

We are currently updating our site; thank you for your patience.

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

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- 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**.



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- 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.

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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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	STA001	LEG	Stan and Lopez			Durban	50,000.00		031 123 4567	123456789	
Contacts	BEA001	LEG	Bearing and Shoe			Durban	80,000.00		031 123 4567	987654321	
	BIT001	Π	Bits, and Bytes			Durban	12,000.00		031 123 4567	123456789	
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	TED001	TP ,	Teds Transport Company			Durban	10,000.00		031 123 4567	123456789	
	GDB0001	RE /	Good Books			Durban	50,000.00	www.goodbooks.coza	031 123 4567	123456789	
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