

How do I delete a Buyer?

The system will not allow you to "delete" a buyer from the system (this is a fail-safe in case you ever needed to reactivate a buyer).

However, you can "**Archive**" a buyer. Below is a step by step how-to on archiving a buyer as well as reactivating a buyer if needed.

1. Select "**My Buyers**" at the top of your dashboard.

The screenshot shows the Buyside dashboard with the 'My Buyers' tab selected. The 'My Buyers' section contains two entries:

Buyer	Matches	Emails	Purchase by
Ruby Richards ID: 5593999 ★★★★★ Woodinville, WA 98072 (King County)	1 MLS 1 NonMLS		Sep 02, 2020
Herb Imeson ID: 5594000 ★★★★★ Woodinville, WA 98072 (King County)	1 MLS 1 NonMLS		Oct 01, 2020

The 'My Listings' section contains three entries:

Listing	Matches	Emails
1352 Kathy Ct Livermore, CA 94550 Listing ID: CSL-659162 Coming Soon Listing	9	0
. Listing ID: CSL-384357 Coming Soon Listing	0	0
3849 Worthington Rd Collegeville, PA 19426 Listing ID: CSL-656957 Coming Soon Listing	0	1 1 unread

On the right side, the 'Valuations' section shows 2 Valuation Attempts, 10 Leads, and 0 Monthly Reports.

2. Find the buyer in which you would like to Archive. An Archive button will be to the right of their snapshot profile. Select the "**Archive**" button.

The screenshot shows the Buyside interface with the 'My Buyers' tab selected. The user is logged in as 'Joe Broker'. The page features a search bar and navigation tabs for 'My Buyers' (2) and 'My Inactive Buyers' (10). Below the navigation is a table of buyers. The first entry is for Ruby Richards (Buyer ID: 5593999), who is active. Her profile shows listing matches (0 MLS, 0 NonMLS), lead source 'Added directly to Buyside', and desired criteria for a 3+ bed property in Woodinville, WA. The 'Desired Purchase Date' is Sep 02, 2020. The 'ARCHIVE' button is highlighted with a red box.

Buyer	Listing Matches	Emails	Lead Source	Desired Criteria	Desired Purchase Date
Ruby Richards Buyer ID: 5593999 ★★★★★	0 MLS 0 NonMLS	✉️ ON	Added directly to Buyside	Buyer is looking in Woodinville, WA 98072 (King County) for a 3+ Beds, 2.0+ bath around \$950,000 EDIT	Sep 02, 2020 EDIT ARCHIVE ➔
Herb Imoson Buyer ID: 5594000 ★★★★★	0 MLS 0 NonMLS	✉️ ON	Added directly to Buyside	Buyer is looking in Woodinville, WA 98072 (King County) for a 2+ Beds, 2.1+ bath around \$950,000 EDIT	Oct 01, 2020 EDIT ARCHIVE ➔

- This Archived buyer will now live in the **"My Inactive Buyers"** tab. They will not be visible to any agents or notify listing agents they match any listings. If you wish to make the buyer Active again, simply click on the corresponding **"Activate"** button to the right of the snapshot profile. This would move them to your **"My Buyers"** tab and regain the functionality and matching capabilities of an Active buyer.

The screenshot shows the Buyside interface with the 'My Inactive Buyers' tab selected. The user is logged in as 'Joe Broker'. The page features a search bar and navigation tabs for 'My Buyers' (1) and 'My Inactive Buyers' (11). Below the navigation is a table of buyers. The first entry is for Ruby Richards (Buyer ID: 5593999), who is now inactive. Her profile shows listing matches (0 MLS, 0 NonMLS), lead source 'Added directly to Buyside', and desired criteria for a 3+ bed property in Woodinville, WA. The 'Desired Purchase Date' is Sep 02, 2020. The 'ACTIVATE' button is highlighted with a red box.

Buyer	Listing Matches	Emails	Lead Source	Desired Criteria	Desired Purchase Date
Ruby Richards Buyer ID: 5593999 ★★★★★	0 MLS 0 NonMLS	✉️	Added directly to Buyside	Buyer is looking in Woodinville, WA 98072 (King County) for a 3+ Beds, 2.0+ bath around \$950,000 EDIT	Sep 02, 2020 EDIT ACTIVATE ➔