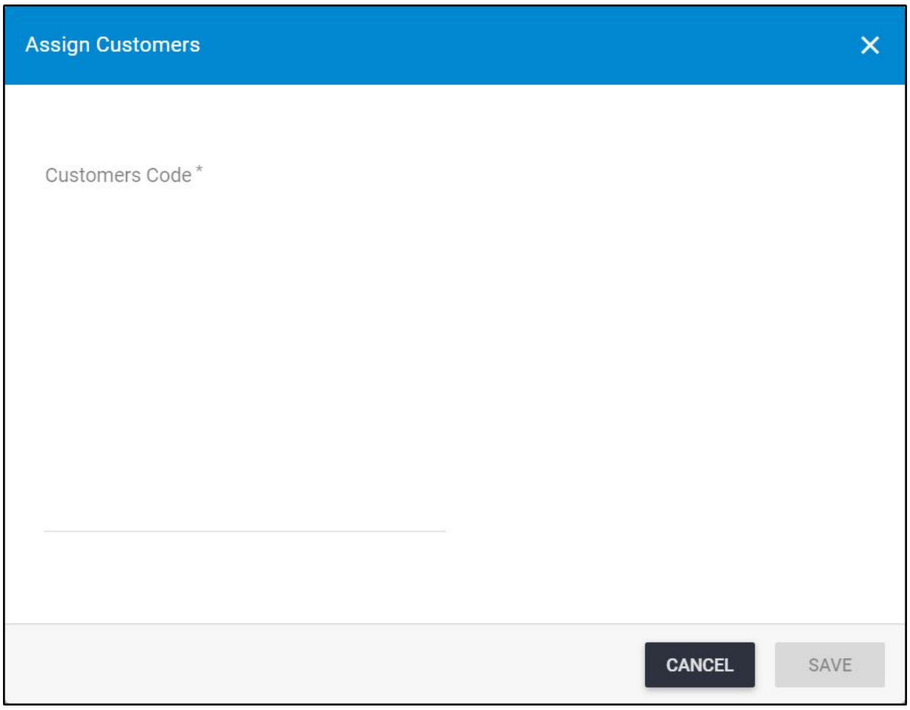
Manage collection customers

To set customers to a collection, follow these steps:

1. View the collection and go to the **Customers** tab and click , the following window appears:



2. Enter the customer number(s) you want to add, if the customer numbers are valid, the **Save** button is activated, and if not, they are listed on the right-side of the window,
3. Click **Save**, the selected customers are assigned to the collection.

To remove any of the customers assigned to the collection, select the customer(s) you want to delete from the list then click the **Delete** button, or select "Delete Record" from the Actions menu next to the customer.

You can activate the deleted customers by selecting the records then clicking the **Activate** button, or selecting "Activate Record" from Actions menu next to the record.