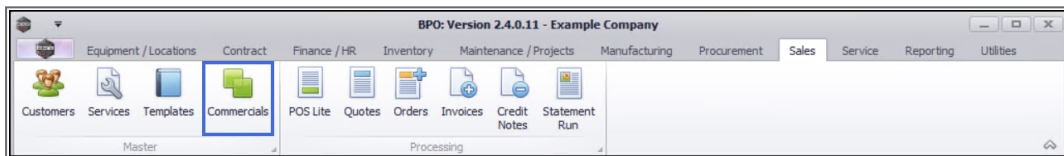# SALES

## COMMERCIALS – DELETE (DEACTIVATE) COMMERCIAL

It is a good habit to first view the Customer list for the Commercial, to ensure that no Customers are still linked to the commercial, before deactivating it.
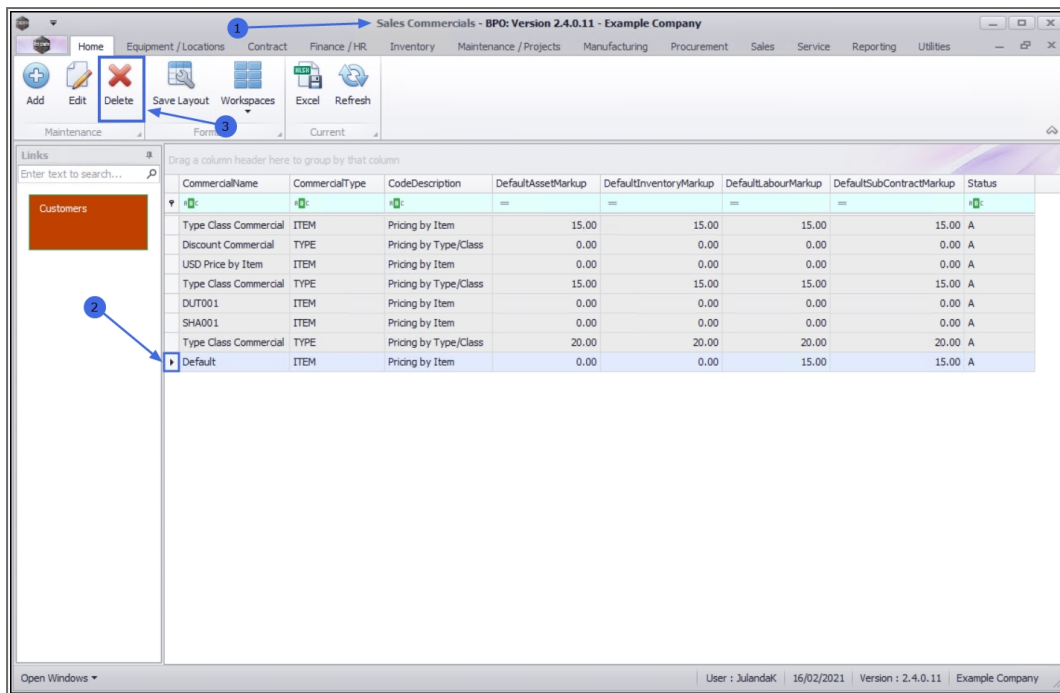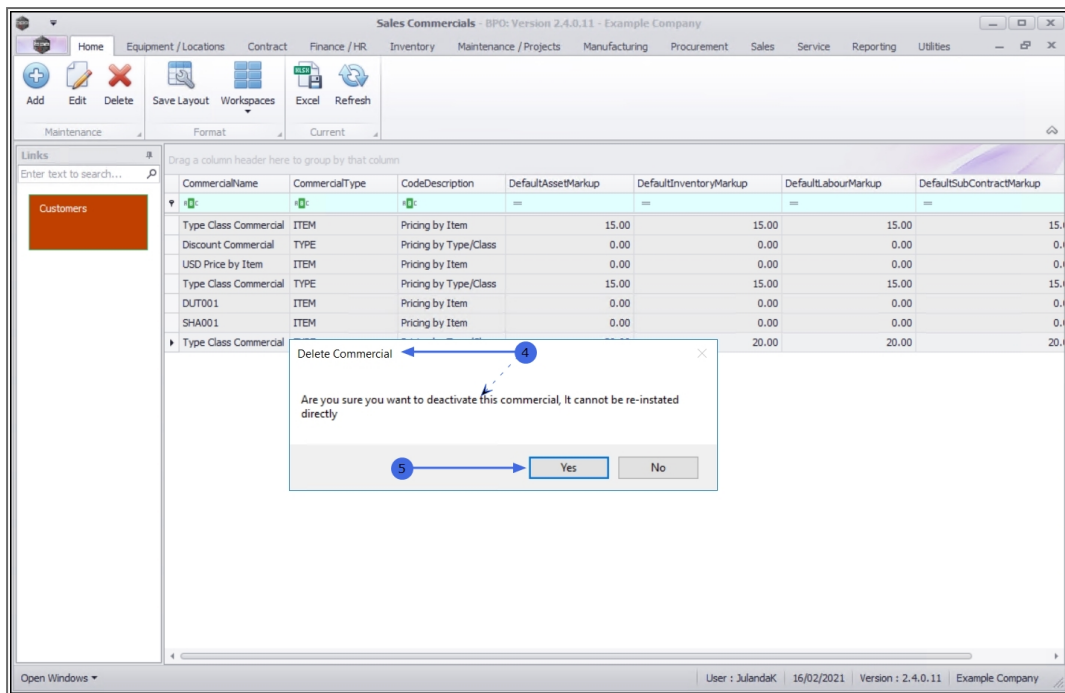
**Ribbon Access:** *Sales > Commercials*



1. The *Sales Commercials* listing screen will display.
2. Click on the **row** of the Sales Commercial you wish to deactivate.
3. Click on **Delete**.

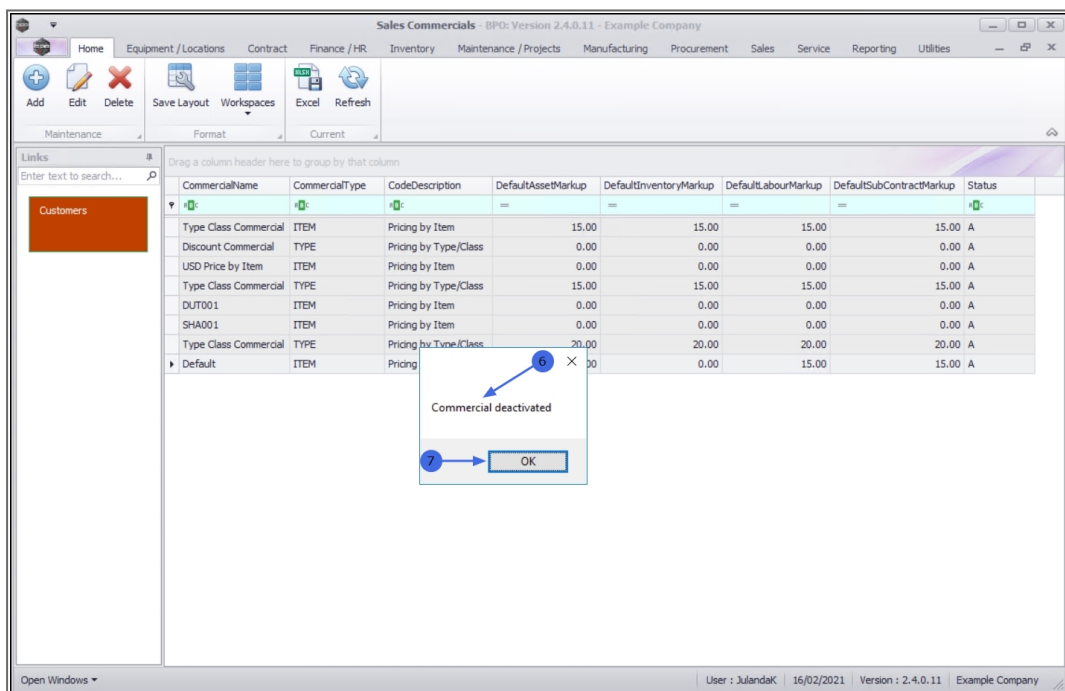Short cut key: *Right click* to display the *Maintenance* menu list. Click on *Delete*.

4. When you receive the *Delete Commercial* message will to confirm;

- *Are you sure you want to deactivate this commercial, it cannot be re-instated directly.*
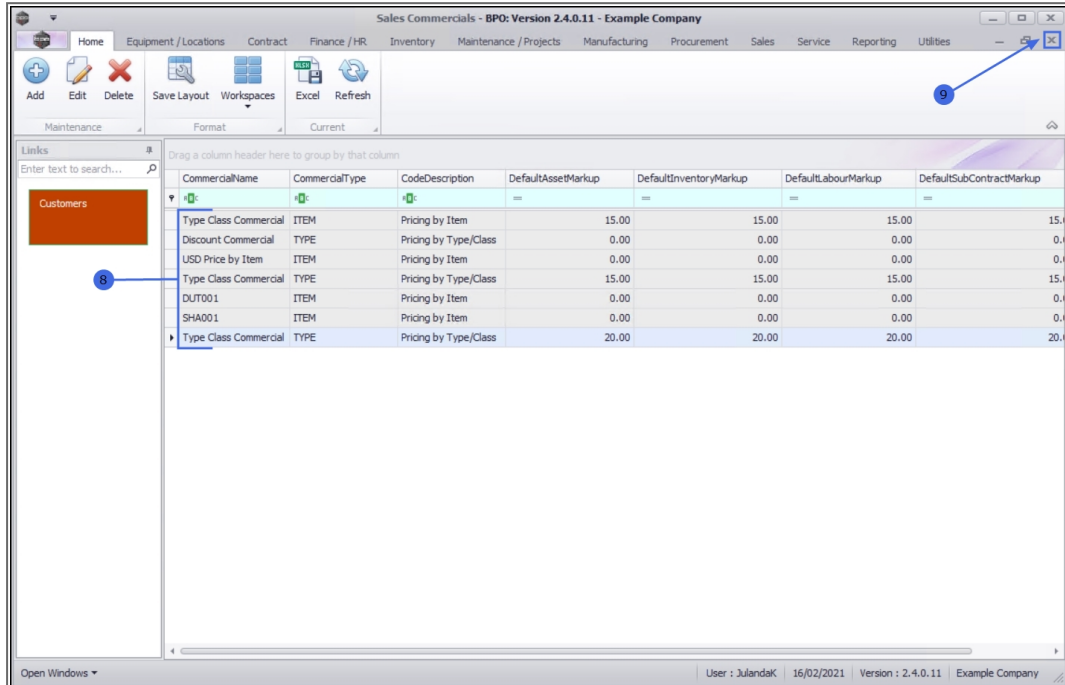
5. Click on *Yes* if you are certain about your selection.

6. Next you will receive confirmation to confirm that;
   - *Commercial deactivated.*
7. Click on *OK*.

8. The Sales Commercial that has been deactivated is no longer available on the *Sales Commercials* screen.

9. Click on the Close screen button to return to the *Sales Commercials* listing screen.



MNU.067.004