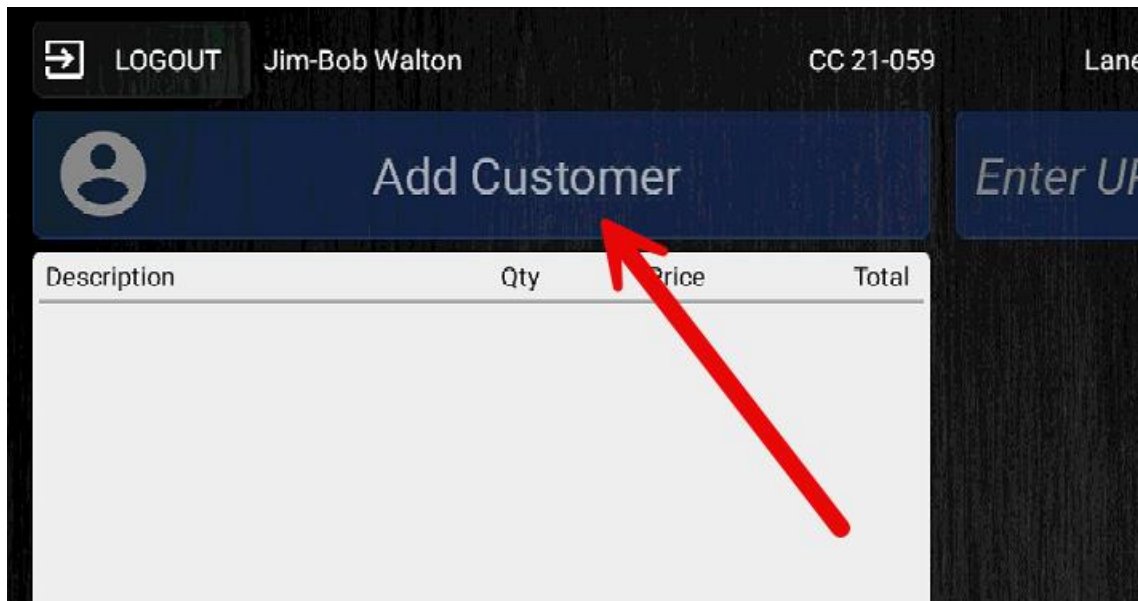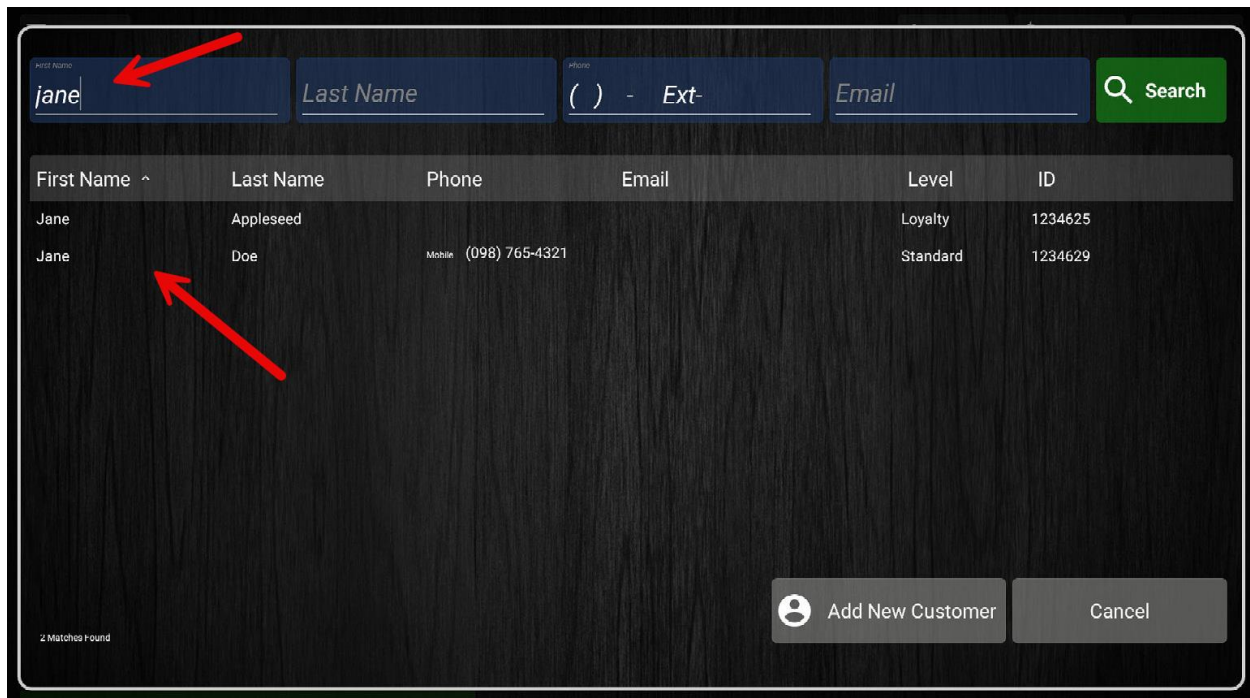**Editing A Customer Record (Point of Sale)**

User Guide > Customer Records

12/13/2023

1. Starting on the main sales screen, tap on the "Add Customer" button.

2. Find the customer using the blue search boxes at the top. Tap on the customer's name once you have located them.

3. Tap on their name where the "Add Customer" button was previously. This will open the customer record edit screen.

4. Edit any customer information on this screen as needed.

5. Once all changes have been made, tap "Save" to save changes.

YOU'RE DONE!

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736

Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources:
https://orderdog-inc.kayako.com/