

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

SALES

CUSTOMERS - DEACTIVATE A CUSTOMER

Deactivating a Customer will set the customer status to **Inactive**, and you will no longer be able to access the customer from the <u>front end</u> in BPO2.

Ribbon Access: Sales > Customers

\$	₹	BPO: Version 2.5.0.0 - Example Company v2.5.0.0														_ D X
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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. Select the **Status** of the Customer.
 - The example has **Active** selected.
- 4. Select the **row** of the **customer** whom you wish to deactivate.
- 5. Click on **Deactivate**.



Customers - Deactivate a Customer

		1-		Customer L	isting - BPO:	Version 2.5	5.0.3 - Example	Company v2.5.0.0			_ D X
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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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		GDB0001	RE	Good Books			Durban	50,000.00	www.goodbooks.coza	031 123 4567	123456789
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		SWE0001	BPO	Sweets			Durban	0.00		567845865	3643894
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pen Windows -								User	: JulandaK 12/07/202	1 Version : 2.5.0.3 E	xample Company v2.5.0.0

6. When you receive the **Inactive Customer** message to confirm;

• Are you sure you want to inactivate this customer, code [customer code]?

7. Click on **Yes**, if you are certain about your selection.

			Customer L	isting - BPO:	Version 2.5	.0.3 - Examp	le Company v2.5.0.0			
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	HEA0001	Π	Healing Hands			Durban	0.00	0.00		4532665455
	STA001	LEG	Stan and Lopez			Durban	50,000.00			123456789
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	GET001	п	Get Up and Go			Durban	100,000.00			1234456789
	CAD0001	RE	Cadbury			Durban	0.00	www.cadbury.co.za	0314569072	35457589
Designabilitations	HEL0001	RE	Hello World			Durban	0.00	www.helloworld.co.za	948906957	5675888
Project history	HOT0001	п	Hot Pink			Durban	0.00		093873	4234657
	NC001	п	New Customer			Durban	100,000.00		123 45 7890	111 222 333
	BIL0002	co	Billys Barn			Durban	0.00			1234123412
History	BILOUU3	00	Billys Barn			Durban	0.00		5670 45945	1234123412
	SWE0001	BPO	Sweets			Durban	0.00		567845865	3643894



VIEW CUSTOMER IN INACTIVE STATUS

- 1. The Customer can now be **viewed** in the **Customer Listing** screen,
- 2. where the **Status** is set to **Inactive**.

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		JOH0001	RE	John MacKenzie			Durban		0.00			0	
Contacts		HOP005	RE /	Hope Works			Durban		100,000.00		031 123 4567	987654321	199
		HOP015	RE /	Hope Works			Durban		100,000.00		031 123 4567	987654321	199
		HOP020	RE	Hope Works			Durban		100,000.00		031 123 4567	987654321	199
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Related Topics

<u>Reactivate a Customer</u>

MNU.061.043