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.

2016 Featu	es	_	
			223
eneral Billing Contact	Customer Service Contact Tree Management Logo Notes		
Name	2016 Features		
Short Name	16FEAT		
Address 1	4124 Central Pike		
Address 2			
City	Hemitage		
State / Province	Tennessee		
Zip / Postal Code	37076		
Time Zone	GMT -6:00, Central Time		
Administration Email			
	Create Report Attachment		
User Administration C	rganization		
Retired			
	0	K Cancel	Apphy

4. Click apply and ok

To see the Organization again

1. In administration click on View.

Administration (DEMO) Demond by Anile Ticksting

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⊕	Customer		Information						Messages	Festival	Merchandise		Programing/	
÷ 🖞	Agile Admin - Regional													
	Agile Casino													
⊕ <u>4</u>	Agile Club													
	Agile Convention Solutions													
⊕ 🔏	Agile Express													
	Agile Film													
⊕ ₫	Agile Outdoor Festival													
i 4	Agile Parks And Zoo													
⊕ ₫	Agile Racing Solutions													
	Agile Sports													
	Agile Station Connect													
e 4	Agile Theatre													
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	Customer													
	System Messages													
e	2016 Film Festival													
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	Memberships													
Ē	Yearly Programing/Special Events													
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	Agile University													
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2. Select Retired Orgs



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

