

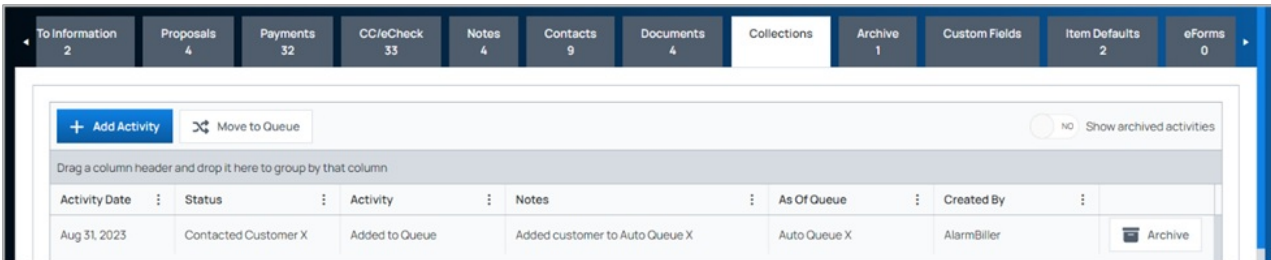
# Customer Collections Tab

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The Customer page has a Collections tab. This shows the collection activities that have been performed for this customer with the following columns:

- Activity Date – Date and time of activity
- Status – Status associated with the activity when it was created
- Activity – Name of the activity as defined in the setup
- Notes – The notes added to that activity when it was created
- As of Queue – The queue the customer is in at the time this activity is created
- Created By – The user that created that activity
- Action Buttons Column – Users can archive any activity in the column, moving them to the archived activities for that customer.

At the top of the grid, add a collection activity by clicking the Add Activity button. Review archived activities by clicking the Show Archived switch.



The screenshot shows the 'Collections' tab in a software interface. At the top, there is a navigation bar with tabs for 'To Information' (2), 'Proposals' (4), 'Payments' (32), 'CC/eCheck' (33), 'Notes' (4), 'Contacts' (9), 'Documents' (4), 'Collections' (1), 'Archive' (1), 'Custom Fields', 'Item Defaults' (2), and 'eForms' (0). Below the navigation bar, there are two buttons: '+ Add Activity' and 'Move to Queue'. To the right of these buttons is a toggle switch labeled 'Show archived activities' which is currently turned off. Below the buttons is a grid of collection activities. The grid has columns for 'Activity Date', 'Status', 'Activity', 'Notes', 'As Of Queue', and 'Created By'. The first row of data shows: 'Aug 31, 2023', 'Contacted Customer X', 'Added to Queue', 'Added customer to Auto Queue X', 'Auto Queue X', and 'AlarmBillier'. There is an 'Archive' button in the rightmost column of the first row.

Activity Date	Status	Activity	Notes	As Of Queue	Created By	
Aug 31, 2023	Contacted Customer X	Added to Queue	Added customer to Auto Queue X	Auto Queue X	AlarmBillier	Archive