

# 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.

Owner Editor

Name	A	Email	jm@insypro.com	Language	Nederlands (BE)
Number	19270	External Ref		Repairer	select a repairer
Address	GRENSSTR 0238			Rebate scheme	select a rebate scheme
Address2				Pricing	select a pricing
Town	2950	Eligiblenumber		Invoice Term	
County/Province	KAPELLEN(ANTW )	VAT Number		Payment Condition	select a payment condition
Country	Belgium	VAT Percentage	21 %	Internal Ledger	- Select One -
Phone		Customer Type	select a client type	Display Comment	<input type="checkbox"/>
Fax		Legal Personality	natural	Comment	012345678901234567890123456789012 345678901234567890123456789012345 678901234567890123456789012345678 901234567890123456789012345678901 234567890123456789012345678901234
Mobile		Title			
Blocked	<input checked="" type="checkbox"/>	Iban			
Contact		Bic			
Show Identity card	<input type="checkbox"/>				

Save Delete Link To Albatros

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.

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