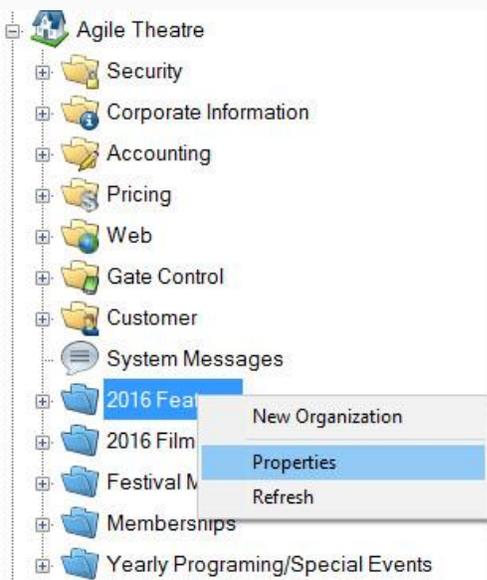


# How To Retire A Corporate Or Sales Organization

## Retire an Organization

1. Log into Administration.

2. Right Click on the Corporate or Sales Organization that you wish to retire, and select properties.



3. Check the box at the bottom next to retire.

Organization: 2016 Features

2016 Features 22384

General Billing Contact Customer Service Contact Tree Management Logo Notes

Name 2016 Features

Short Name 16FEAT

Address 1 4124 Central Pike

Address 2

City Hermitage

State / Province Tennessee

Zip / Postal Code 37076

Time Zone GMT -6:00, Central Time

Administration Email

Create Report Attachment

User Administration Organization

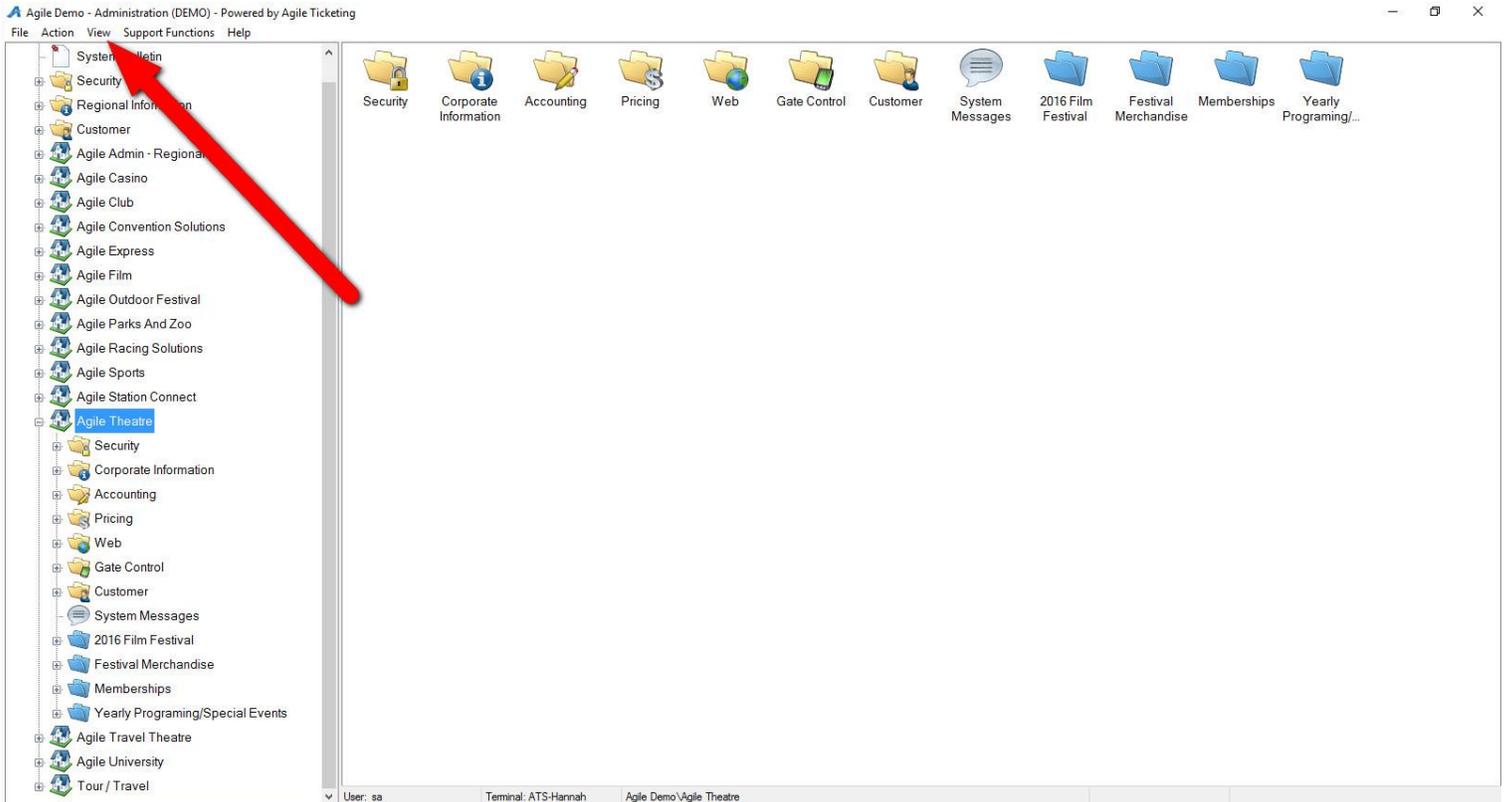
Retired

OK Cancel Apply

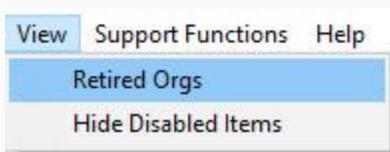
4. Click apply and ok

# To see the Organization again

1. In administration click on View.



2. Select Retired Orgs



3. All retired Organizations should be shown now with a yellow triangle.

- Agile Theatre
  - Security
  - Corporate Information
  - Accounting
  - Pricing
  - Web
  - Gate Control
  - Customer
  - System Messages
  - 2016 Features**
  - 2016 Film Festival
  - Delete Festival Shorts
  - Festival Merchandise
  - Memberships
  - Yearly Programing/Special Events