Add or update a customer

Authorized office users | Quick reference guide

1. Open Customers

Search for the customer first to avoid adding a duplicate record.

2. Review the customer details

Add a customer or open the existing record to update the available name, contact, and billing fields.

3. Save and verify

Confirm the saved record is the customer selected on the load before billing.

Need help? support@herdhaul.com
Do not email passwords, private driver links, or BOL files.