

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

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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