

How to change client details on lizuka

Open up client:

Community Chaplaincy Association

V: 26.1 | Home | New Case | Search | Reports | Administration

Your Location: Home > Client > Case

Click on Client.

Case Tasks

- Edit details
- Delete case
- Reassign
- Add note

Case Details

Chaplaincy: Community Chaplaincy

Summary

Reference	CA-RDLJBD
Open Date	17/05/2016 12:00

Client Tasks

- Edit details
- Add case
- Add relationship
- Merge client
- Add security permission

Click on Edit details

The Client details page will come up and on the left-hand side you will get a side bar like this.

A page will open in which you can change the clients details i.e. address, phone number etc.

When you are finished with your edits, DON'T FORGET TO CLICK SAVE. This is located at the bottom left-hand side of the page.