Suspend Customer

Introduction

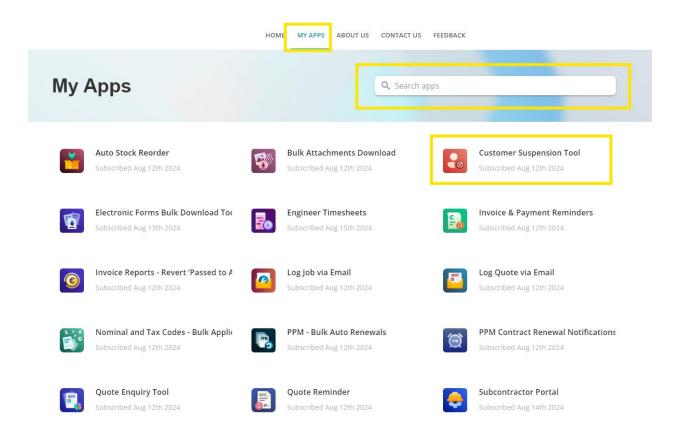
This handy app allows you to easily suspend customers all in one place.

This guide will show you how to suspend your customers through the app.

Accessing the app

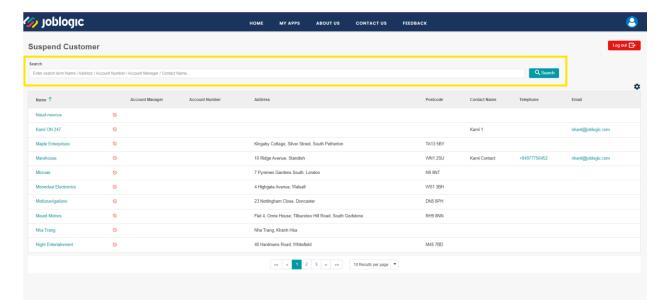
Click My Apps

Either Search for 'Customer Suspension', or simply click the button.

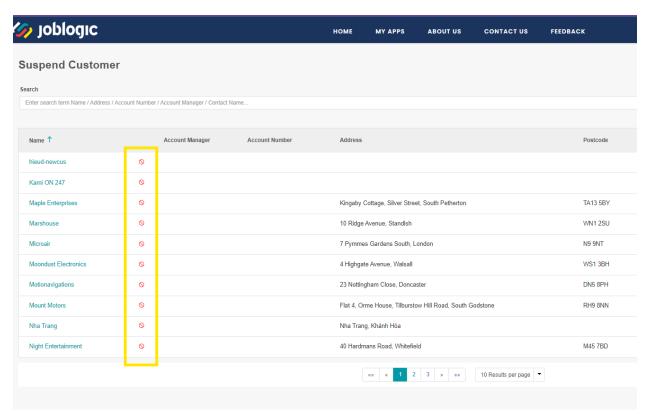


How to suspend your customers

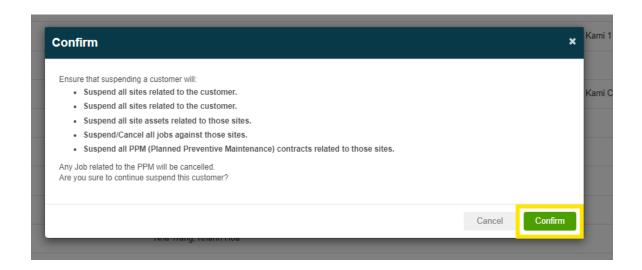
Filter down your Customers by using the search filter if required



Click the red circle next to the customer's name, to suspend a customer



Click Confirm to complete the suspension



On confirmation, the selected customer and all associated items will be successfully suspended.