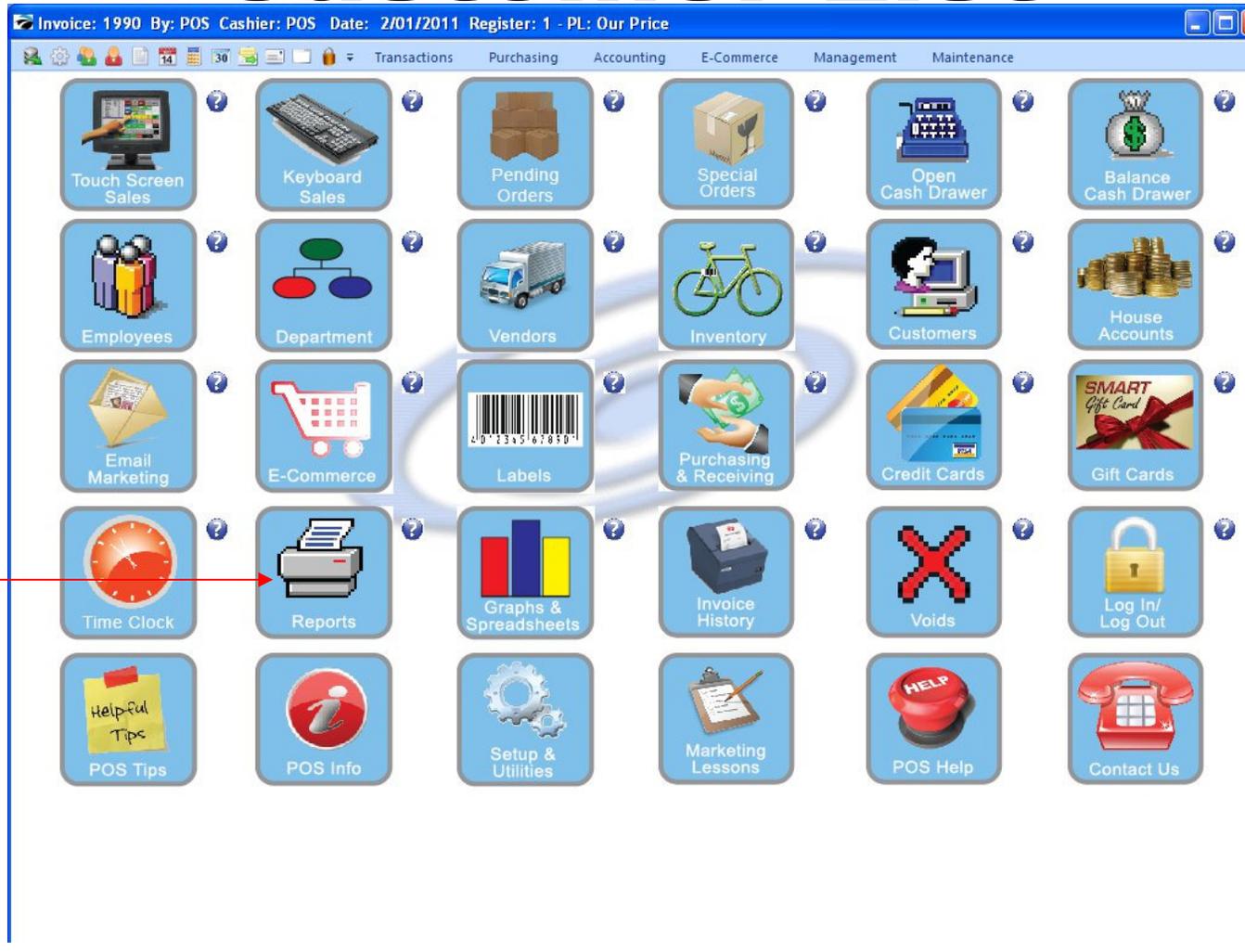


Customer Reports

Customer List

1



IN MANAGER MODE:

Go to Reports

1. Select Reports Button

Customer Reports

Customer List

2

1

2

3

Reports

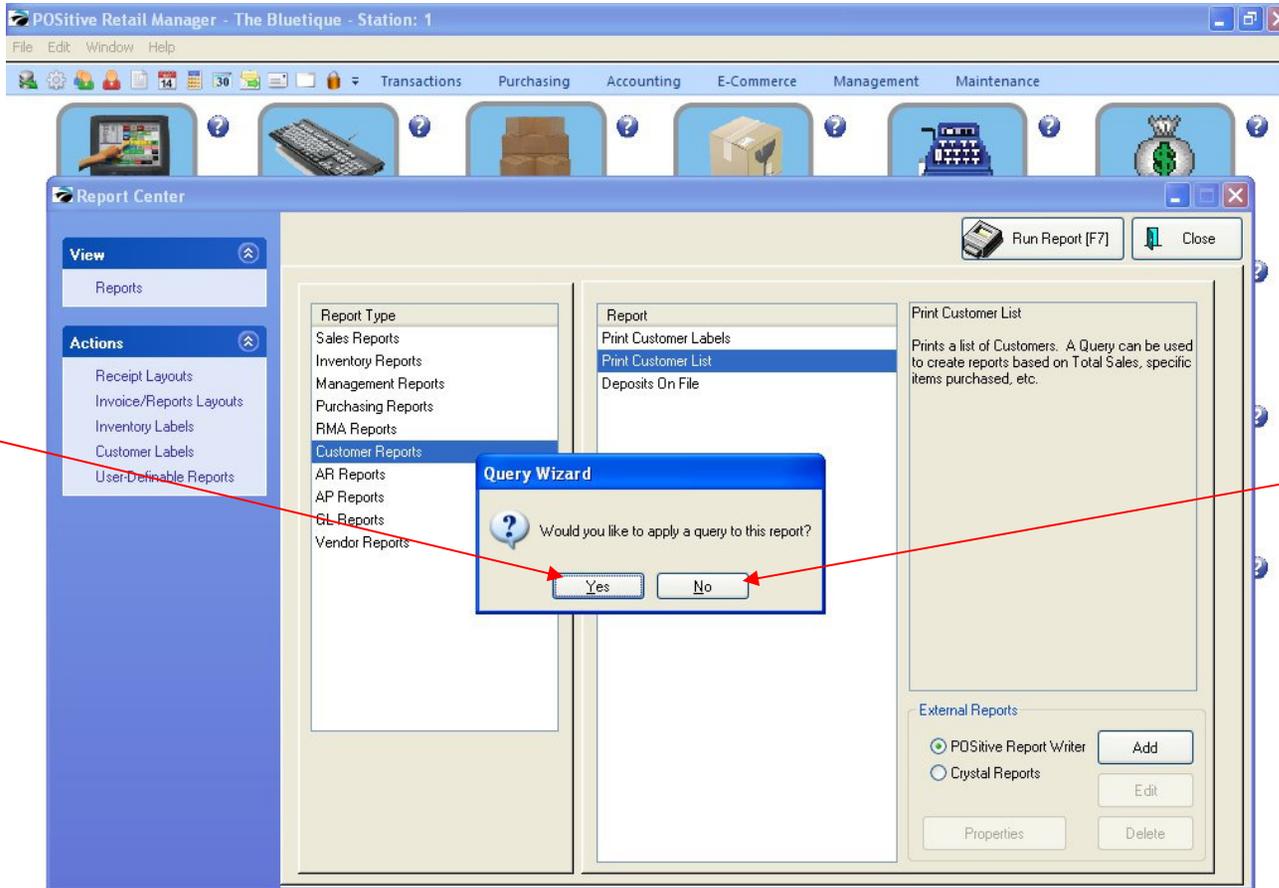
REPORT CENTER:

1. Under Report Type, Select Customer Reports
2. Under Report, Select Print Customer List
3. Select Run Report (F7)

Customer Reports

Customer List

3



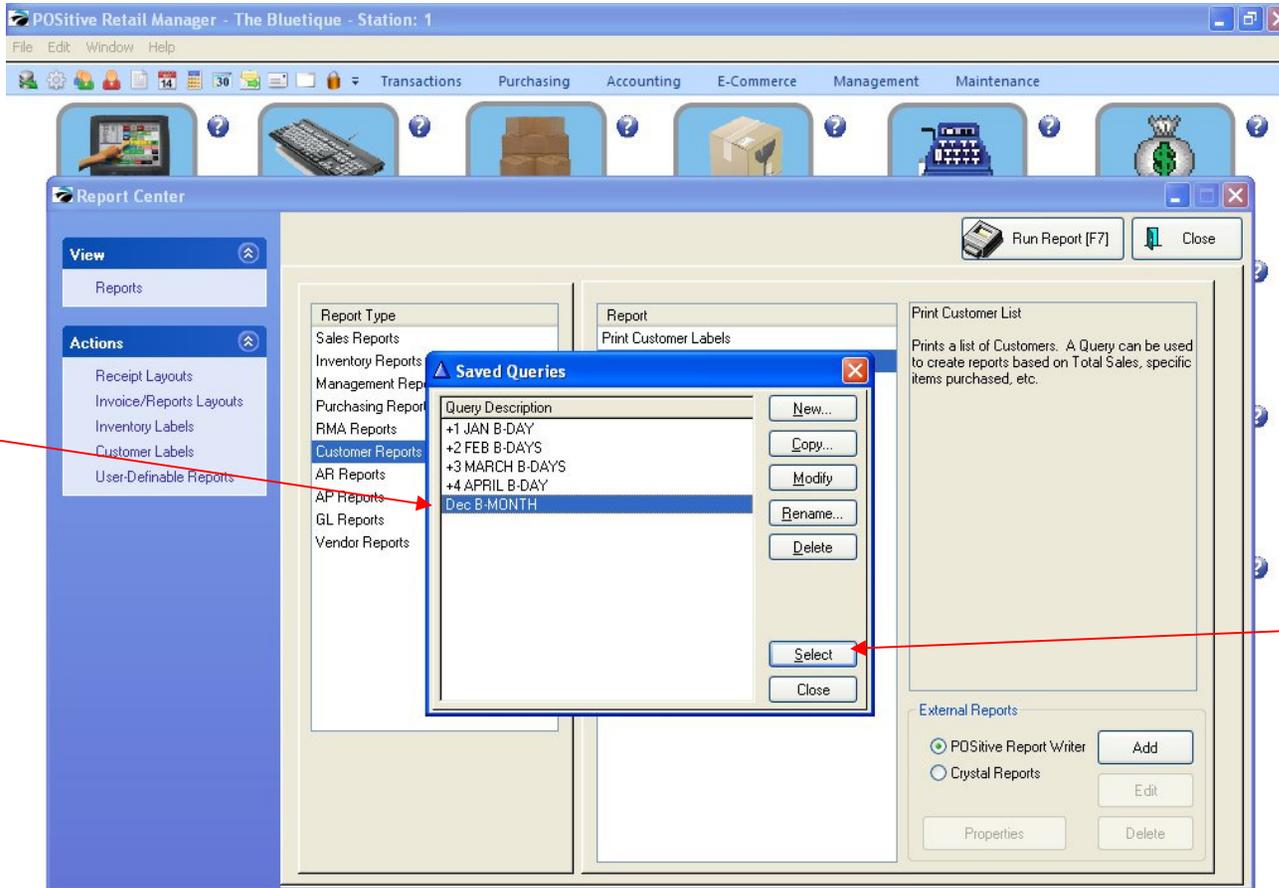
REPORT CENTER:

1. To apply a query select Yes
2. To print all Customers, select No

Customer Reports

Customer List

4



REPORT CENTER:

1. Select Query to apply (Dec. B-days)
2. Click Select

Customer Reports

Customer List

5

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	5,356

CUSTOMER REPORT

Confidential

Customer Name	Address 1	Lookup Code
Apple, Sue	Rm 236	9
Smith, Jane	Room 123A	4
Smith, Jill	Room136	5
TEACHER, MR.	ROOM 123	15454551

1

Zoom: 100% 1 pages, 5.2Kb



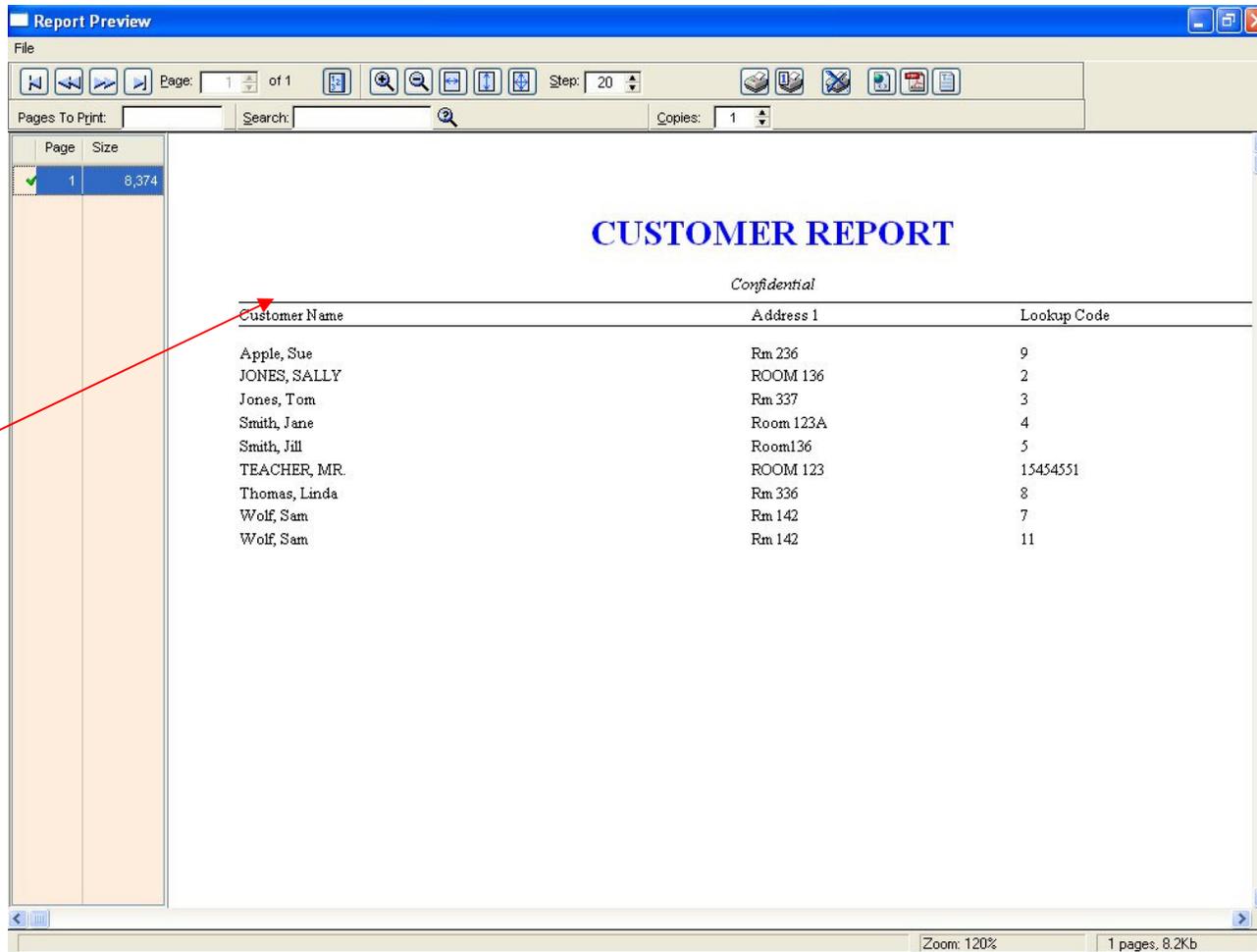
REPORT CENTER:

1. Customer Report for December Birthdays will print, if you select a query

Customer Reports

Customer List

6



Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	8,374

CUSTOMER REPORT

Confidential

Customer Name	Address 1	Lookup Code
Apple, Sue	Rm 236	9
JONES, SALLY	ROOM 136	2
Jones, Tom	Rm 337	3
Smith, Jane	Room 123A	4
Smith, Jill	Room136	5
TEACHER, MR.	ROOM 123	15454551
Thomas, Linda	Rm 336	8
Wolf, Sam	Rm 142	7
Wolf, Sam	Rm 142	11

Zoom: 120% 1 pages, 8.2Kb

1



REPORT CENTER:

1. A Customer list will print, if you do not select a query.