# How to edit a cutomer in GreenEase

**1**

Customers

Products

Orders

Go to the "Customers" page.

**2**

hide

A TO Z    Download Sample CSV    IMPORT CUSTOMERS

EMAIL    COMPANY NAME    NO. OF ORDERS    PHONE NO.    ACTION    CREATED

info@thehideout.com    The Hideout    3    -    11/07/2023
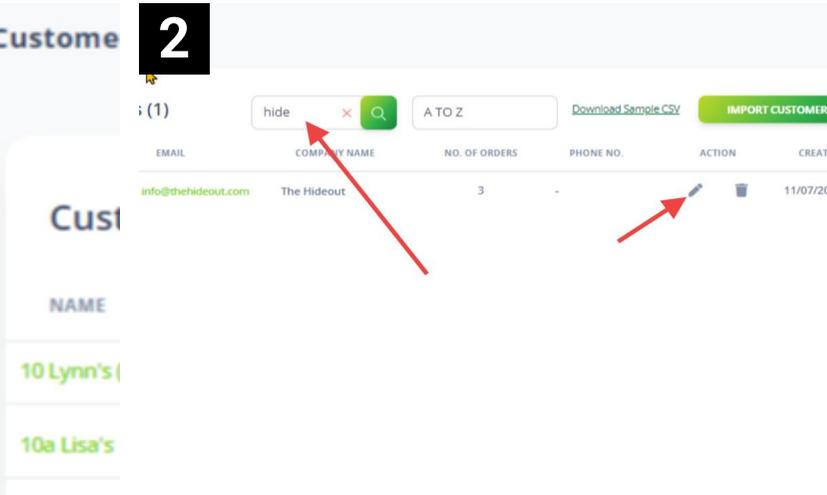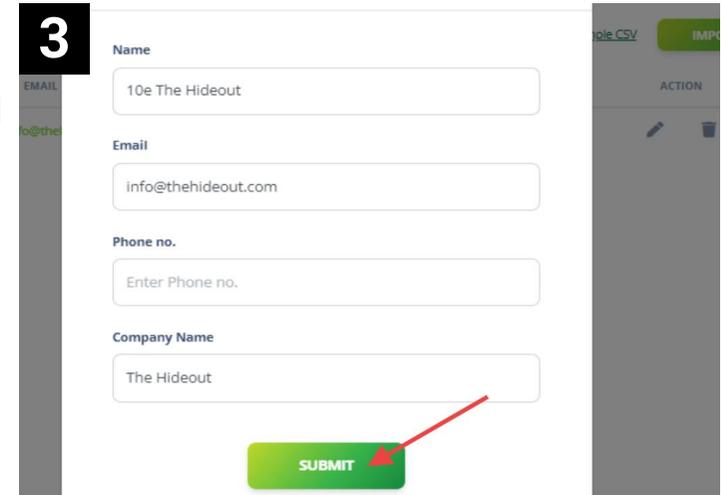
Search for the customer you want to edit. The edit icon is on the right. You may need to scroll sideways to find it

**3**

**Name**

10e The Hideout

**Email**

info@thehideout.com

**Phone no.**

Enter Phone no.

**Company Name**

The Hideout

SUBMIT

Edit the relevant information and click submit

**Process Ref. No:** 136

**Revision:** 1.000  **Revision date:** 10/01/2024

**Date:** 09/01/2024

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**CYCLE TIME:** N/A

**Author:** Trent Koehn