

Create A Customer Comment

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

You can add comments about your customers in their customer records. 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**.
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