

Inactive Code Setup

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Inactive Codes are used to identify why a customer's status has been changed to *Inactive* within the *Customer Maintenance* screen. To change an inactive code, select **Inactive Code** on the *Maintenance Table* screen, select *Edit/Create* and make changes as necessary.

Division	Inactive Code	Description
1	1	MOVED
1	2	LOST TO COMPETITION
1	3	FIRED
1	4	PER REQUEST

1. Select **Inactive Code** at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables*.
2. Select *Edit/Create* as the *Mode*.
3. Indicate the *Scope* and *Division* parameters and select **Continue**.
4. In the *Division* section, enter the *Division* for the Inactive Code is assigned.
5. In the *Inactive Code* field, enter a unique identifier. This can be up to two numeric characters.
6. Enter a *Description* for the Inactive Code.
7. Choose **Save**.