1. CUSTOMER SUB-SYSTEM

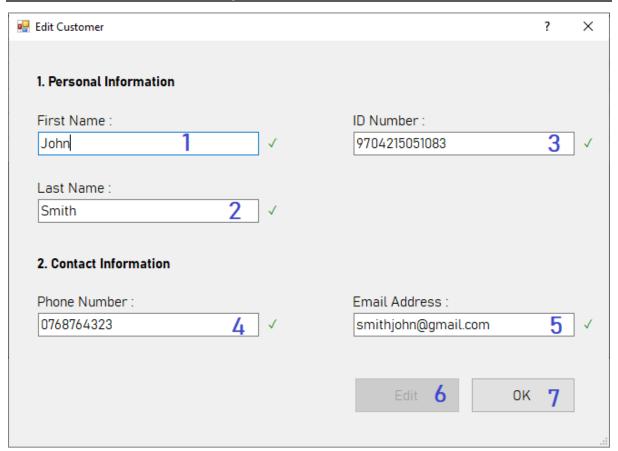## Edit Customer

Screen Controls

Edit Customer Screen – Details

▶ The Edit Customer Screen displays the customer details of a certain customer, which can be edited.

Edit Customer Screen – Layout

Edit Customer Screen – Controls

No	Control Name	Description
1	First Name Textbox	This text field is used to capture the new customer's first name

2	Last Name Textbox	This text field is used to capture the new customer's last name
3	ID Number Textbox	This text field is used to capture the new customer's ID number
4	Phone Number Textbox	This text field is used to capture the new customer's phone number
5	Email Address Textbox	This text field is used to capture the new customer's email address
6	Edit Button	This button redirects the user to the Edit Customer Screen. This button is disabled on this screen.
7	OK Button	This button captures the customer information and saves it on the system.

Tutorial

Description

▶ This tutorial will show you how to maintain (update) a customer on the system.
▶ Before maintaining a customer, the customer must be added or exist on the system.
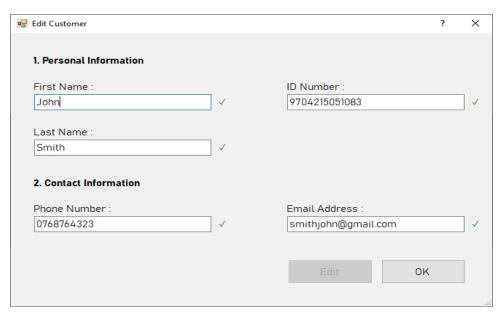
Learning Outcomes

AT THE END OF THIS TUTORIAL YOU SHOULD BE ABLE TO:

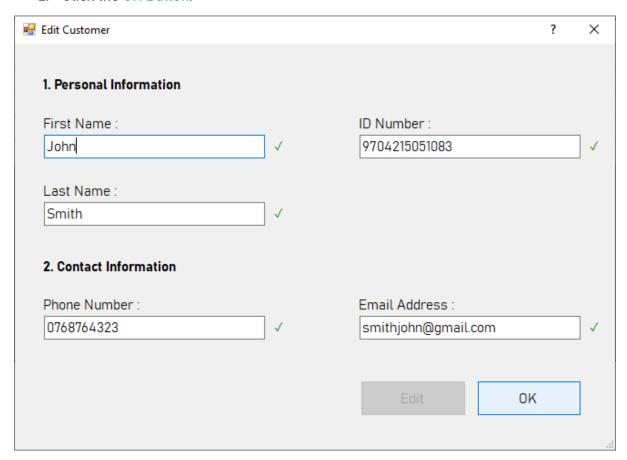1. Successfully edit a customer on the system.

Process of Execution

EDITING A CUSTOMER ON THE SYSTEM:

1. Enter the customer's personal and contact information into the textboxes on the Edit Customer Screen.

2. Click the OK Button.

Test Data

Maintain one of the customers of your choosing.