

Manually Adding Customer Details

A Customer's information is automatically added to your Customer list [when a customer registers](#) on your store.

You can also add members manually in your Workspace. Here's how.


To Add a New Customer/Member:

1. Login to your Workspace
2. Click on **Customers** from the left menu.
3. On the **Manage Data and Lists** screen, click **Add Member** below the **Customer Information** box.

The screenshot displays the 'CUSTOMERS' management interface. On the left is a dark sidebar menu with options: DASHBOARD, WEBSITE, PRODUCTS, COLLECTIONS, ORDERS, CUSTOMERS (highlighted), MANAGE DATA AND LISTS (highlighted), FORM EDITOR, MARKETING, THEMES, SERVICES, SETTINGS, and REPORTS. The main content area is titled 'CUSTOMERS' and features a search bar with 'Sally' and a 'SEARCH' button. Below the search bar are three columns: 'CUSTOMER LISTS' containing 'All (3)' and 'New List (1)'; 'SELECTED LIST' containing 'John Jones', 'Sally Shopper', and 'Cory York'; and 'CUSTOMER INFORMATION' which is currently empty and contains the text 'CLICK A CUSTOMER TO VIEW THEIR INFORMATION'. At the bottom of the interface, there are several action buttons: 'EXPORT', 'ADD', 'EDIT', 'DELETE' under the lists; 'REMOVE CUSTOMER' under the selected list; and 'ADD CUSTOMER', 'EDIT CUSTOMER', and 'DELETE CUSTOMER' under the customer information section. The 'ADD CUSTOMER' button is highlighted with a red box.

4. Complete the fields to add customer information. Not all fields are required. Enter as much information as you have available about the new member.

CUSTOMER INFORMATION

ID	0
First Name	<input type="text" value="Steven"/>
Last Name	<input type="text" value="Smith"/>
Company	<input type="text"/>
Email	<input type="text" value="@gmail.com"/>
	<input type="checkbox"/> Subscribed to Email
Birthday	<input type="text"/> 
Group	<input type="text" value="Members"/>
Password	<input type="password" value="*****"/>
	Confirm Password:
	<input type="password" value="*****"/>
Comments	<input type="text"/>
Mobile Phone	<input type="text" value="9912123412"/>
Custom 1	<input type="text"/>

CUSTOMER INFORMATION

Custom 1	<input type="text"/>
Custom 2	<input type="text"/>
Custom 3	<input type="text"/>
Billing Address	
Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Goa"/>
Country	<input type="text" value="India"/>
Zip	<input type="text"/>
Phone	<input type="text"/>

5. Click **Save** at the bottom of the form.



Learn more about how customers can register themselves [here](#).

Related articles

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