

How to deactivate a Sales Area

Table of content

Overview

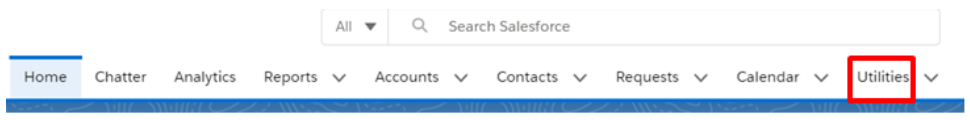
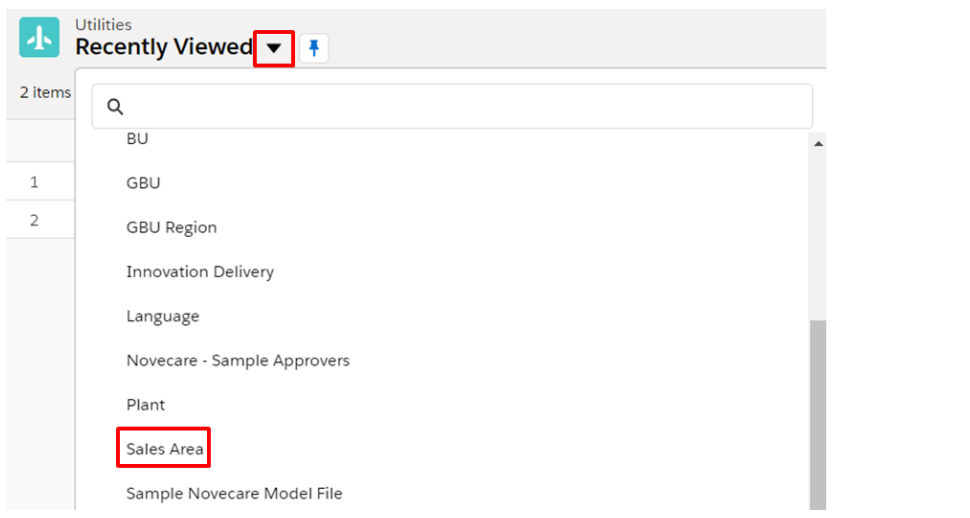
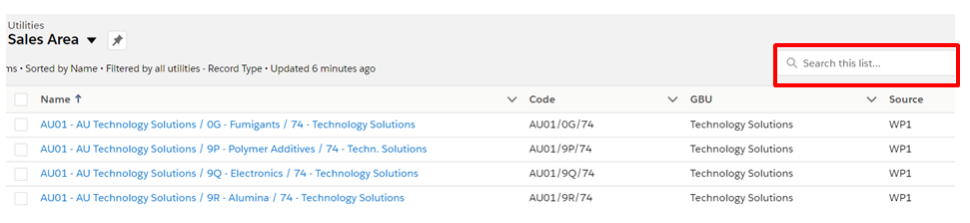
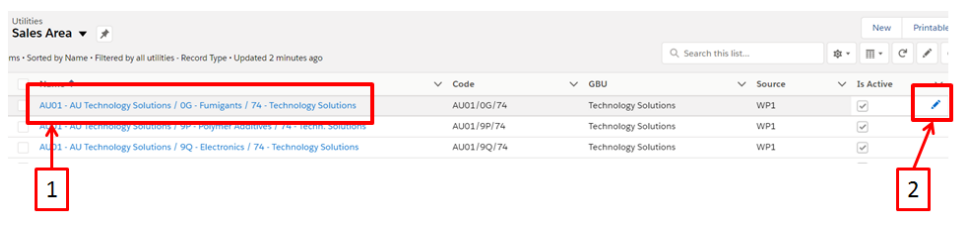
In this section, you'll see how to deactivate a Sales Area.

Concerned profiles:

SBS DATA TEAM

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Step-By-Step

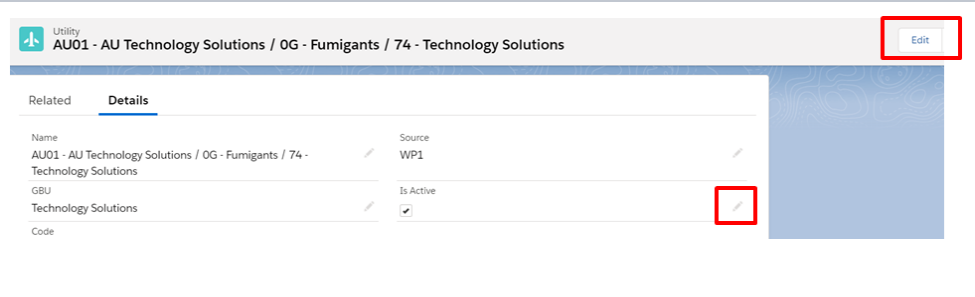
<p>Go to the tab "Utilities".</p>																					
<p>By default, you get the list view: "Recently Viewed".</p> <p>Click on the arrow on the right of the name "Recently Viewed" and in the list click on Sales Area.</p>																					
<p>You'll get the list of all the Sales Area.</p> <p>Use the Search to find the Sales Area you would like to deactivate (input the name or a part of it and press "Enter") or scroll down to get it.</p>	 <table border="1"><thead><tr><th>Name</th><th>Code</th><th>GBU</th><th>Source</th></tr></thead><tbody><tr><td>AU01 - AU Technology Solutions / OG - Fumigants / 74 - Technology Solutions</td><td>AU01/OG/74</td><td>Technology Solutions</td><td>WP1</td></tr><tr><td>AU01 - AU Technology Solutions / 9P - Polymer Additives / 74 - Techn. Solutions</td><td>AU01/9P/74</td><td>Technology Solutions</td><td>WP1</td></tr><tr><td>AU01 - AU Technology Solutions / 9Q - Electronics / 74 - Technology Solutions</td><td>AU01/9Q/74</td><td>Technology Solutions</td><td>WP1</td></tr><tr><td>AU01 - AU Technology Solutions / 9R - Alumina / 74 - Technology Solutions</td><td>AU01/9R/74</td><td>Technology Solutions</td><td>WP1</td></tr></tbody></table>	Name	Code	GBU	Source	AU01 - AU Technology Solutions / OG - Fumigants / 74 - Technology Solutions	AU01/OG/74	Technology Solutions	WP1	AU01 - AU Technology Solutions / 9P - Polymer Additives / 74 - Techn. Solutions	AU01/9P/74	Technology Solutions	WP1	AU01 - AU Technology Solutions / 9Q - Electronics / 74 - Technology Solutions	AU01/9Q/74	Technology Solutions	WP1	AU01 - AU Technology Solutions / 9R - Alumina / 74 - Technology Solutions	AU01/9R/74	Technology Solutions	WP1
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<p>When you've found the Sales Area you want, 2 options:</p>	 <table border="1"><thead><tr><th>Name</th><th>Code</th><th>GBU</th><th>Source</th><th>Is Active</th></tr></thead><tbody><tr><td>AU01 - AU Technology Solutions / OG - Fumigants / 74 - Technology Solutions</td><td>AU01/OG/74</td><td>Technology Solutions</td><td>WP1</td><td><input checked="" type="checkbox"/></td></tr><tr><td>AU01 - AU Technology Solutions / 9P - Polymer Additives / 74 - Techn. Solutions</td><td>AU01/9P/74</td><td>Technology Solutions</td><td>WP1</td><td><input checked="" type="checkbox"/></td></tr><tr><td>AU01 - AU Technology Solutions / 9Q - Electronics / 74 - Technology Solutions</td><td>AU01/9Q/74</td><td>Technology Solutions</td><td>WP1</td><td><input checked="" type="checkbox"/></td></tr></tbody></table>	Name	Code	GBU	Source	Is Active	AU01 - AU Technology Solutions / OG - Fumigants / 74 - Technology Solutions	AU01/OG/74	Technology Solutions	WP1	<input checked="" type="checkbox"/>	AU01 - AU Technology Solutions / 9P - Polymer Additives / 74 - Techn. Solutions	AU01/9P/74	Technology Solutions	WP1	<input checked="" type="checkbox"/>	AU01 - AU Technology Solutions / 9Q - Electronics / 74 - Technology Solutions	AU01/9Q/74	Technology Solutions	WP1	<input checked="" type="checkbox"/>
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Option 1: Click on the name of the Sales Area

You are entering the details of the selected Sales Area.

Click on the pencil to update the Is Active check box or on the "Edit" button.

When the box is unchecked, don't forget to click on the "Save" button.



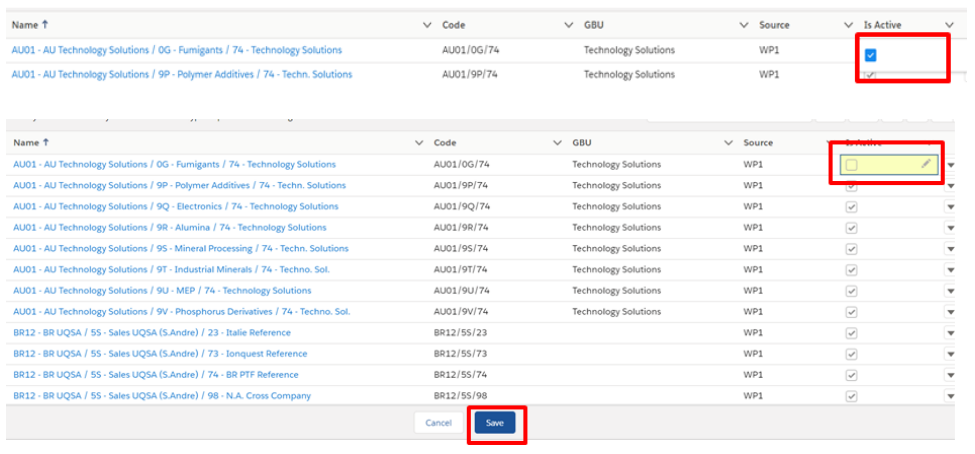
Option 2: click on the pencil on the right of the checkbox "Is Active".

This will give you the possibility to uncheck the box.

When done, click anywhere else on the screen.

This will give you the possibility to "Save". This button is not available before.

Before saving, you can do as many updates as you want.



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