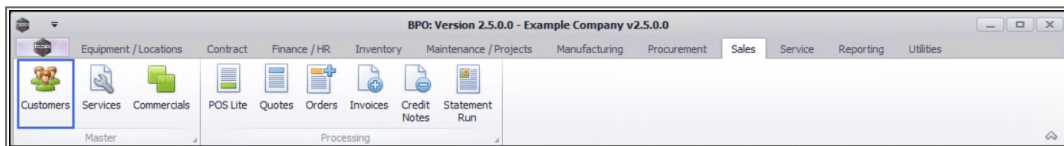


SALES

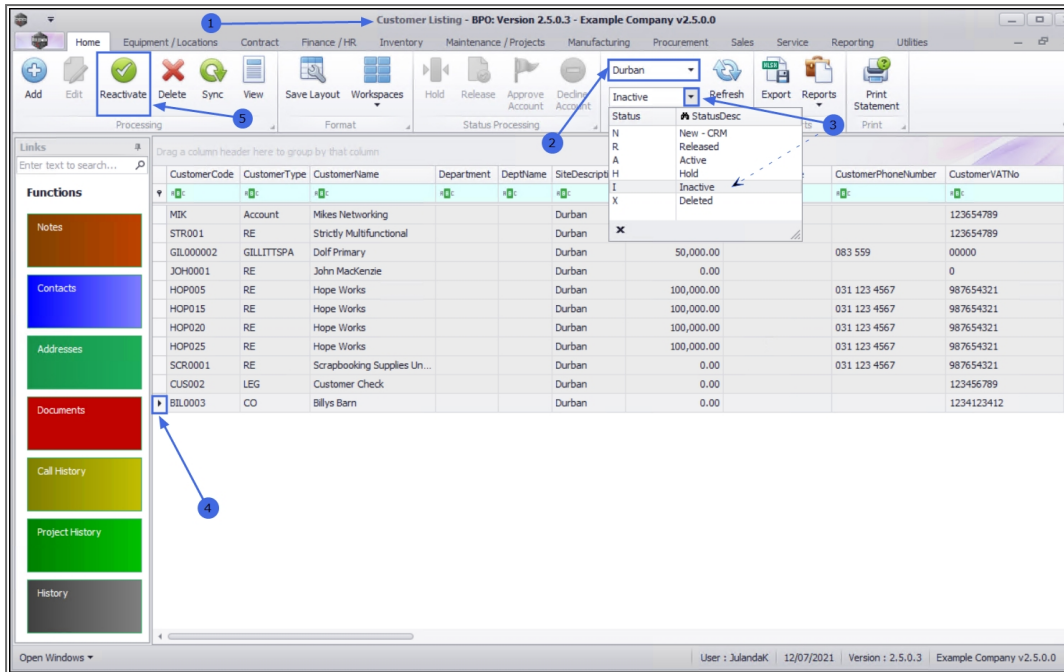
CUSTOMERS - REACTIVATE A CUSTOMER

A Customer can only be Reactivated that has been Deactivated and whose Status is set to *Inactive*.

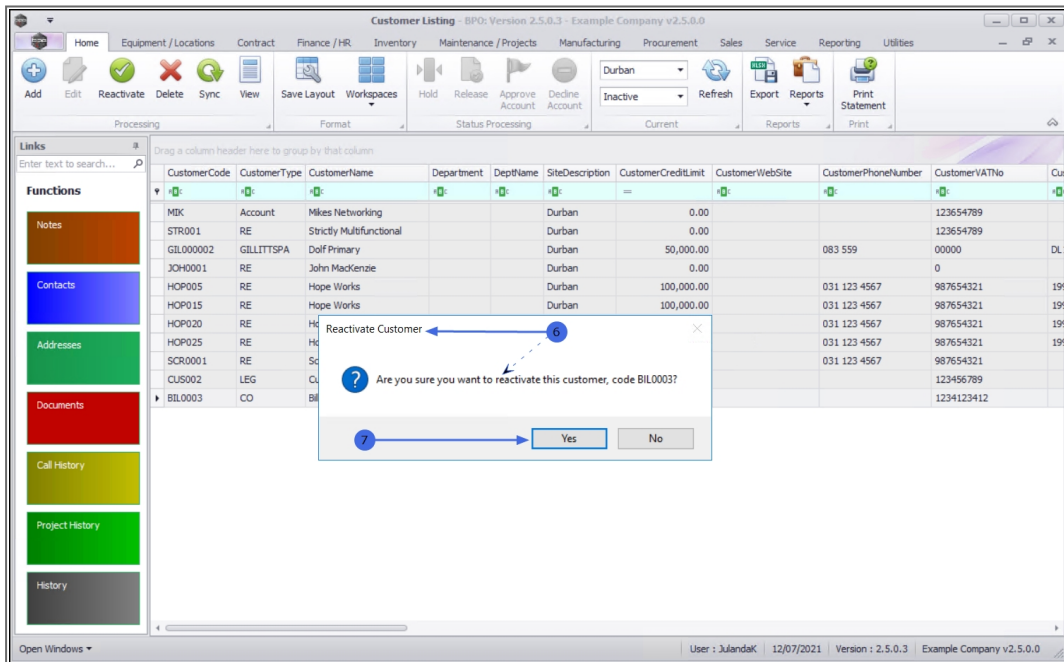
Ribbon Access: *Sales > Customers*



1. The *Customer Listing* screen will be displayed.
2. Select the *Site* where the Customer can be located.
 - The example has *Durban* selected.
3. Ensure that the *Status* has been set to *Inactive*.
4. Select the *row* of the *customer* whom you wish to reactivate.
5. Click on *Reactivate*.

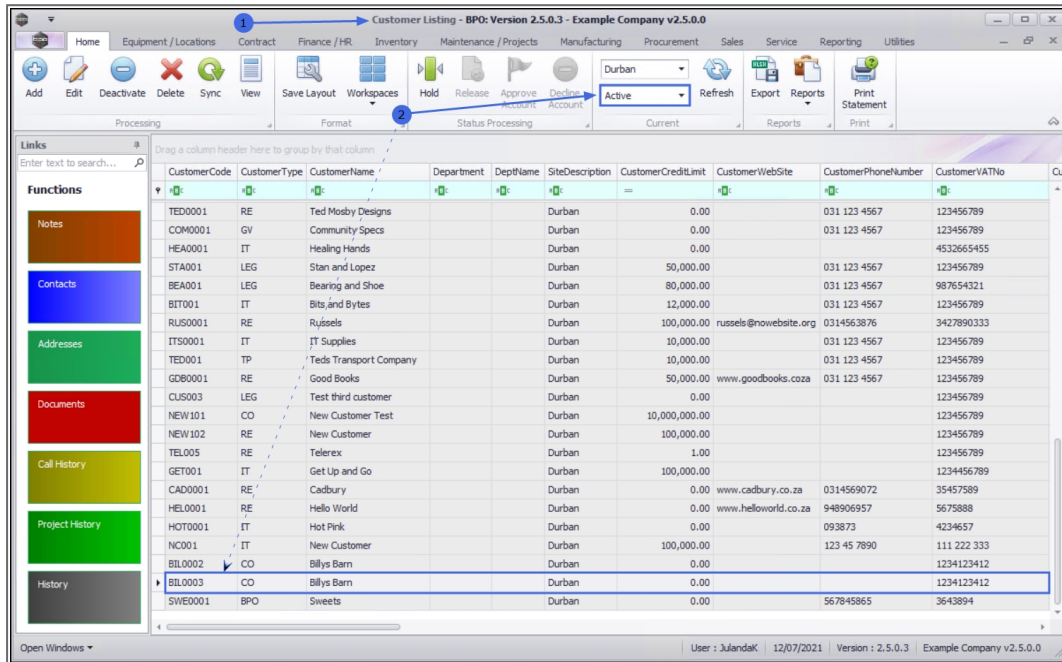


6. When you receive the **Reactive Customer** message to confirm;
 - **Are you sure you want to reactivate this customer, code [customer code]?**
7. Click on **Yes**, if you are certain about your selection.



VIEW CUSTOMER IN ACTIVE STATUS

1. The reactivated Customer can now be **viewed** in the **Customer Listing** screen,
2. where the status is set to **Active**.



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