How can I delete duplicate customer data or customer that haven't order for a while

First click 'Management'

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Then 'Occasional Menu'

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Then Select 'Edit Database'

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At the bottom is a section called Mark Duplicates For Deletion

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There is a drop down Called Search By that has the choices Name & Email Address, Email, Phone number and Address. Whichever of these are chosen when you press Start it will look for matches of what is chosen in the customer database and mark them for deletion. The Merge Spent and Loyalty Points tick box will merge spent and loyalty points on the matching customers.

Duplicate Customers 2.jpg

For customers that haven't order for a while choose a date to select them by filling in the "Not order since" entry field.

When you Click start it will come up with a list of the customers with the ones that matched having a tick in the Del column and if you click done it will come up with the dialog saying "Do you want to delete the selected customers?" and if you click yes the ticked customers will be deleted.

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