## **Delete seller customer**

To delete a seller customer, follow these steps:

- 1. Select the customer you want to delete by following any of these methods:
- Select "Delete Record" from the Actions menu next to the customer you want to delete,
- Click the checkbox on top of the records to select all customers then click the **Delete** button,
- Click the checkbox(es) next to the customers you want then click the **Delete** button,

The following message appears showing the number of selected records:

Alert	
Are you sure you want to delete? 1 Record(s) will be affected	
CANCEL DELETE RECORD	

2. Click **Delete Record** to confirm deleting the customer. Its status changes to "Inactive". You can activate the customer by following the steps mentioned in "<u>Activate seller customer</u>".