

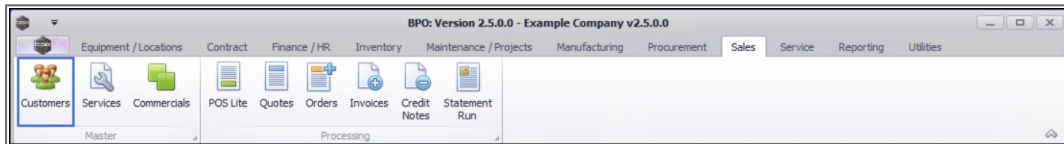
We are currently updating our site; thank you for your patience.

## SALES

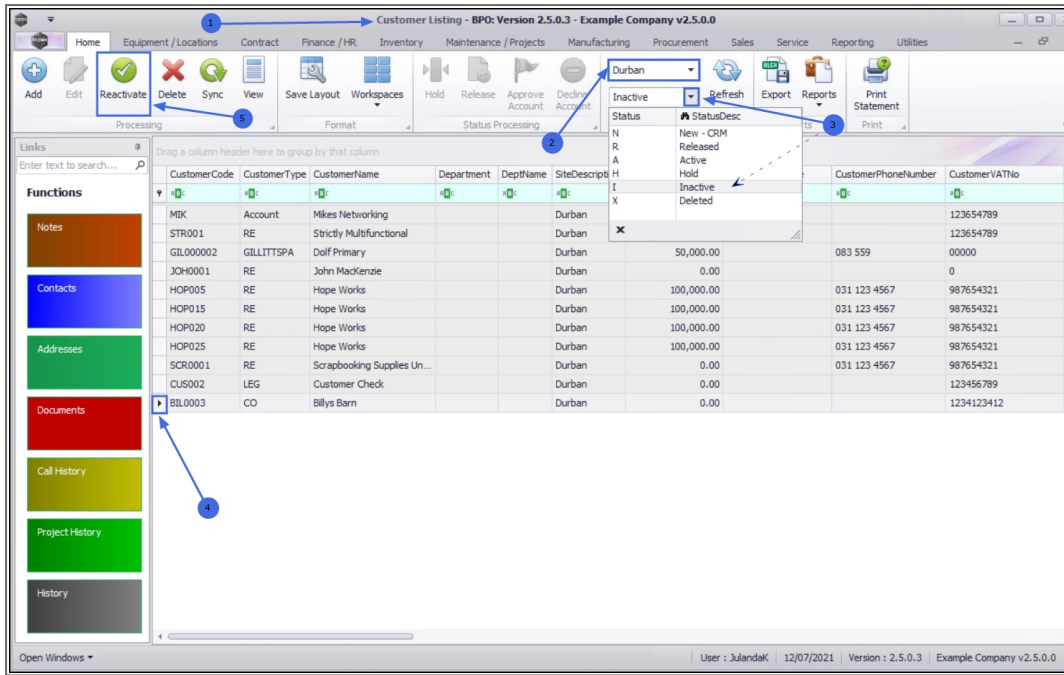
### CUSTOMERS – REACTIVATE A CUSTOMER

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

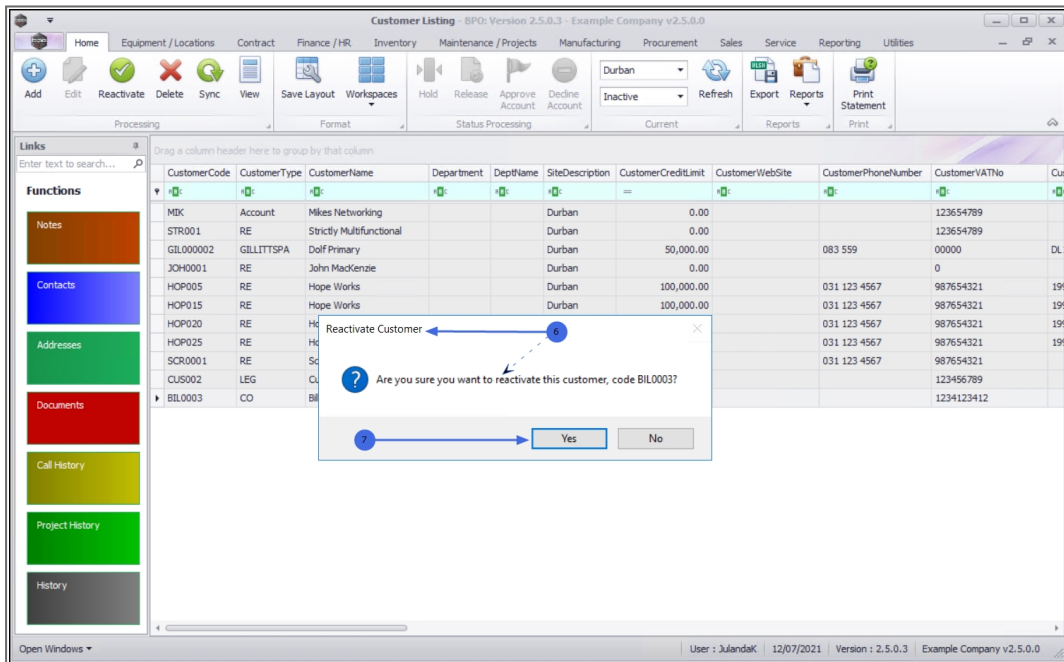
**Ribbon Access:** Sales > Customers



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**.

The screenshot shows the 'Customer Listing' screen in a software application. The interface includes a top navigation bar with various modules like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A toolbar contains icons for Add, Edit, Deactivate, Delete, Sync, View, Save Layout, Workspaces, Hold, Release, Approve Account, Decline Account, Refresh, Export, Reports, and Print Statement. A dropdown menu is open, showing 'Durban' and 'Active' (highlighted). Below the toolbar is a 'Links' section with a search bar and a list of functions: Notes, Contacts, Addresses, Documents, Call History, Project History, and History. The main area is a table with columns: CustomerCode, CustomerType, CustomerName, Department, DeptName, SiteDescription, CustomerCreditLimit, CustomerWebSite, CustomerPhoneNumber, and CustomerVATNo. The table contains multiple rows of customer data. The row for 'BIL0003' (Bilys Barn) is selected, and its status is 'Active'. The bottom status bar shows 'User : JulandaK | 12/07/2021 | Version : 2.5.0.3 | Example Company v2.5.0.0'.

CustomerCode	CustomerType	CustomerName	Department	DeptName	SiteDescription	CustomerCreditLimit	CustomerWebSite	CustomerPhoneNumber	CustomerVATNo
TED0001	RE	Ted Mosby Designs			Durban	0.00		031 123 4567	123456789
COM0001	GV	Community Specs			Durban	0.00		031 123 4567	123456789
HEA0001	IT	Healing Hands			Durban	0.00			4532665455
STA001	LEG	Stan and Lopez			Durban	50,000.00		031 123 4567	123456789
BEA001	LEG	Bearing and Shoe			Durban	80,000.00		031 123 4567	987654321
BIT001	IT	Bits and Bytes			Durban	12,000.00		031 123 4567	123456789
RUS0001	RE	Ryusels			Durban	100,000.00	russels@nowebsite.org	0314563876	3427890333
ITS0001	IT	IT Supplies			Durban	10,000.00		031 123 4567	123456789
TED001	TP	Teds Transport Company			Durban	10,000.00		031 123 4567	123456789
GD0001	RE	Good Books			Durban	50,000.00	www.goodbooks.co.za	031 123 4567	123456789
CUS003	LEG	Test third customer			Durban	0.00			123456789
NEW101	CO	New Customer Test			Durban	10,000,000.00			123456789
NEW102	RE	New Customer			Durban	100,000.00			123456789
TEL005	RE	Telerex			Durban	1.00			123456789
GET001	IT	Get Up and Go			Durban	100,000.00			123456789
CAD0001	RE	Cadbury			Durban	0.00	www.cadbury.co.za	0314569072	35457589
HEL0001	RE	Hello World			Durban	0.00	www.helloworld.co.za	948906957	5675888
HOT0001	IT	Hot Pink			Durban	0.00		093873	4234657
NC001	IT	New Customer			Durban	100,000.00		123 45 7890	111 222 333
BIL0002	CO	Bilys Barn			Durban	0.00			1234123412
BIL0003	CO	Bilys Barn			Durban	0.00			1234123412
SWE0001	BPO	Sweets			Durban	0.00		567845865	3643894

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