



Updating customer address

Syeda Khadija Phool - 2023-11-13 - Managing Customers

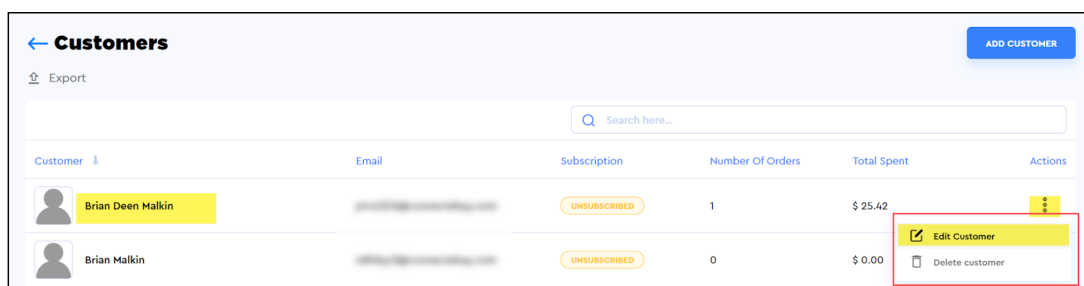
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If a customer requests you to **update the address** on their profile, you can do it on the **Edit Customer** page.

Path: Customers > Edit Customer

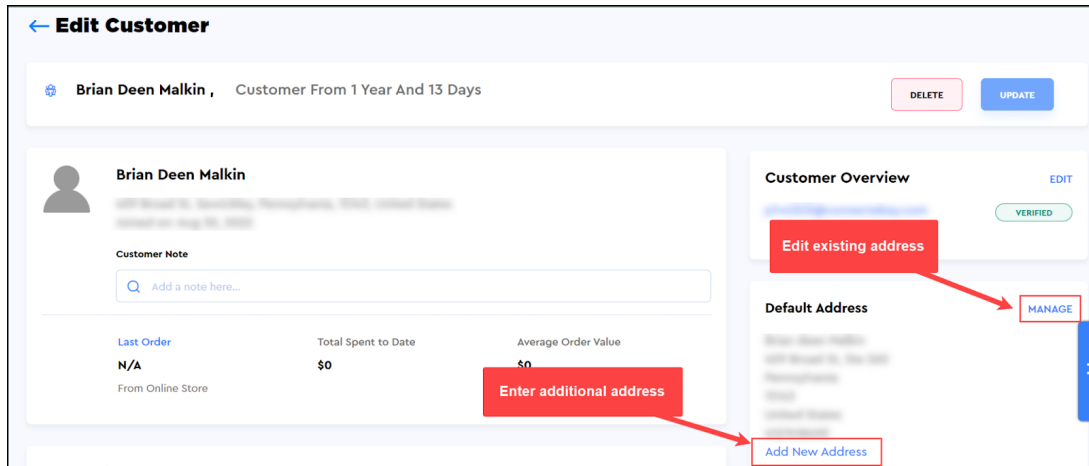
1. Go to the path mentioned above by clicking on the kebab menu icon against the customer record on the **Customers** page and selecting the **Edit Customer** option from the drop-down.



2. On the **Edit Customer** page, you can manage the customer address information in the following two ways:

- Edit an address

- Add a new address

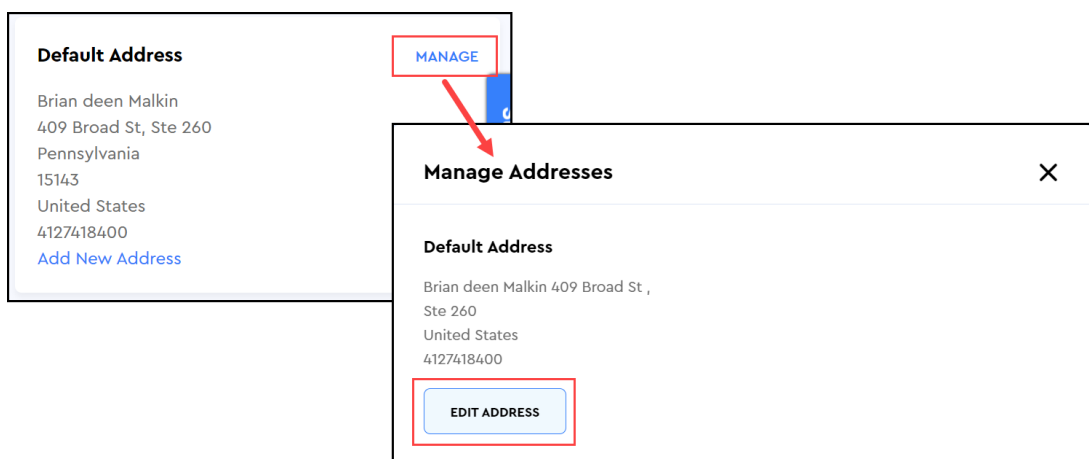


Editing an address

To edit the existing address of a customer, follow these steps:

1. Click on the **Manage** option given in the **Default Address** section.
2. The **Manage Addresses** popup will appear. Click on the **Edit Address** button.

□ On the **Manage Addresses** popup window, the default address as well as the additional address will be displayed. You can edit both of these addresses. If, there is no additional address, then whatever address there exists is the default address. You can edit the default address in this case.



3. Upon clicking the **Edit Address** button, the **Edit Address** form will appear in a popup window. Here, you can make changes to the previously added address. Click **Save** when done.

□ If you update the default address, it will be reflected in the **Default Address** section on the customer record page. If you update the additional address, the saved changes can be seen on the **Manage Addresses** window.

Edit Address

First Name Brian deen	Last Name Malkin
Company Enter company name	Phone Number 090078601
Address 409 Broad St	Apartment, suite etc. (optional) Ste 450
City Sewickley	Country United States
State Alabama	Zip/Postal Code 15143

[CLOSE](#) [SAVE](#)

Default Address [MANAGE](#)

Brian deen Malkin
409 Broad St, Ste 450
Alabama
15143
United States
090078601
[Add New Address](#)

Adding a new address

To add a new address to the customer profile, follow these steps:

1. Click on the **Add New Address** option given below the **Default Address** section.
2. The **Add New Address** form will appear in a popup window. Enter the new address in the given fields, and click the **Save** button to save it.

Default Address MANAGE

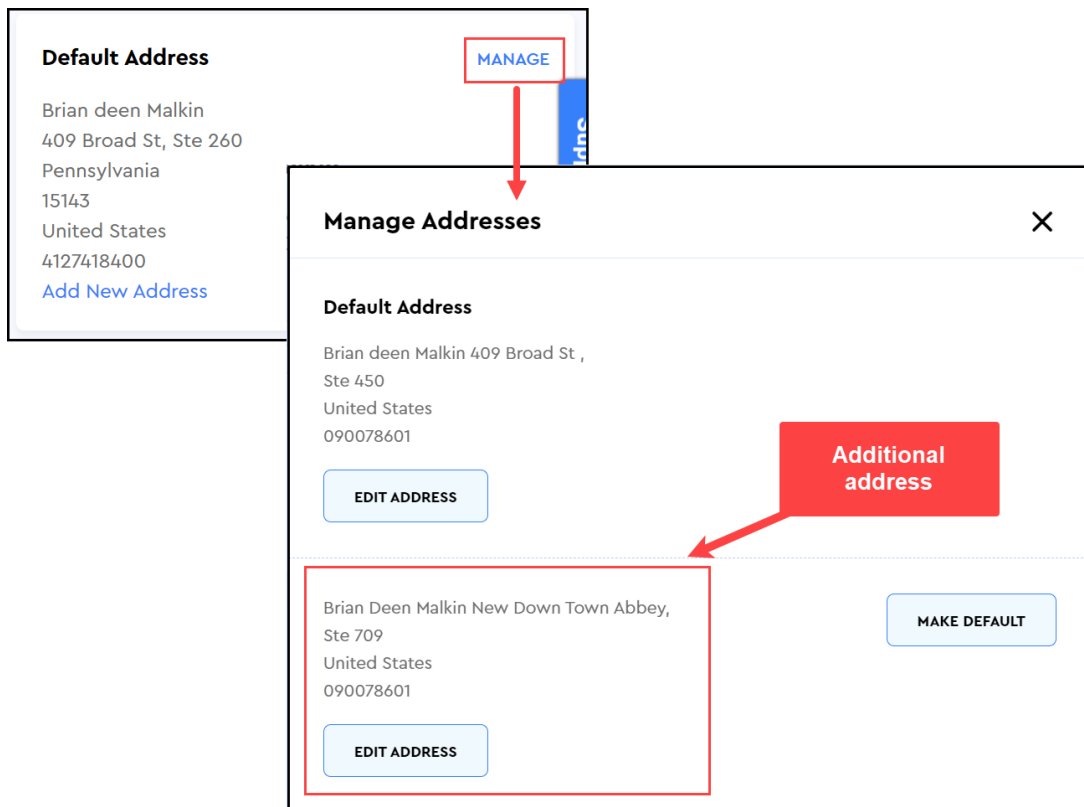
Brian deen Malkin
409 Broad St, Ste 260
Pennsylvania
15143
United States
4127418400

[Add New Address](#)

Add New Address

First Name	Last Name
<input type="text" value="Brian Deen"/>	<input type="text" value="Malkin"/>
Company	Phone Number
<input type="text" value="Enter company name"/>	<input type="text" value="090078601"/>
Address	Apartment, suite etc (optional)
<input type="text" value="New Down Town Abbey"/>	<input type="text" value="Ste 709"/>
City	Country
<input type="text" value="Sewickley"/>	<input type="text" value="United States"/>
State	Zip/Postal Code
<input type="text" value="Alabama"/>	<input type="text" value="15143"/>

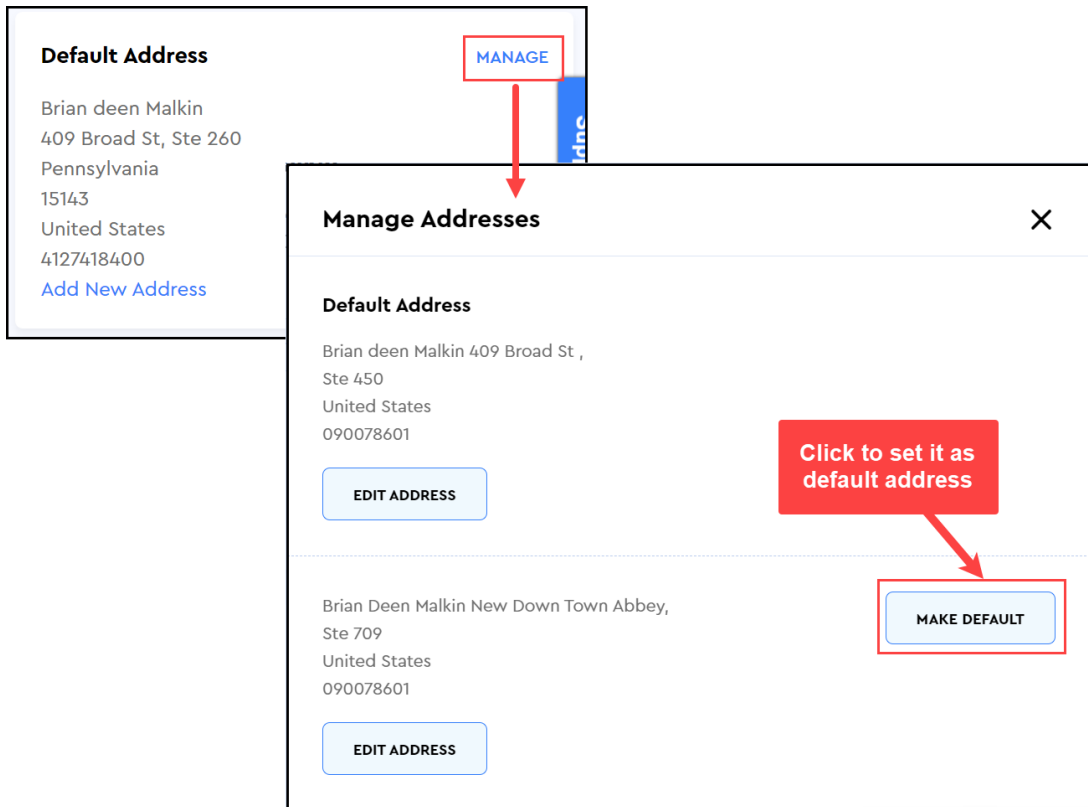
3. To confirm if the additional address is added to the customer profile, click on the **Manage** option given in the **Default Address**. The **Manage Addresses** popup will appear displaying both, the default address as well as the newly added address.



Setting default address

If there are multiple addresses added against a customer profile, and you are requested to change the default address or to set another address as a default address, follow these simple steps:

1. Click on the **Manage** option given in the **Default Address** section.
2. On the **Manage Addresses** popup window, there will be two types of addresses available:
 - **Default Address:** The address that is already set as default. Only one address can be set as a default address.
 - **Additional Address(es):** Any additional address(es) will appear below the **Default Address**. Click on the **Make Default** button to set the additional address as the new default address of the customer.



3. As soon as you click the **Make Default** button to set the default address, the following occurs:

- The default address is updated and is reflected in the **Default Address** section.
- A success notification appears confirming that the new default address has been saved.

