

Managing Customer Data

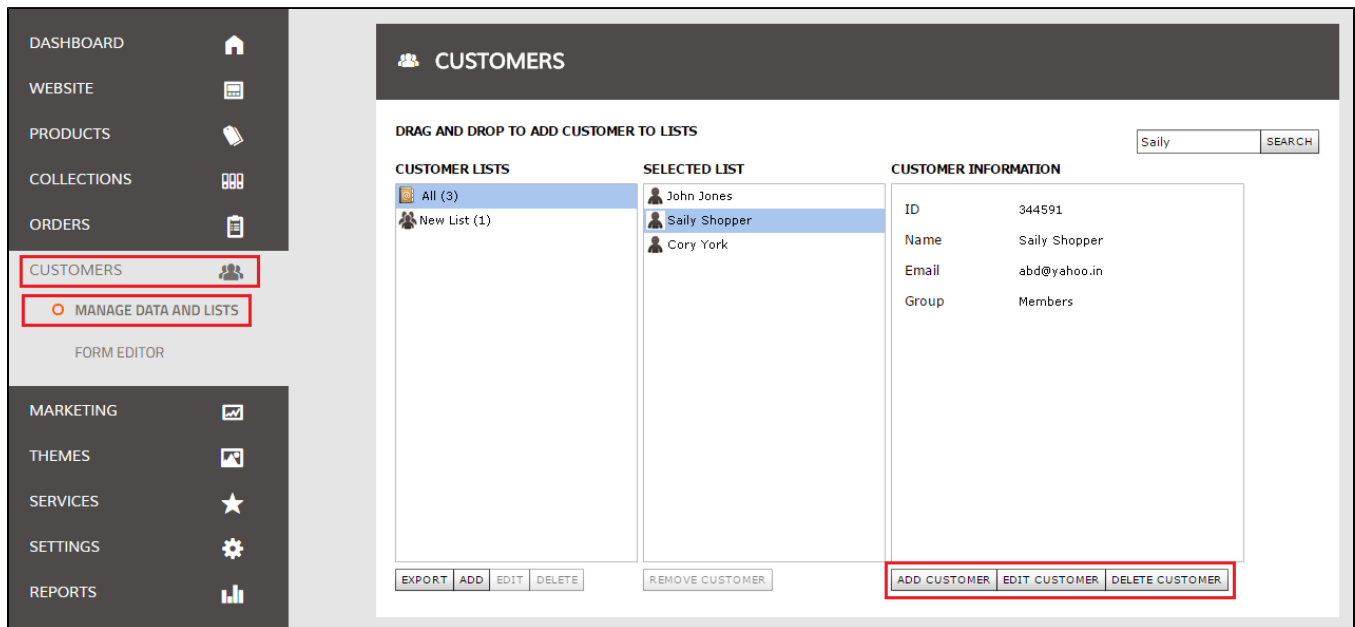
In your **Workspace** under the **Customers** tab, you can view your current and past registered customers and create mailing lists to contact them. You can also import lists of potential customers.

When your customers register, their info appears in your customer list.

 *If customers buy without registering, their info will NOT appear here.*

To View and Manage Customer Data:

1. Login to your Workspace
2. Click on **Customers** from the left menu.
3. Here you will find all your members and mailing lists.
4. In the **Manage Data and Lists** option, you can review your customers' info, as well as edit, add, or delete customers.



The screenshot displays the 'CUSTOMERS' management interface. On the left, a sidebar contains navigation options, with 'CUSTOMERS' and 'MANAGE DATA AND LISTS' highlighted. The main area shows a search bar with 'Sally' and a 'SEARCH' button. Below this, there are three columns: 'CUSTOMER LISTS' (containing 'All (3)' and 'New List (1)'), 'SELECTED LIST' (containing 'John Jones', 'Saily Shopper', and 'Cory York'), and 'CUSTOMER INFORMATION' (displaying details for 'Saily Shopper', including ID 344591, Name, Email (abd@yahoo.in), and Group (Members)). At the bottom, there are buttons for 'EXPORT', 'ADD', 'EDIT', 'DELETE', 'REMOVE CUSTOMER', and 'ADD CUSTOMER', 'EDIT CUSTOMER', 'DELETE CUSTOMER'.

Learn more about viewing and editing customer data in the following articles:

[Viewing Customer Information](#)

[Editing or Deleting Customer Information](#)

If you need any support on this, please contact us at

Related articles

- [Managing User Rights](#)
- [Searching for Customer Details](#)
- [Creating Mailing Lists](#)
- [Attaching a Note to an Order](#)
- [Manually Adding Customer Details](#)