



HKB2B Limited
香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室
Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road,
Wan Chai, Hong Kong
Tel: (852) 2520 5128 Fax: (852) 2520 6636
Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

Inactive member definition

At Member > Setup

The screenshot shows the 'Inactive member definition' form. It includes a 'within' field with the value '60' and a 'Day' dropdown menu. There is an 'or After' section with two empty dropdown menus. A 'Clear' button is located to the right of the 'or After' section. The 'type' dropdown menu is currently set to 'No transactions (= No invoice, No payment and no treatment done)'. A dropdown menu is open below it, showing the following options: 'No transactions (= No invoice, No payment and no treatment done)', 'No invoice', 'No payment', and 'No treatment done'.

Simply (1) select a period and input day range or (1a) select a fixed date and input a date, (2) select type and then (3) submit will complete the inactive member definition.