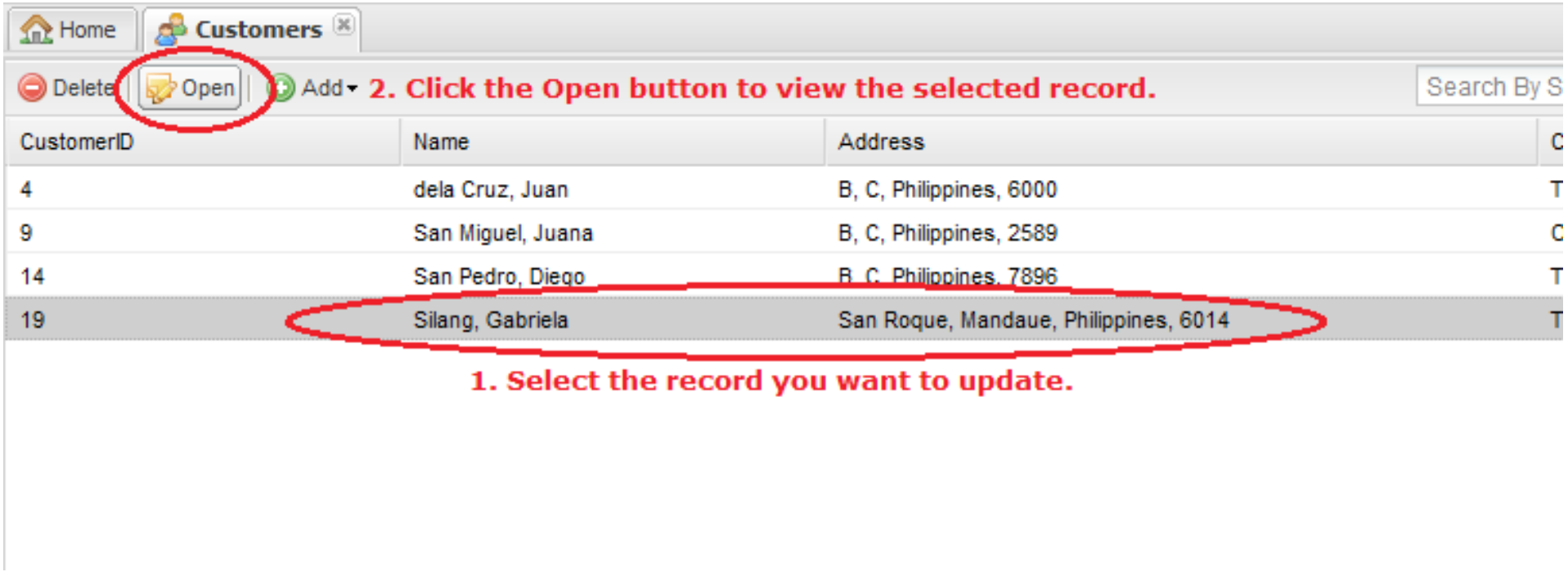
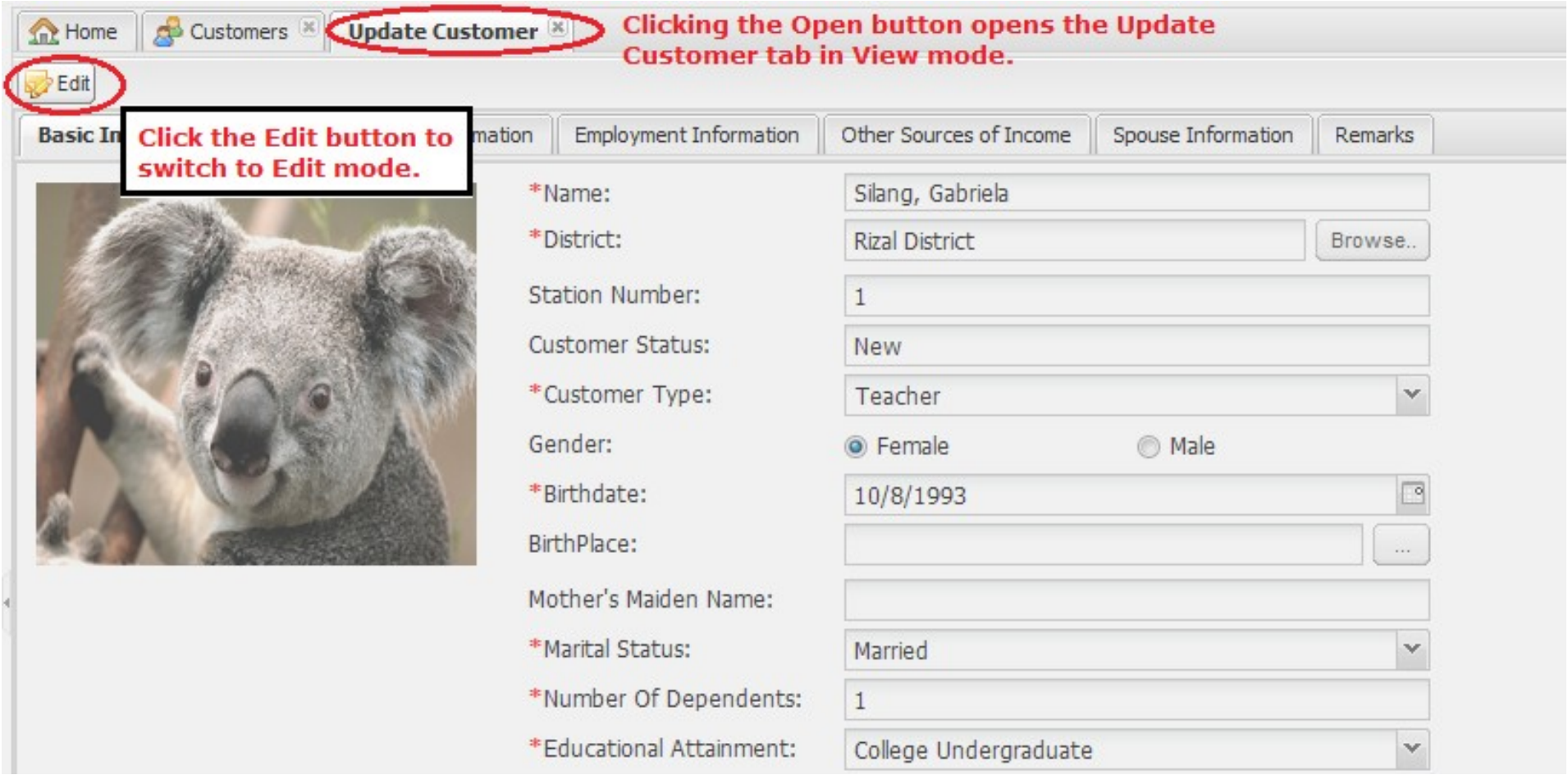
# How to EDIT Customer

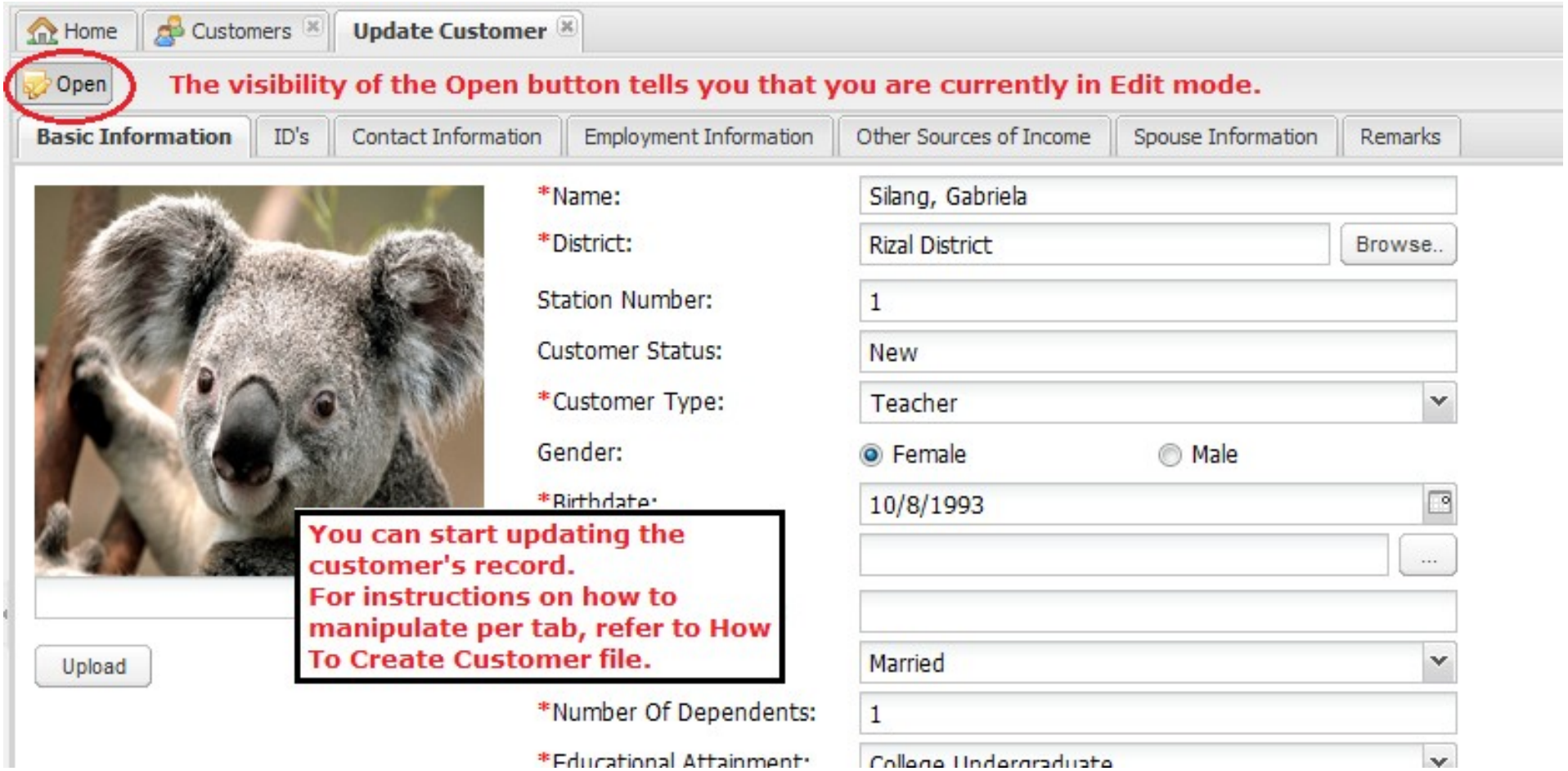
# EDIT CUSTOMER



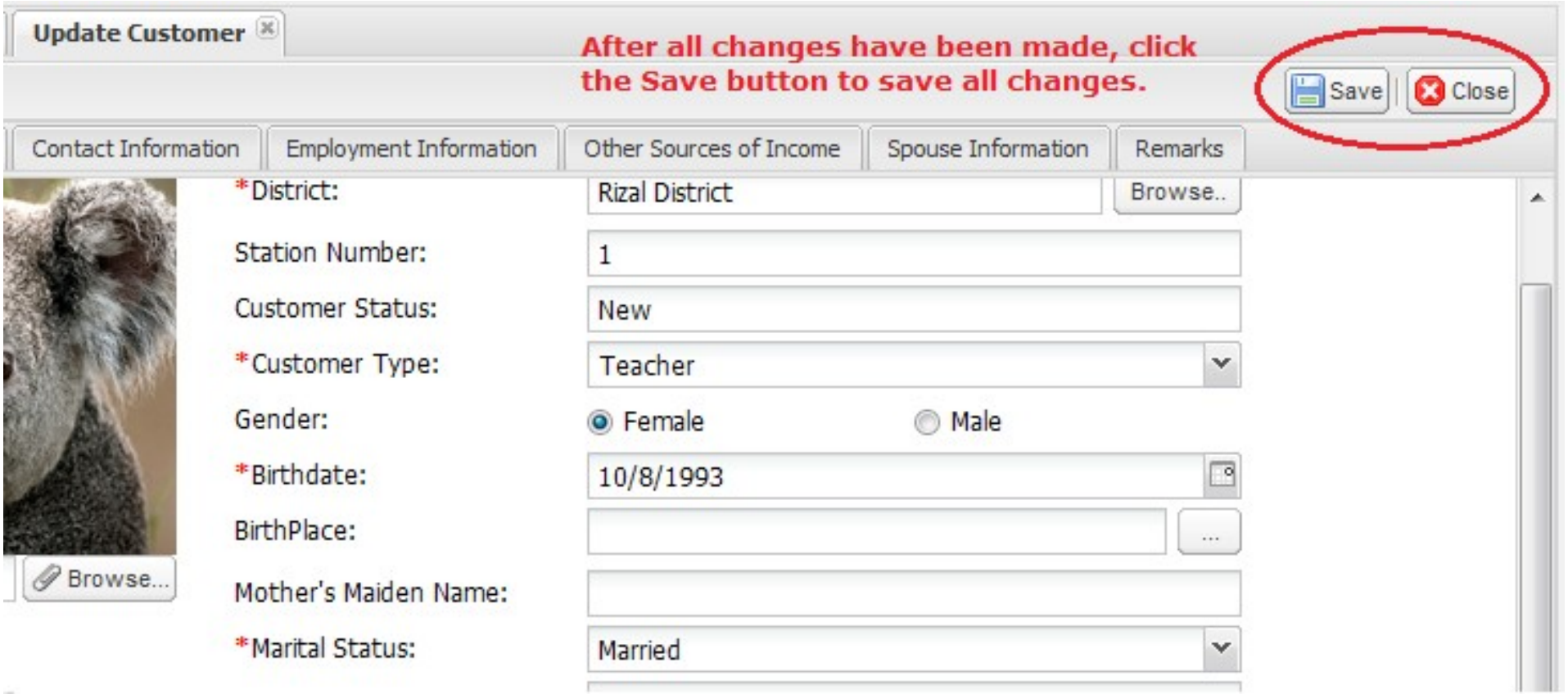
# EDIT CUSTOMER



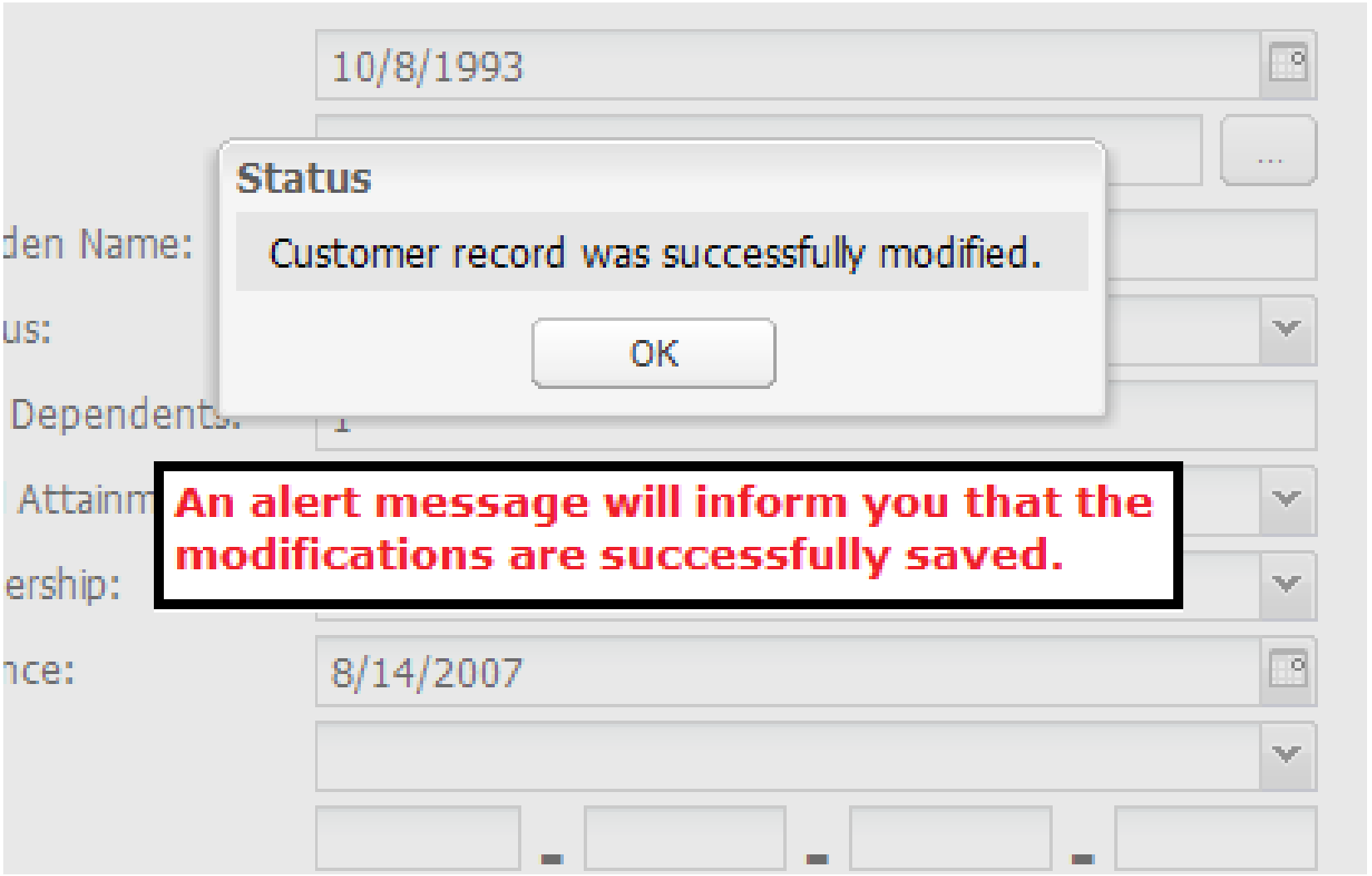
# EDIT CUSTOMER



# EDIT CUSTOMER

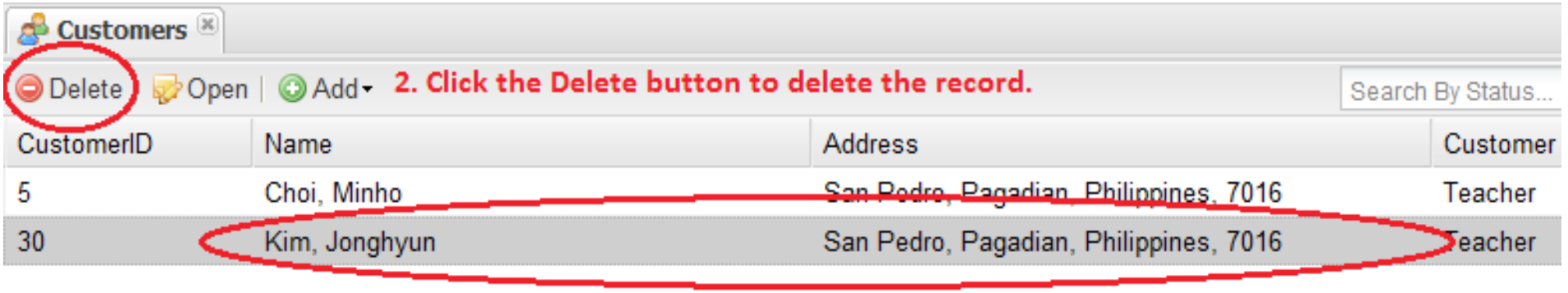


# EDIT CUSTOMER

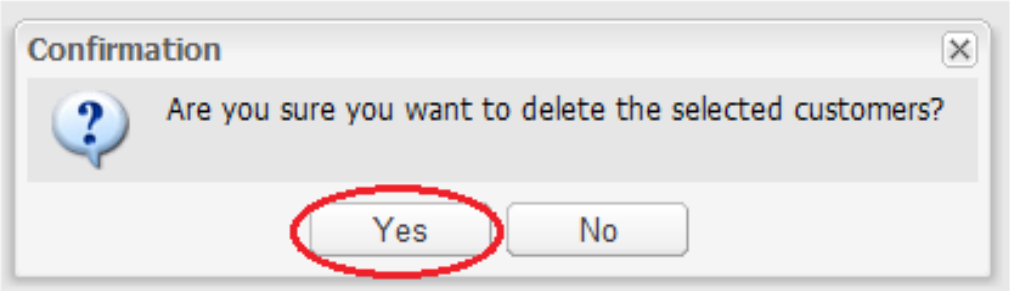


# How to DELETE Customer

# DELETE CUSTOMER



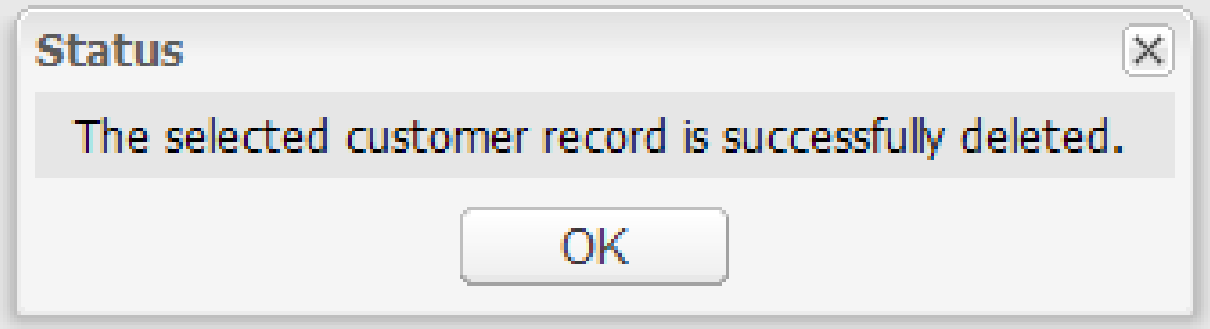

1. Select the record you want to delete.




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.