From the Person Admin Module, choose a person from the dropdown menu and click View selected person.

Click the "Deactivate this record" link to make a person inactive and click OK when prompted. An inactive person will no longer appear on the list of customers who can make reservations.

A person with pending future reservations or unpaid past reservations cannot be deactivated.

Click Select a different person and choose someone else from the dropdown menu.

The person is now displayed as Inactive. Click the "Activate this record" link to reactive a customer.

reservation system

nuçi's space

| Person | Band | Equipment | Inspect | Help | Logout | Admin |

View/create person records - administrator view

View/create band records | Create a new person record | Select a different person

Record for Times Atlas - inactive

Times Atlas
770-111-1111

Status: Customer

User name:

Comments:

Activate | Edit

Record must be active to add band membership

The page at http://mitnucisproject.dyndns.org says:

Are you sure you want to activate this record?

OK   Cancel

...ds listed in bold - ...wn in red

...w band record

---

reservation system

nuçi's space

| Person | Band | Equipment | Inspect | Help | Logout | Admin |

View/create person records - administrator view

View/create band records | Create a new person record | Select a different person

Record for Times Atlas
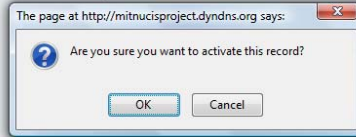
Times Atlas
770-111-1111

Status: Customer

User name:

Comments:

Add band membership | Deactivate | Edit

**Band membership - person is contact for bands listed in bold -
bands with inactive records are shown in red**

Duluth Drifters   View band record

To deactivate a band, follow the same process as for a person. Click OK when prompted. An inactive band will not show as available to add members or be added to a reservation.

Click the "Activate this record" link to re-activate a band. Information such as band members cannot be edited for an inactive band.

reservation system

The Cayle Project

nuçi's space

| Person | Band | Equipment | Inspect | Help | Logout | Admin |

Band records - administrator view

View/create person records | Create a new band record | Select a different band

Record for Jazzy - inactive

Jazzy

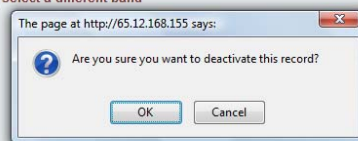*Comments:*

Activate this record | Edit

Band members - contact person(s) shown in bold - band members/contacts with inactive records shown in red

Beth Daniell - 770-111-2222

Beth Daniell - 770-111-2222

Wilson Darmajayay - 404-578-6308

Marline Santiago-Cook - 770-123-1234

Activate record to add/delete/update band members & contacts