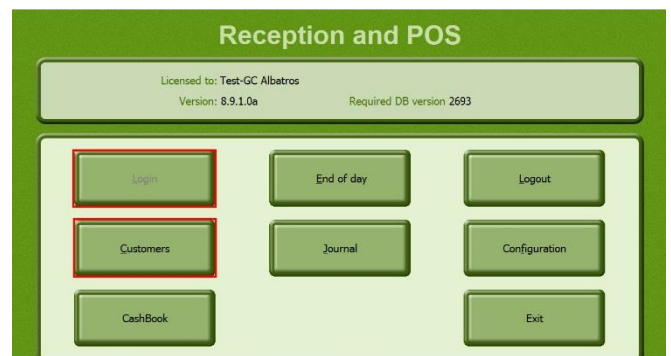


## FAQ | Reception

### Edit an Existing Customer

1 [1]

1. Log on to the Albatros Reception and click on “Customers”.



2. Search and select the customer you want to edit.



3. Click on the button “Edit”.
4. A new window will appear. Change the relevant information by clicking into the respective fields. Some fields are accessible via the tabs “Info 2” to “Info 4”. To save the changes, click on “Update”.

