

## Update customer allocation

### Notes:

- You can only edit an active customer allocation.
- You can only edit customer allocations with active allocation groups.

To update a customer allocation, follow these steps:

1. Select “Edit Record” from the Actions menu or view the customer allocation then click the **Edit** button, the following window appears:

Allocation Group Name	Min Quantity	Max Quantity
Allocation Group 1	200	600
Allocation Group 2	100	500
Allocation Group Name 3	Min Quantity 3	Max Quantity 3

You cannot change the customer code. You can add more allocation groups, or delete any of them by emptying the “Quantity” field and clicking next to the allocation group.

2. Update the allocation groups,
3. Click **Save**.