

Deleting a customer from BizTracker

1. Open BizTracker BackOffice.
2. Click on **Customers** menu.
3. Click on **Customers Setup**.
4. Click on the binocular icon to open the **Filter** (search) box.
5. To the left of **Find Next**, type in the customer's name which is to be removed.
6. When the desired customer is found and their name is highlighted in gray, click **Exit**.
7. Click on **Delete** icon located at the bottom of the Customer screen. This will bring up a dialog box asking if you want to 'Delete current customer?'
8. Click on **Yes**.
9. Repeat from step 3 to remove additional customers or click on **Close** to exit.