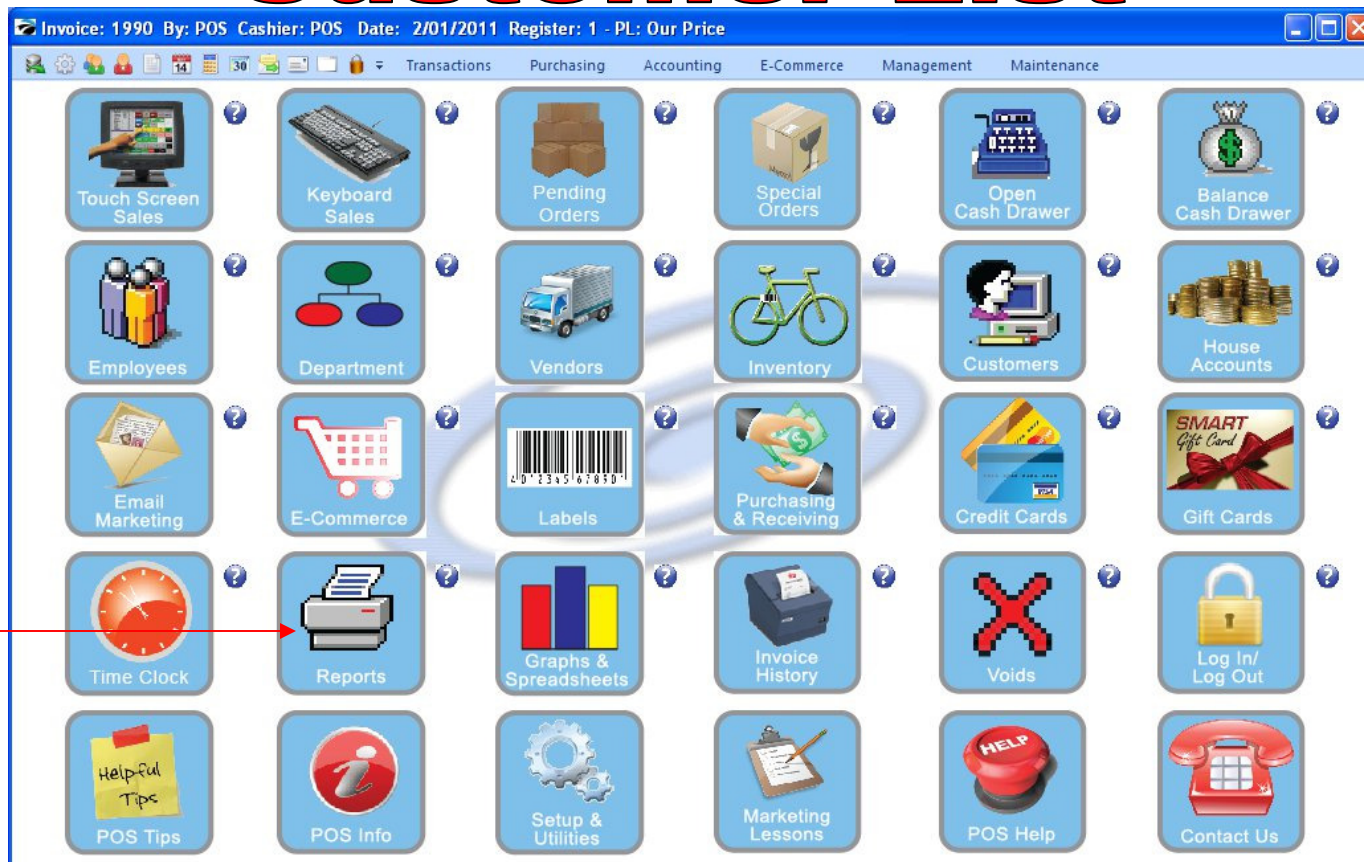
Customer Reports

Customer List

1



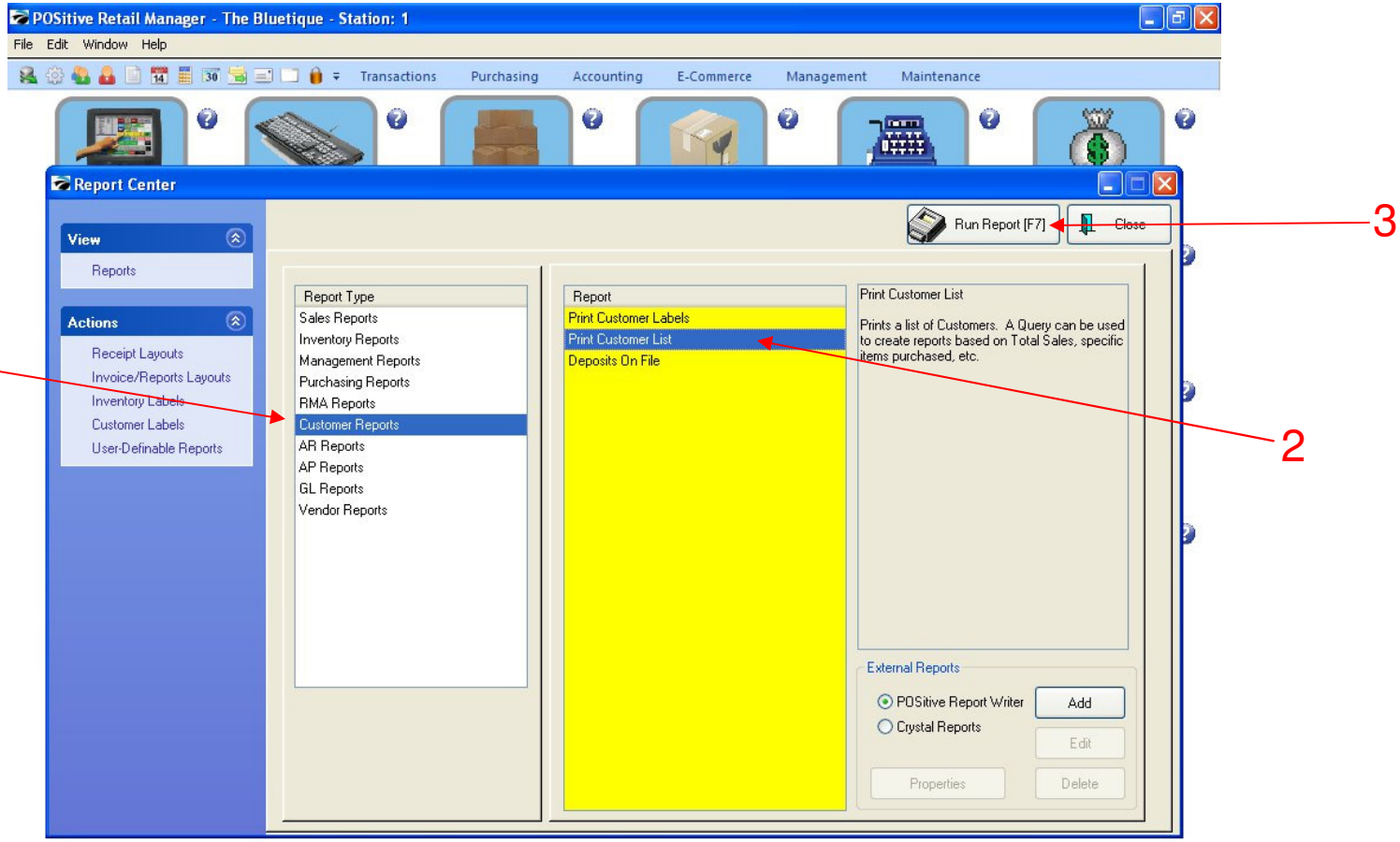
1

IN MANAGER MODE:
Go to Reports

1. Select Reports Button

Customer Reports

Customer List

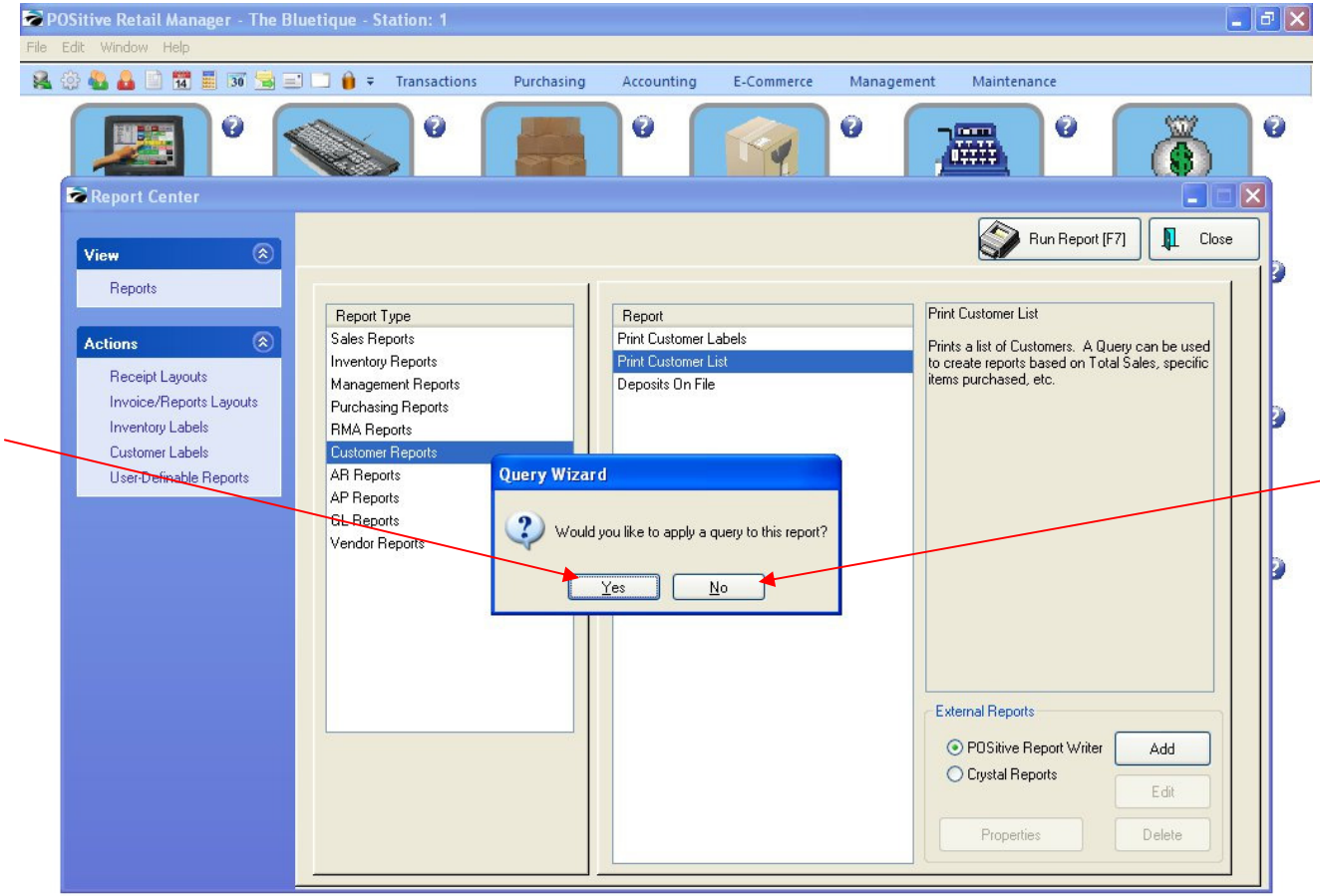


REPORT CENTER:

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

Customer Reports

Customer List

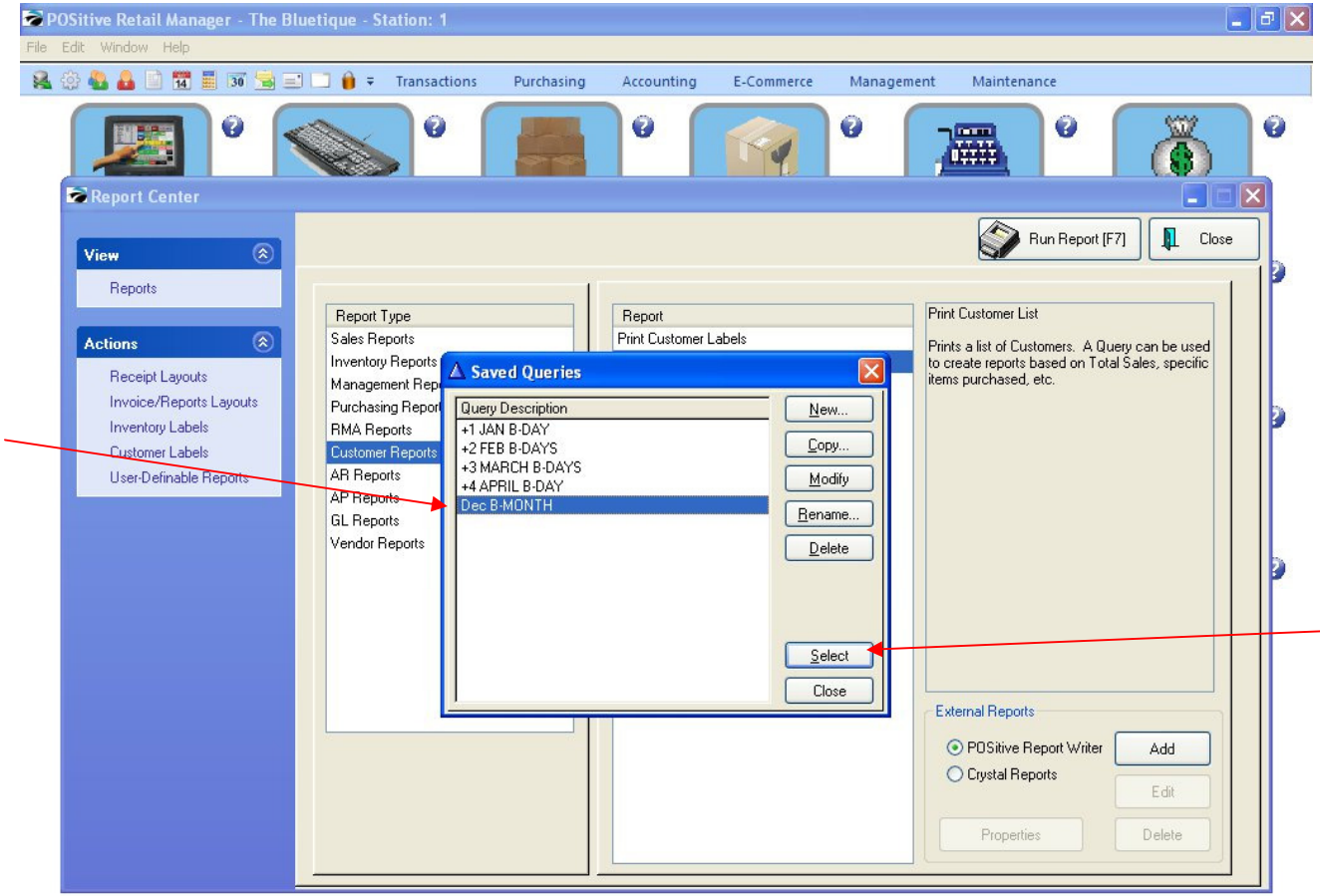


REPORT CENTER:

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

Customer Reports

Customer List



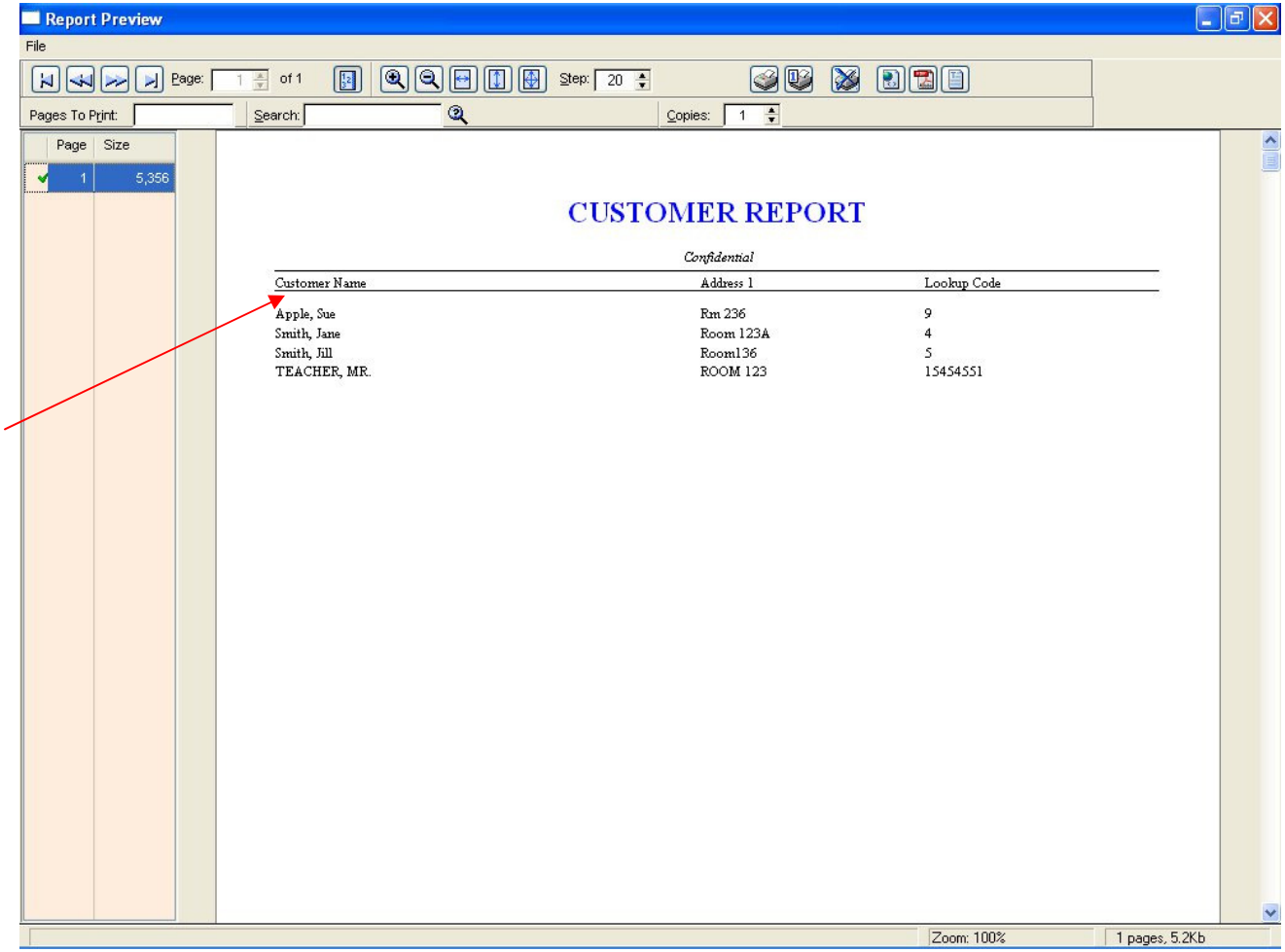
REPORT CENTER:

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

Customer Reports

5

Customer List



1

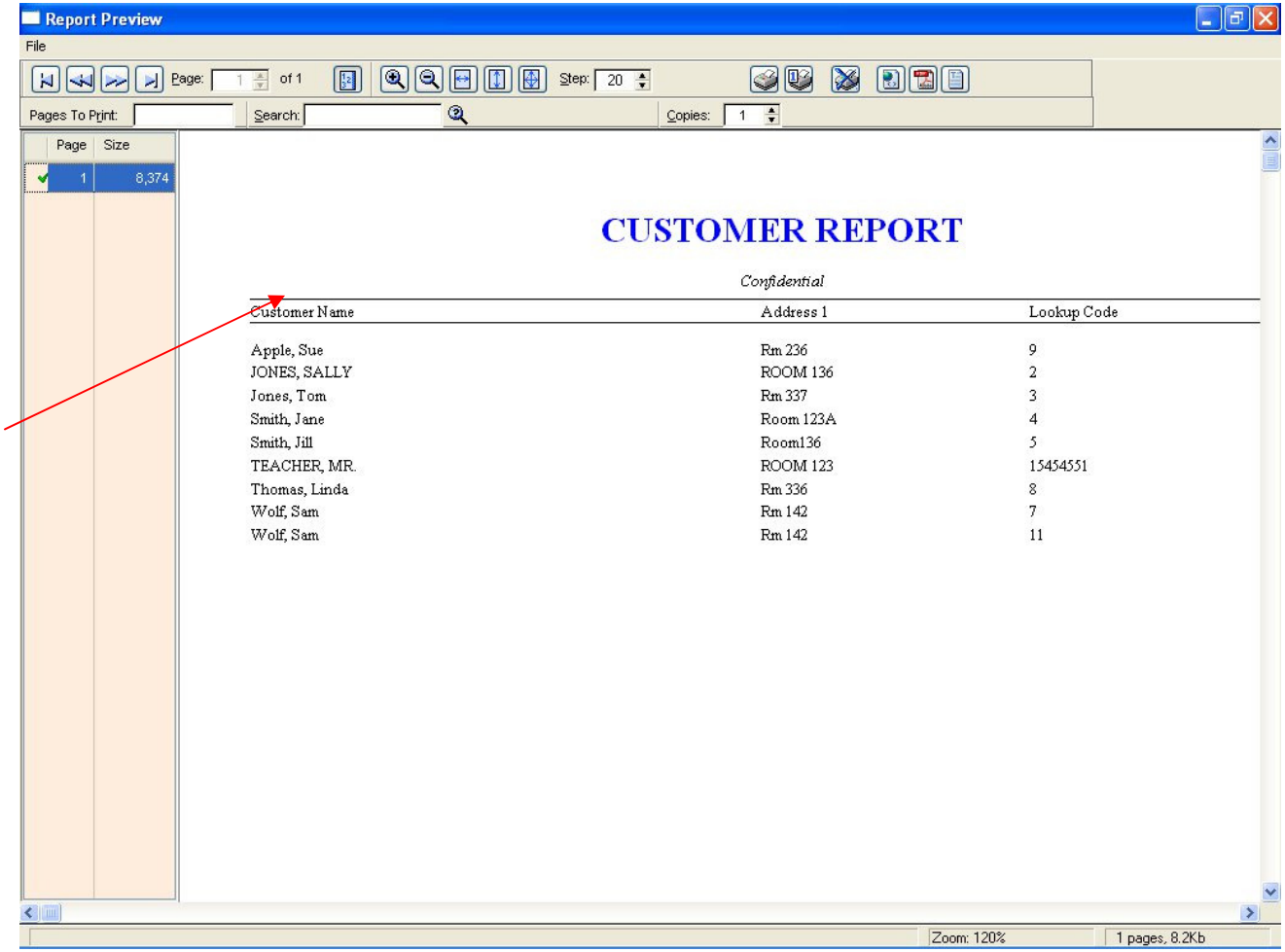
REPORT CENTER:

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

Customer Reports

6

Customer List



1

REPORT CENTER:

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