

Maintenance

How to block a customer.

To block an owner, for instance in case of default, go to the maintenance panel and then to owners. Find the owner in question.

[illegible]

Then, tick "blocked" and save.

Now, when some-one creates a new file for this customer, he / she will get the message that this client is blocked and that he / she can not continue with the file.

Unikátní ID: #2461

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Aktualizováno: 2020-04-20 15:11