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For more details see the Merge and Disable Customers extension page.

Merge and Disable Customers

Combine multiple client accounts together to keep all info about one customer in one place. Automatically transfer customer and order related data to the main account and disable unnecessary ones.

- Combine multiple customer accounts
- Transfer orders and order-related information
- Shift delivery addresses to the main account
- Transfer reviews, ratings and wishlists
- Disable redundant and merged accounts

Merge Accounts

To combine several accounts into 1 please go to **Customers** \rightarrow **Manage Customers**.

	Page 🔄 1 🕞 of 3 pages View 20 🧹 per page Total 53 records foun 🙀 Export to: CSV							
Select A	lect Visible Una	3 items selected	Merge Cus	tomers 🗸 🗸	Choose Main Account Mar			
	Name	Email			stomer Since			
Any 🗸			All C	Delete Subscribe	to Newsletter)m: 🛃 📃		
	Jack Fitz	jack@example.com	Unite	Assign a Customer Group		Mar 28, 2013 2:57:17 PM		
	Mark Woodland	mark@example.com	Unite	Merge Cus	tomers	Mar 28, 2013 2:59:41 PM		
	Rack Fox	rack@example.com	Unite	d States	New Jersey	Mar 28, 2013 3:03:34 PM		
	Marilyn Monroe	marilyn@example.com	Unite	d States	Connecticut	Mar 28, 2013 3:11:42 PM		
	Haven Bangor	haven@example.com	Unite	d States	Massachusetts	Mar 28, 2013 3:19:04 PM		

💣 Manage Customers

Step 1. Select necessary accounts.

Step 2. In the Actions tab choose the 'Merge accounts' action.

Step 3. Once the action is selected you'll see a dropdown with the accounts. Choose the main account to which all selected accounts should be merged.

Step 4. Click the Submit button.

Promotions New	sletter CMS	Reports Sys	tem			
20 🧹 per page 1	Total 53 records four	n 🙀 Export to:	CSV	✓ Export		Reset Filter
Actions Merge Cus	stomers	Choose Main A	Account Mark	Woodland mark@	@example.con	n 🗸 Submit
Country	State/Province	Customer Since	Jack	Fitz jack@exampl	e.com	in
All Countries 🗸		From: 📰	Mark	Woodland mark@	<pre>Dexample.com</pre>	1
		To: 📰	Rack	Fox rack@examp	le.com	
United States	New Jersey	Mar 28, 2013	2:57:17 PM	Main Website	Yes	<u>Edit</u>
United States	New York	Mar 28, 2013	2:59:41 PM	Main Website	Yes	<u>Edit</u>
United States	New Jersey	Mar 28, 2013	3:03:34 PM	Main Website	Yes	<u>Edit</u>
United States	Connecticut	Mar 28, 2013	3:11:42 PM	Main Website	Yes	Edit
United States	Massachusetts	Mar 28, 2013	3:19:04 PM	Main Website	Yes	Edit
United States	California	Mar 28, 2013	3:22:51 PM	Main Website	Yes	<u>Edit</u>
United States	Texas	Mar 28, 2013	3:33:34 PM	Main Website	Yes	<u>Edit</u>
United States	New Jersey	Mar 28, 2013	4:17:22 PM	Main Website	Yes	<u>Edit</u>
United States	California	Apr 22, 2013 1	12:12:49 PM	Main	Yes	<u>Edit</u>

By default, all merged accounts will be automatically deactivated.

	_					_	Actions Merge
	Group					ovince	Customer Since
	At	ttention: merged cus	tomers will b	e deactivated. Are you	i sure?		From: 📰
							To: 📰
nple.com	Wholesal		Г	ОК Отме	ена	sey	
ample.com	Wholesal		L_			k	
mple.com	General	151-555-1515	07030	United States	New J	ersey	
example.com	General	464-555-2938	06423	United States	Conne	ecticut	
ample.com	VIP Member	543-555-9456	01864	United States	Massa	ichusetts	
ole.com	VIP Member	545-555-3423	94115	United States	Califor	nia	

Activate/Deactivate Users

The module adds an additional column to the Customers grid to let you see account statuses (**Is Active: yes/no**). You can easily filter accounts by the status.

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Select A	elect All slect Visible Unie 3 items selected Actions Merge Customers 🗸 Choose Main Account							
	Name	Email	Country	State/Province	Customer Since	Website	Is Active	Actio
Any			All Countries 🗸		From: 📰	×	~	
	Jack Fitz	jack@example.com	United States	New Jersey	Mar 28, 2013 2:57:17 PM	Main Website	Yes	<u>Edit</u>
	Mark Woodland	mark@example.com	United States	New York	Mar 28, 2013 2:59:41 PM	Main Website	Yes	Edit
	Rack Fox	rack@example.com	United States	New Jersey	Mar 28, 2013 3:03:34 PM	Main Website	Yes	Edit
	Marilyn Monroe	marilyn@example.com	United States	Connecticut	Mar 28, 2013 3:11:42 PM	Main Website	Yes	Edit
	Haven Bangor	haven@example.com	United States	Massachusetts	Mar 28, 2013 3:19:04 PM	Main Website	Yes	Edit
	Jill Moorehouse	jill@example.com	United States	California	Mar 28, 2013 3:22:51 PM	Main Website	Yes	Edit
	Robert Ngia	robert@example.com	United States	Texas	Mar 28, 2013 3:33:34 PM	Main Website	Yes	Edit

To activate/deactivate any account manually please go to $\textbf{Customers} \rightarrow \textbf{Manage Customers} \rightarrow$ Select the account you need \rightarrow Open the Account Information tab.

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🍰 Jane Doe						
Back Reset Create	Order 🛞 Delete Customer 🧭 Save Customer 🧭 Save and Continue Edit					
Account Information						
Associate to Website *	Main Website					
Created From	Admin					
Group *	General					
	Disable Automatic Group Change Based on VAT ID					
Prefix						
First Name *	Jane					
Middle Name/Initial						
Last Name *	Doe					
Suffix						
Email *	janedoe@example.com					
Date Of Birth						
Tax/VAT Number						
Is active	No					
	Yes					
Gender	No					
Main Account	John Doe johndoe@example.com					

Is active - With this option, you can manually activate/deactivate any account.

