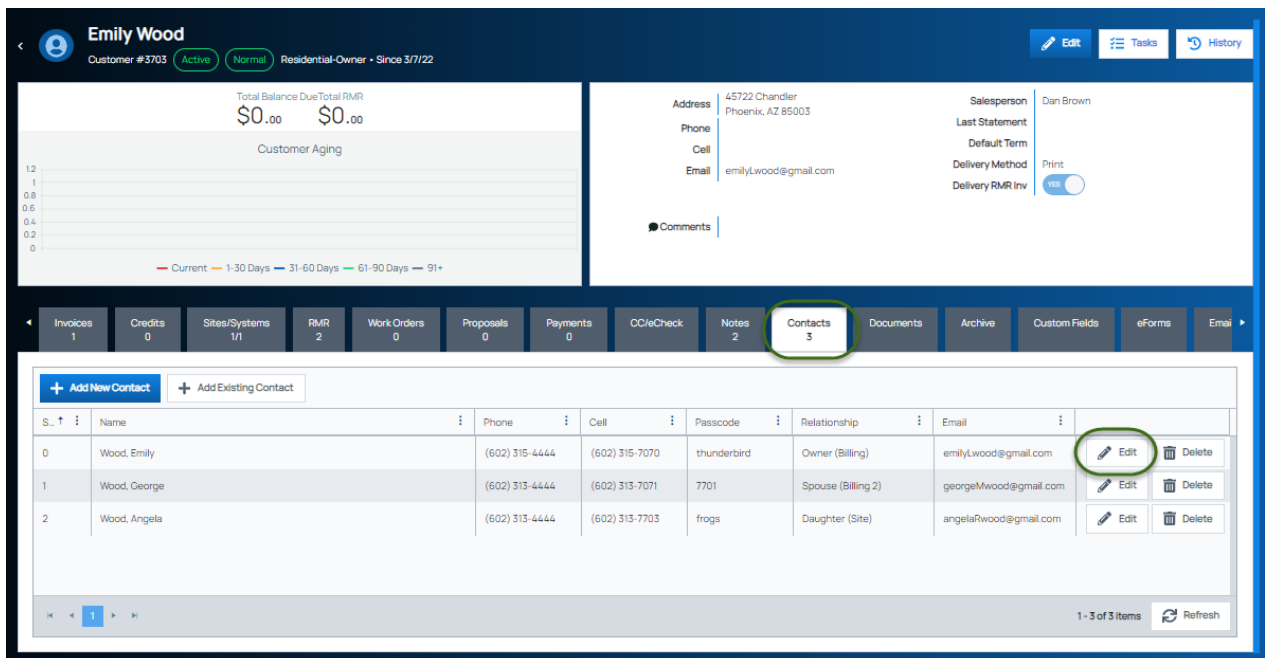
Customer Contact records are attached to a Customer record, so you must first access the customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable> Customers.

The Customers list will be displayed. Locate the Customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.



The Customer record will be displayed. Click on the Contacts tab. Locate the Contact you want to edit, and then click the Edit button (pencil icon).



The Edit Contact form will be displayed. Make the necessary changes, and then click the Save button when finished.

Edit Contact



First Name

MI

Last Name

Address

Description

0/150

Relationship

Phone

Cell Phone

Email

Passcode

Sort Order

Invoice Delivery

Manual

RMR

Work Order

Save

Cancel