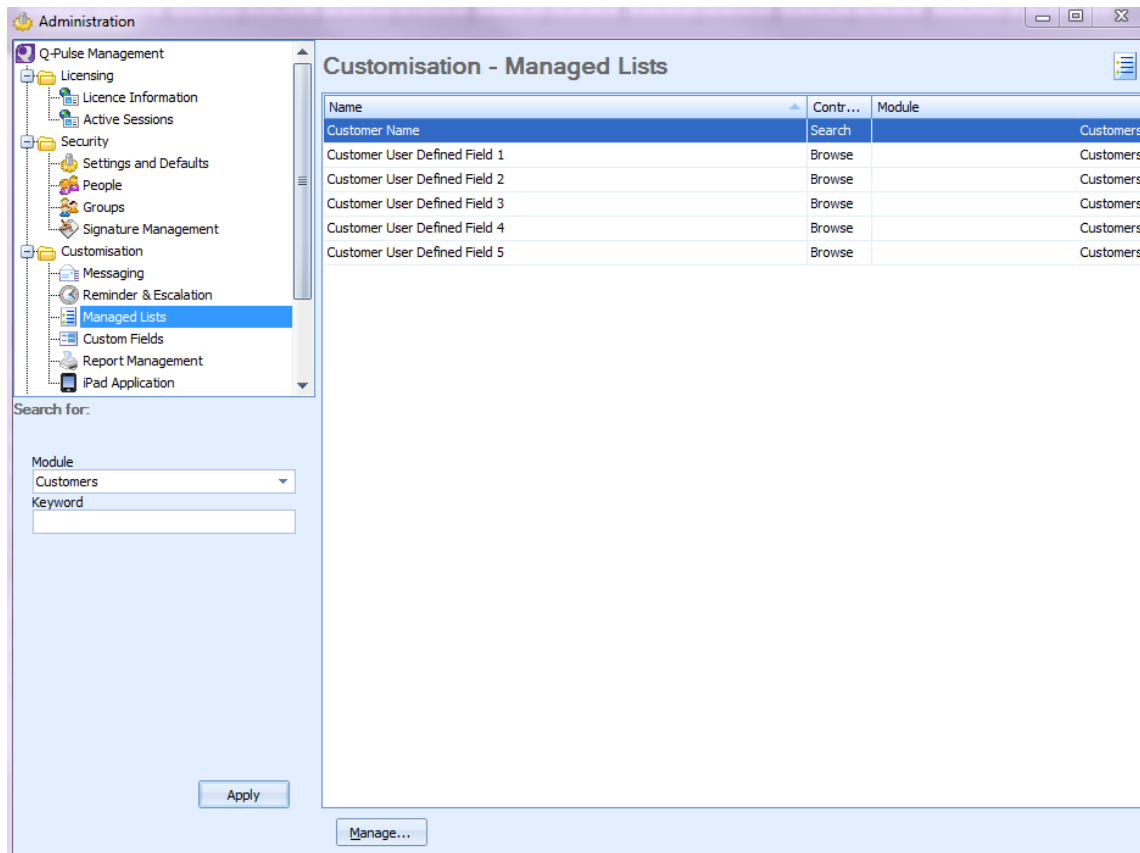


Q-Pulse Tip- Q-Pulse Archive a Record

How to Archive a Customer or Supplier Record

If you have been using Q-Pulse for a long time, you likely have many Supplier and Customer Records in those modules. It is possible there are some that you are no longer affiliated with, yet they still appear in your Module List View. You can actually archive them without having to delete anything. Here's how.

In the Administration Console, under Managed Lists, select the Customer (or Supplier) Name.

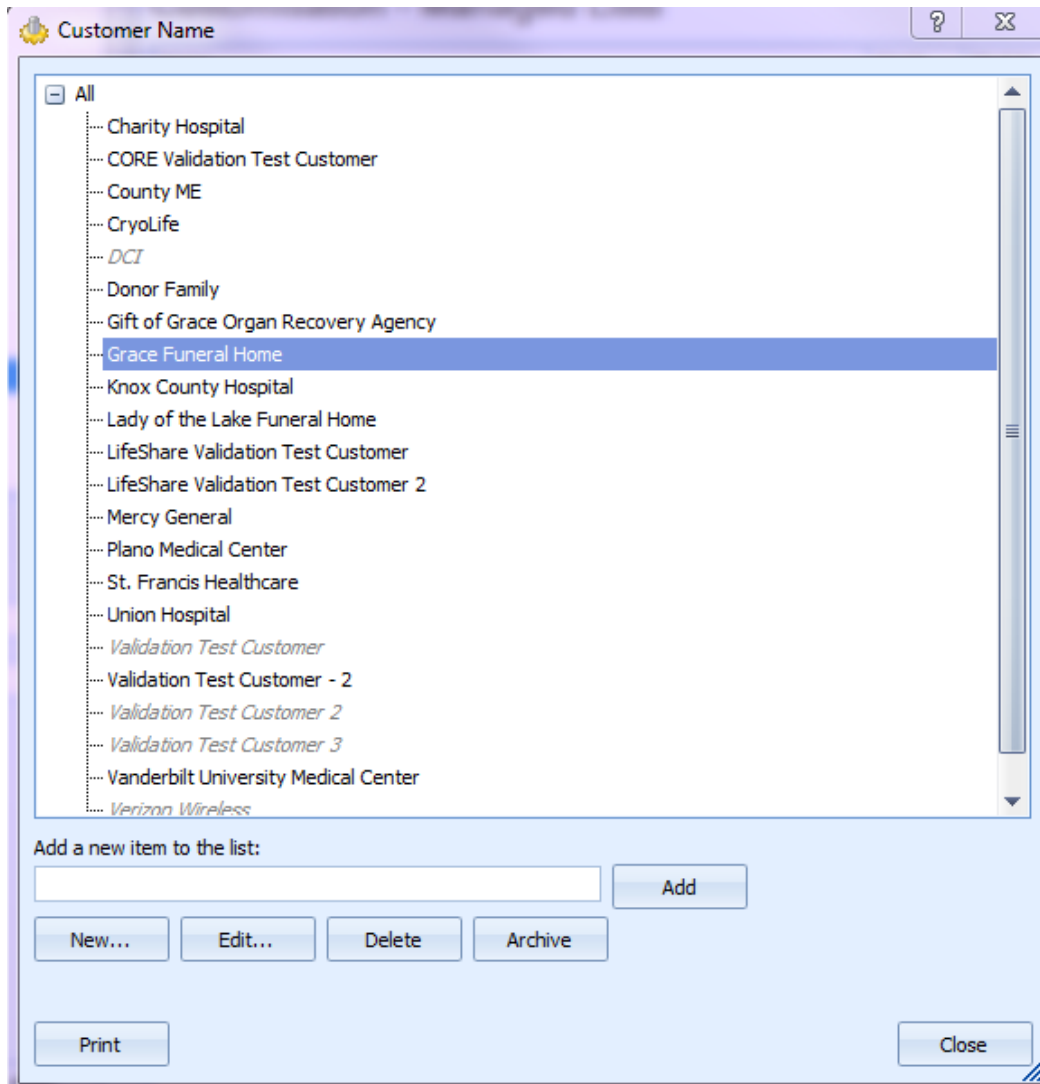


The screenshot shows the 'Administration' console with a tree view on the left containing categories like Q-Pulse Management, Licensing, Security, Customisation, and Messaging. The 'Managed Lists' option is selected. The main area displays a table titled 'Customisation - Managed Lists' with the following data:

Name	Contr...	Module
Customer Name	Search	Customers
Customer User Defined Field 1	Browse	Customers
Customer User Defined Field 2	Browse	Customers
Customer User Defined Field 3	Browse	Customers
Customer User Defined Field 4	Browse	Customers
Customer User Defined Field 5	Browse	Customers

Below the table, there is a search section with a 'Module' dropdown set to 'Customers' and a 'Keyword' input field. An 'Apply' button is located below the search fields, and a 'Manage...' button is at the bottom right of the window.

Highlight the name and select Archive.



It's that simple. The archived item will appear greyed out and in italics. That Record will not appear in the list, but if you ever need it again, it is available. Perform the reverse function to reinstate the Customer or Supplier and it will be available in the Q Pulse Module again.

