

Modify Customer Information

This lab utilizes the Application Menu to modify customer information. The Title1A customer that we created earlier will be changed in this lab.

1) Search for existing customer _____(1A) (Name from Lab1)

2) Modify additional contact information

Add a new contact

Add information of your choice

3) Add case notes

Contact date	(2/1/2003)
Program	(WIA)
Note category	(General)
Confidential	(NO)
Note Subject	(Continuing Education)
Case Note	(Enhancing interviewing skills)

List Customer case notes

Select Printable Notes_ (View Results) (this may take a minute)

4) Employment History (Add a job record)

List Work History (Add a Job)

Employer Name	(Rion Programming Services)
Employment Status	(Still Employed)
Start Date	(02/02/2003)
Job Title	(Programmer)
Contact Name	(Fred Curner)
Contact Phone	(217-234-9111)
Street Address	(19 Olive Street)
City	(Charleston)
State	(Illinois)
Zip Code	(61920)
Wages	(16.00) per (hour) Hrs per week (40)

5) Add Transportation service

List Enrolled Services

Add Enrolled Service (1A)

Registered Core Services Start **(2/2/03) Transportation** 30001-00 Lake
Land College Dislocated Worker Program

6) Log Off

