

Create A Customer Comment

Last Modified on 03/05/2018 1:42 pm EST

Go to **Customers** and select the customer to manage.

You can add comments about your customers in their customer record. You can add, **view**, or **search** the comments in the comments field of the Customer Information section. Your customer will not be able to see these comments.

To add a comment:

1. View the **Customer Information** section.
 2. Click on ***Comments*** and enter the notes that you would like to add.
 3. Select ***Save Changes***.
-