

How to EDIT Customer

EDIT CUSTOMER



Home Customers

Delete Open Add

2. Click the Open button to view the selected record.

Search By S

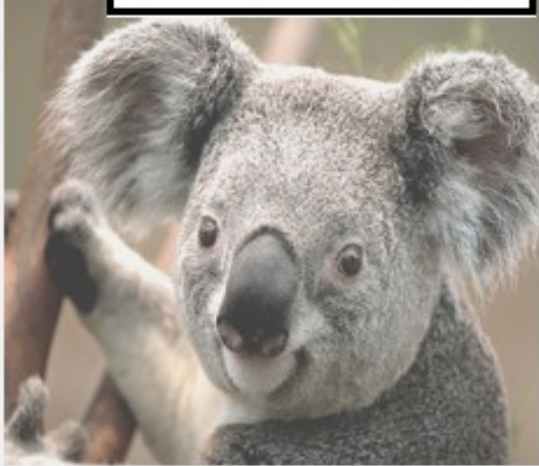
CustomerID	Name	Address	
4	dela Cruz, Juan	B, C, Philippines, 6000	T
9	San Miguel, Juana	B, C, Philippines, 2589	C
14	San Pedro, Diego	B, C, Philippines, 7896	T
19	Silang, Gabriela	San Roque, Mandaue, Philippines, 6014	T

1. Select the record you want to update.

EDIT CUSTOMER

Home Customers **Update Customer** Clicking the Open button opens the Update Customer tab in View mode.

Edit Click the Edit button to switch to Edit mode.




*Name:	Silang, Gabriela
*District:	Rizal District Browse..
Station Number:	1
Customer Status:	New
*Customer Type:	Teacher ▼
Gender:	<input checked="" type="radio"/> Female <input type="radio"/> Male
*Birthdate:	10/8/1993 📅
BirthPlace:	...
Mother's Maiden Name:	
*Marital Status:	Married ▼
*Number Of Dependents:	1
*Educational Attainment:	College Undergraduate ▼

EDIT CUSTOMER

Home Customers **Update Customer**

Open The visibility of the Open button tells you that you are currently in Edit mode.

Basic Information ID's Contact Information Employment Information Other Sources of Income Spouse Information Remarks



Upload

You can start updating the customer's record. For instructions on how to manipulate per tab, refer to How To Create Customer file.

*Name: Silang, Gabriela

*District: Rizal District **Browse..**

Station Number: 1

Customer Status: New

*Customer Type: Teacher

Gender: ☒ Female ☐ Male

*Birthdate: 10/8/1993 **...**

*Number Of Dependents: 1


*Educational Attainment: College Undergraduate


Married


EDIT CUSTOMER

Update Customer

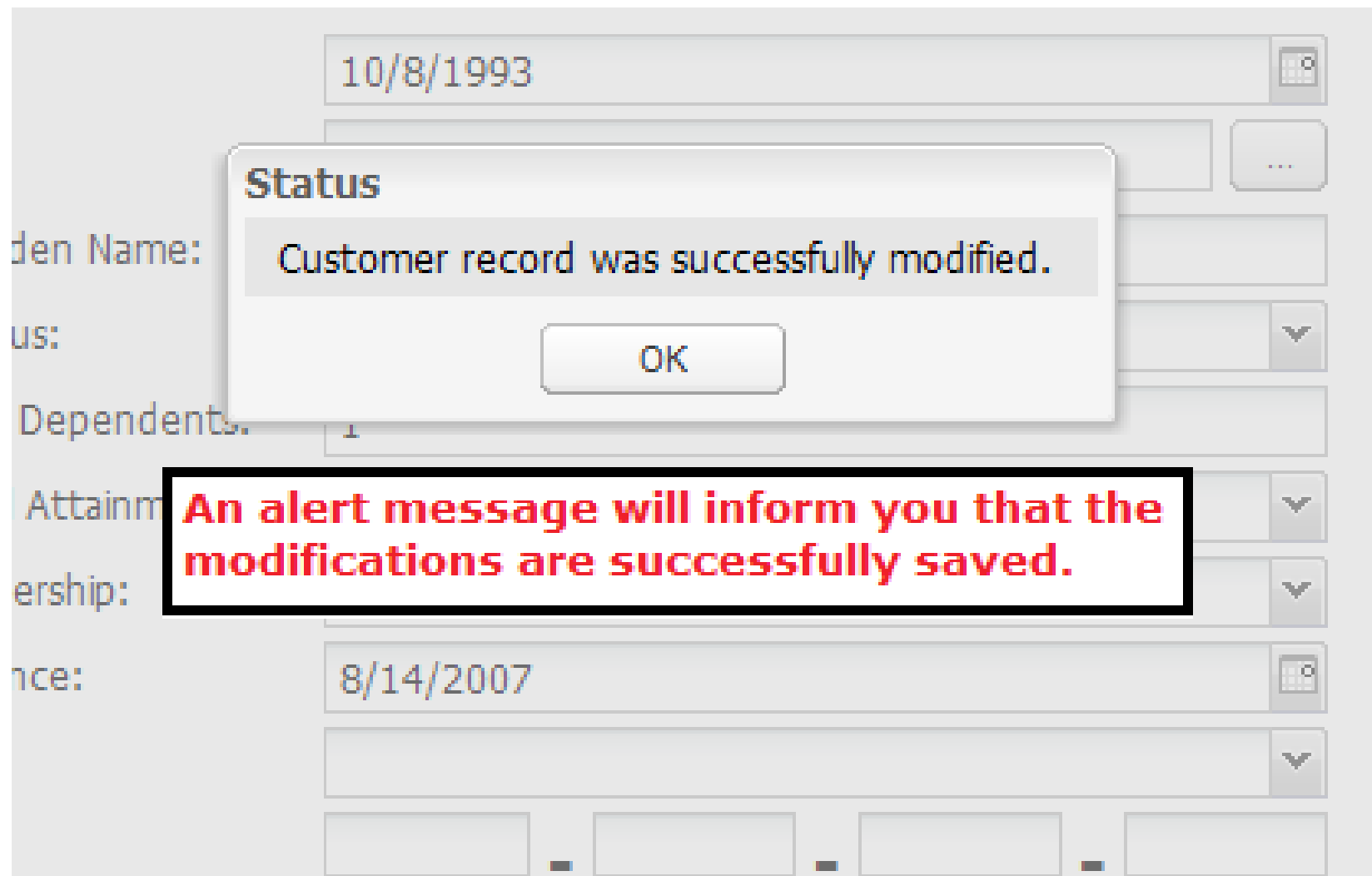
After all changes have been made, click the Save button to save all changes.

 Save

 Close

Contact Information	Employment Information	Other Sources of Income	Spouse Information	Remarks
<div><div>Browse...</div></div>	<div><div>*District:</div><div>Rizal District</div><div>Browse..</div></div> <div><div>Station Number:</div><div>1</div></div> <div><div>Customer Status:</div><div>New</div></div> <div><div>*Customer Type:</div><div>Teacher</div><div></div></div> <div><div>Gender:</div><div><div><input checked="" type="radio"/> Female</div><div><input type="radio"/> Male</div></div></div> <div><div>*Birthdate:</div><div>10/8/1993</div><div></div></div> <div><div>BirthPlace:</div><div></div><div>...</div></div> <div><div>Mother's Maiden Name:</div><div></div></div> <div><div>*Marital Status:</div><div>Married</div><div></div></div>			

EDIT CUSTOMER



The image shows a web form for editing a customer record. The form includes several input fields: a date field at the top containing '10/8/1993', a text field for 'Last Name' containing 'John', a text field for 'First Name' containing 'Doe', a dropdown menu for 'Status' with 'Active' selected, a dropdown menu for 'Gender' with 'Male' selected, a dropdown menu for 'Marital Status' with 'Single' selected, a date field for 'Date of Birth' containing '8/14/2007', and a dropdown menu for 'Blood Type' with 'A+' selected. A modal alert box is displayed in the center of the form, titled 'Status', with the message 'Customer record was successfully modified.' and an 'OK' button. A red text box with a black border is overlaid on the bottom right of the form, containing the text: 'An alert message will inform you that the modifications are successfully saved.'

10/8/1993

Last Name: John

First Name: Doe

Status: Active

Gender: Male

Marital Status: Single

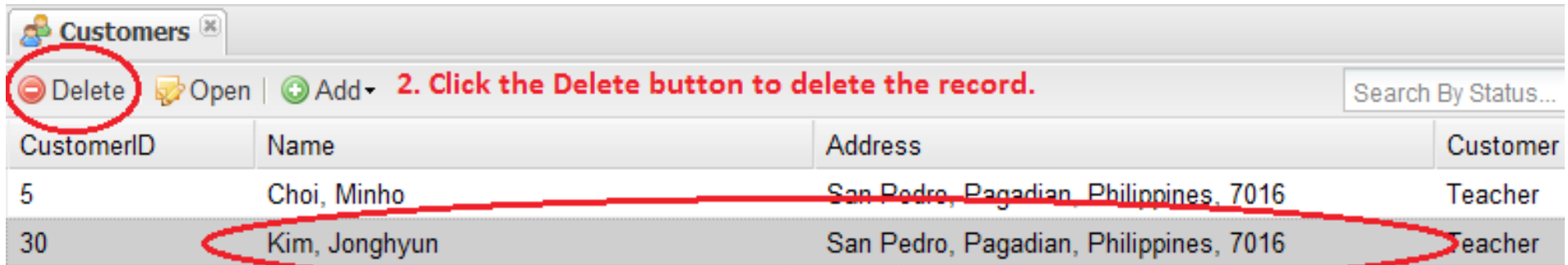
Date of Birth: 8/14/2007

Blood Type: A+

An alert message will inform you that the modifications are successfully saved.

How to DELETE Customer

DELETE CUSTOMER

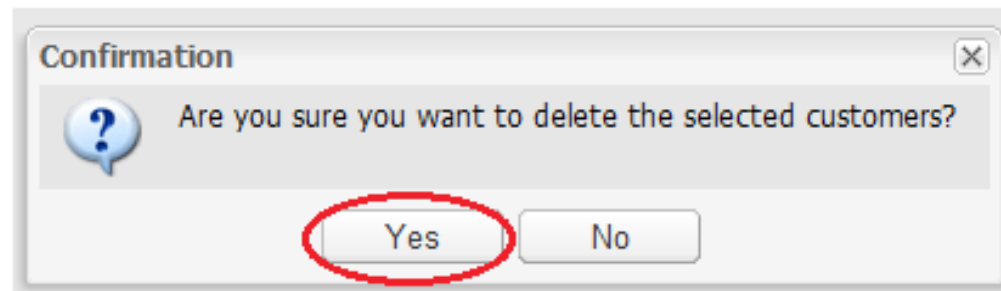


Customers

Delete Open Add 2. Click the Delete button to delete the record. Search By Status...

CustomerID	Name	Address	Customer
5	Choi, Minh	San Pedro, Pagadian, Philippines, 7016	Teacher
30	Kim, Jonghyun	San Pedro, Pagadian, Philippines, 7016	Teacher

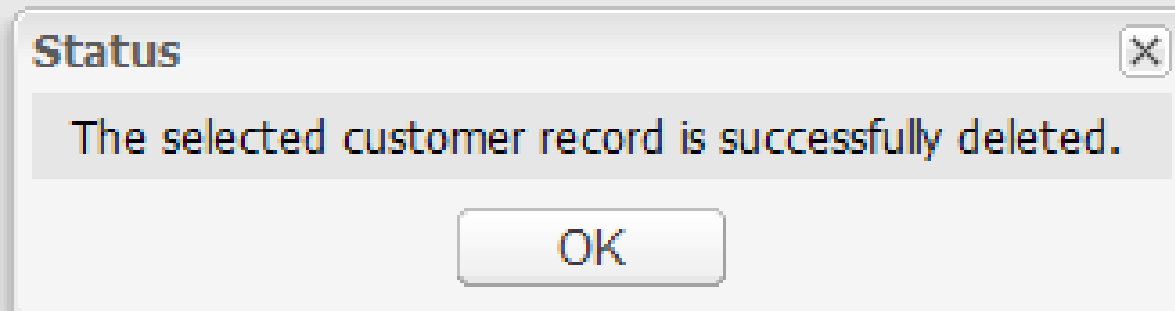
1. Select the record you want to delete.



3. A confirmation message will show after clicking the Delete button. Click Yes to continue deleting the record.

Note: Only customers with a status of 'New' can be deleted.

DELETE CUSTOMER



An alert message will inform you that the record was successfully deleted.