Customers

All customers created in your organisations or at organisations lower in the hierarchy chain can be viewed under Sales -> Customers.

Searching for customers

You can filter customers by country and by organisation. Any searches you perform in the taskbar are applied to customers meeting those criteria. You can search for customers based on the following criteria:

- `First name`
- `Last name`
- `Company name`
- `Email`
- `ID`

Customer information

By clicking on a customer in the report you can view additional information. Three tabs are available: `Customer`, `Mandates` and `Cards`.

By clicking on the trashcan symbol you can remove a customers records. To comply with GDPR and PCI the records will still be stored in the database but made inaccessible. The records cannot be queried anymore, but will still be available for any audit purposes.

The customer information can be edited by clicking on the pencil symbol in the top right.

Customer

This tab contains the personal customer information available. The button "Show transactions" redirects you to the transaction report where you'll see all the transctions made by this customer. The second button at the bottom right can be used to initiate a MOTO transaction which automatically fills in the customer information.

Cards

Any tokenized cards belonging to this customer will be displayed here.