



## **Hide Dormant Records**

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### **Purpose of this document**

This document discusses how to exclude blocked or dormant master records for Agency, Donors, Vendors, or Items from Lists in Ceres.

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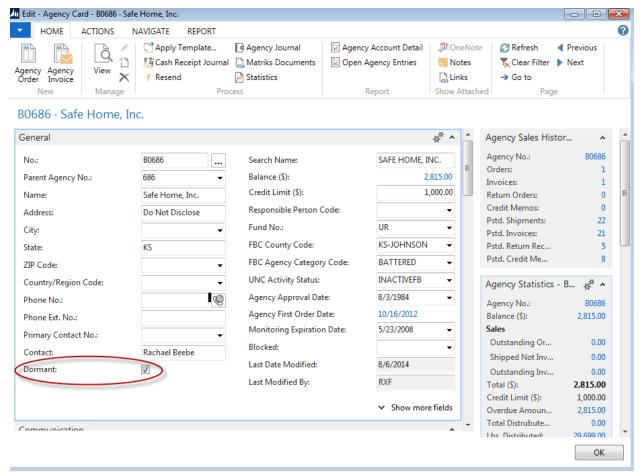
## **Purpose**

Hide Dormant Records is an enhancement in Ceres that allows users to exclude blocked or dormant master records for Agency, Donors, Vendors, or Items from Lists. Any record marked as dormant will be filtered and that record will not appear on the List. This way the user only sees records that are active. Filters can be removed so the user can see dormant records as needed.

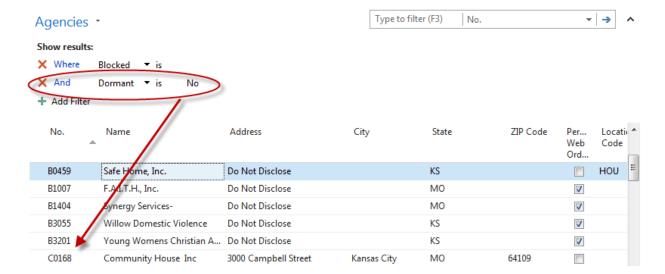
Ceres object release 4.00.00 is required for the functionality documented in this procedure.

#### **Hide Dormant Records**

1. To mark a record as dormant, toggle the Dormant field on the General FastTab of the Agency, Donor, Vendor, or Item Card.

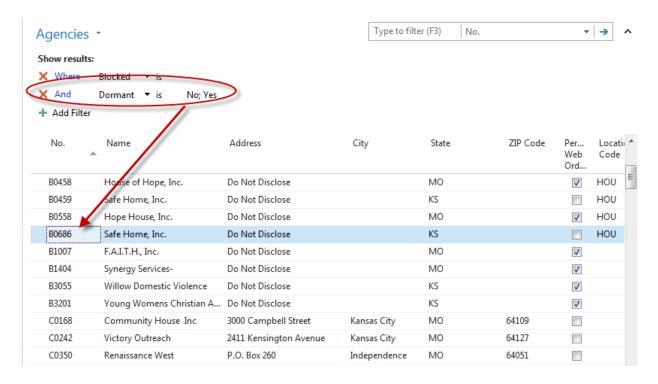


2. Toggling the Dormant field on the Card automatically sets the filter value to Yes and excludes this record from displaying on the associated List.



**Note:** In the screen shot above, Agency B0686 was marked as Dormant so the record no longer displays on the List when the Dormant filter value is set to No.

3. To view all records (dormant and active) on the List, clear the Dormant field or set filter value to Yes and No.



# **Related Topics:**

- 1. Agency Overview
- 2. Donor Overview
- 3. Vendor Overview
- 4. Item Overview