Delete a Customer Contact

Customer Contact records are attached to a Customer record, so you must first access the customer record.

From the main menu, arrive at the Customers list with this path: CRM > Customers.

The Customers list will be displayed. Locate the Customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.
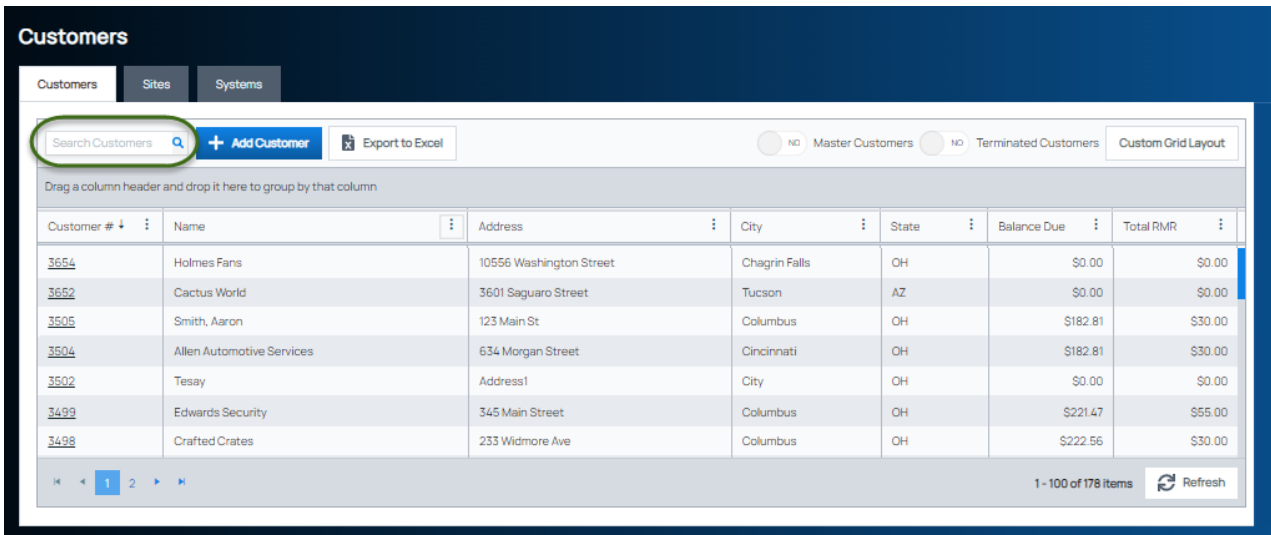
The Customer record will be displayed. Click on the Contacts tab.

Within the list of contacts, locate the Contact you want to delete, and then click the Delete button (trashcan icon).
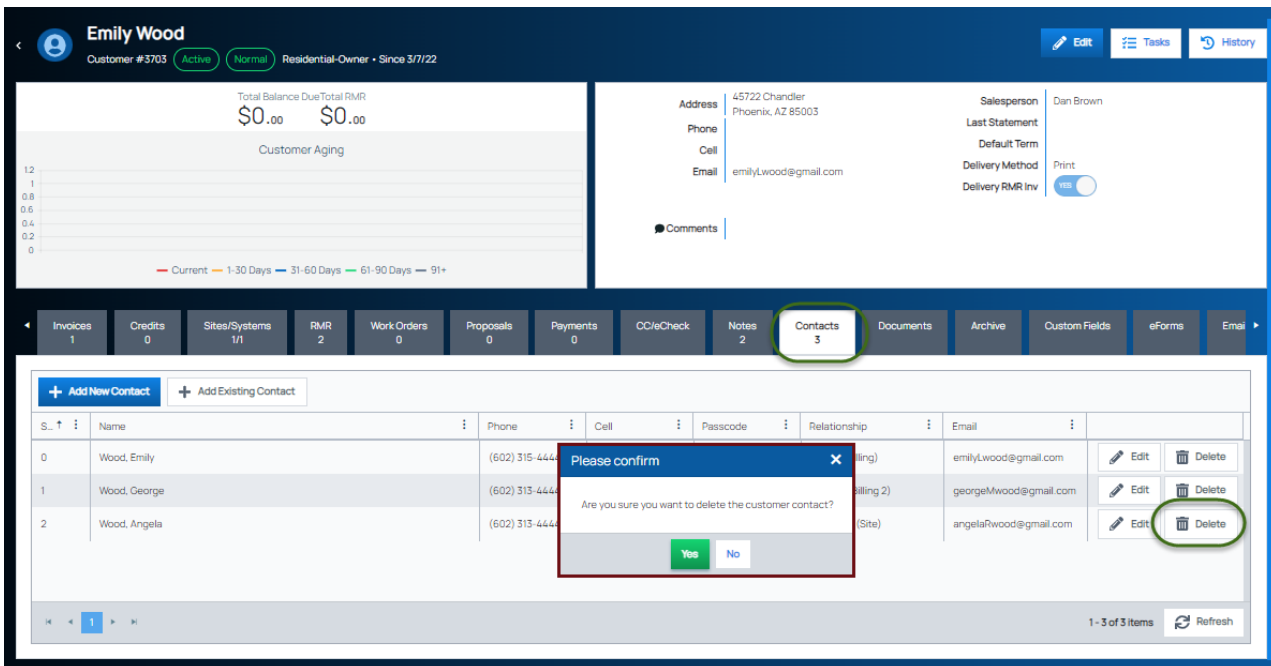
A confirmation message will be displayed. Click the Yes button to proceed with the deletion of the record.