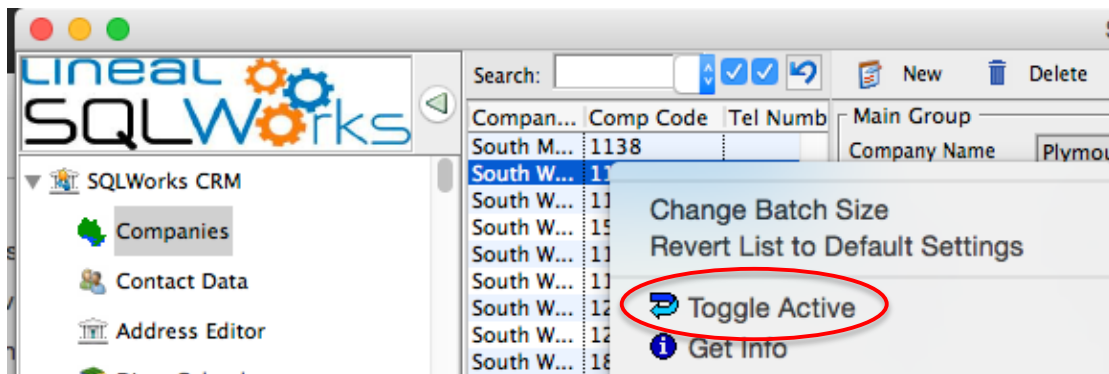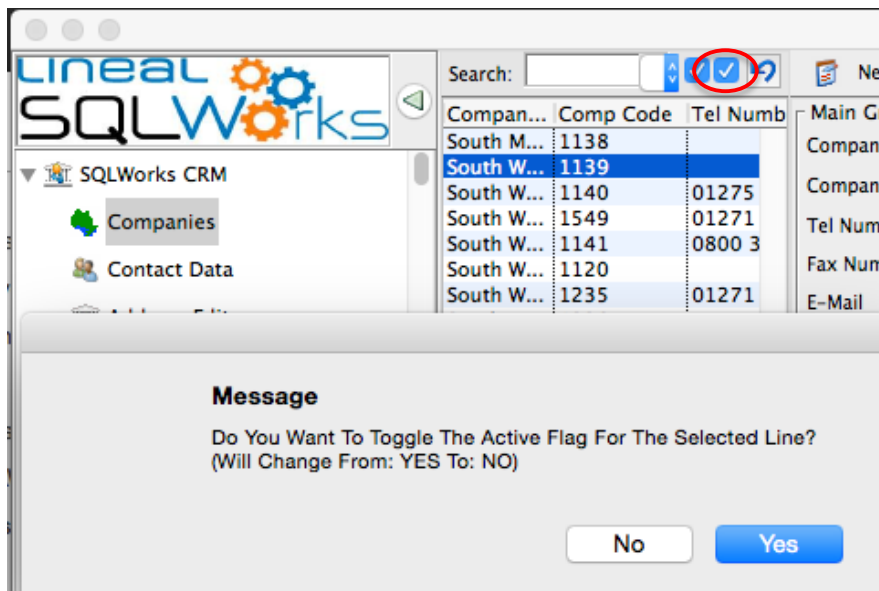## How to remove a Company to make it inactive

Procedure

1. To remove a Company to your records when it is no longer required, expand the SQLWorks CRM list on the left Navigation Bar, then click on "Companies"

2. Right-click on the company you no longer need and select Toggle Active from the list of options.

3. Select "Yes" when prompted to toggle the Active Flag and change the status of the company to make it inactive.

4. The company will retain all records relating to it, but will no longer appear in search records unless you untick the option next to the Search Bar to "include inactive records". You will also be prompted to make the Company active again if you attempt to add any records to it in the future. Follow these instructions again if you need to re-add the Company and make it active.