

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

Number

19270

Address

GRENSSTR 0238

Address2

Town

2950
KAPELLEN(ANTW)

County/Province

Country

Belgium

Phone

Fax

Mobile

Blocked

☒

Contact

Show Identity card

☐

Email

jm@insypro.com

External Ref

Eligiblenumber

VAT Number

☒

VAT Percentage

21 %

Customer Type

select a client type

Legal Personality

natural

Title

Iban

Bic

Language

Nederlands (BE)

Repairer

select a repairer

Rebate scheme

select a rebate scheme

Pricing

select a pricing

Invoice Term

Payment Condition

select a payment condition

Internal Ledger

- Select One -

Display Comment

☐

Comment

012345678901234567890123456789012
345678901234567890123456789012345
678901234567890123456789012345678
901234567890123456789012345678901
234567890123456789012345678901234

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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