



Clickable Customer Grid User Guide

- **Step 1:** Install the extension and clear the cache.
- **Step 2:** Login to the admin panel and go to the *All Customers* section.

A screenshot of the Magento admin panel's "Customers" section. The left sidebar is dark grey with a white "Customers" menu item highlighted by a red box. The main content area is white and shows a "Customers" header with a search icon, a notification bell with "76", and a user profile "admin". Below the header is a "Now Online" section with a question mark icon and a "Reload Data" button. A "Go to Advanced Reporting" button is also visible. A summary table shows "Revenue \$0.00", "Tax \$0.00", "Shipping \$0.00", and "Quantity 0". At the bottom, there are tabs for "Bestsellers", "Most Viewed Products", "New Customers", "Customers", and "Yotpo Reviews".

Revenue	Tax	Shipping	Quantity
\$0.00	\$0.00	\$0.00	0

- **Step 3:** Click on the Customer Name from the Customers admin grid to directly navigate to the customer view page.

For Magento (1.x & 2.x) Design, Development & Customization please visit us at:
<https://ecommerce.folio3.com/magento-development-company/>

Customers 🔍 76 👤 admin

[Add New Customer](#)

Search by keyword 🔍

Filters 👁 Default View ⚙ Columns 📄 Export

Actions 38 records found 100 per page < 1 of 1 >

	ID ↓	Name	Email	Group	State/Province	Customer Since	Web Site	Confirmed email	Account Created in	Date of Birth	Gender	Fax
<input type="checkbox"/>	5	test user1	testuser1@folio3.com	General		Dec 12, 2019 7:59:01 AM	Main Website	Confirmation Not Required	Default Store View			
<input type="checkbox"/>	18	test user2	testuser2@folio3.com	General		Jan 14, 2020 2:32:30 AM	Main Website	Confirmation Not Required	Default Store View			
<input type="checkbox"/>	19	test user3	testuser3@folio3.com	General		Jan 15, 2020 11:05:07 PM	Main Website	Confirmation Not Required	Default Store View			

Note: A red arrow points from the text "linked with customer account info" to the "Name" column header.

- **Step 4:** You will be navigated to the customer view page.

John Doe 🔍 5 👤 admin

← Back
Login as Customer
Delete Customer
Reset
Create Order
Reset Password
Force Sign-In
Save and Continue Edit
Save Customer

CUSTOMER INFORMATION

Customer View

Account Information ✎

Addresses

Orders

Shopping cart

Account Information

Associate to Website * Main Website ?

Group * General

Disable Automatic Group Change Based on VAT ID

Name Prefix

First Name * John