

## 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:

Update Allocation Groups

Customer\*  
22222

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

CANCEL SAVE

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**.