

Vision POS - Updating Existing Customer Information

Purpose and Overview

How to update existing customer information.

Steps

Step	Application	Action
1	Customer / Vehicle	Input the customer phone number
2	Customer / Vehicle	Click the 'SEARCH BY CUSTOMER' button
3	Customer / Vehicle	Select the customer record
4	Customer / Vehicle	Click the 'SELECT CUSTOMER' button
5	Customer / Vehicle	Click 'EDIT CUSTOMER'
6	Customer / Vehicle	Select 'EDIT' under Primary Customer info
7	Customer / Vehicle	Update any field
8	Customer / Vehicle	Click 'UPDATE PRIMARY CONTACT'
9	Customer / Vehicle	Click 'APPLY EDITS'

Contact

If you have any questions, please contact VisionStoreExperienceTeam@discounttire.com.