Creating a Customer Mailing List

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Customer List
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8007226374
Customer Discount Level: A
pca customer

1 Blue Hill Plaza
Pearl River ny 10965

Ship To:
Awesome Friend

2 Route 6
Mahopac NY 10541
----------------------------------------
8459200880
Customer Discount Level: A
Happy Customer

1 Locust Ave
Oxford OH 45056

Ship To:


----------------------------------------
```

To print a customer mailing list the following must be configured:

- **Customer Accounts Must be created in Customer Maintenance**

- **A Report Printer must be configured in Friendly Printer Setup**

- **Running the Report that Displays Mailing Information**

Adding your Customers with all Required Information

1. Select the **Manager** or **Options** button.

2. Enter the administrator password (default: admin) where applicable.

3. Select **Administrative** then, **Customer Maintenance**.

4. At the **Customer Maintenance** screen select **Add**.

5. Enter the following required information:

- **Customer Number** (tip: Use the phone number as the customer number for easy reference).

- **First Name**.

- **Last Name**.

- **Street Address**.

- **City**.

- **State**.

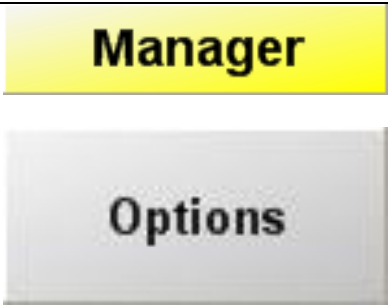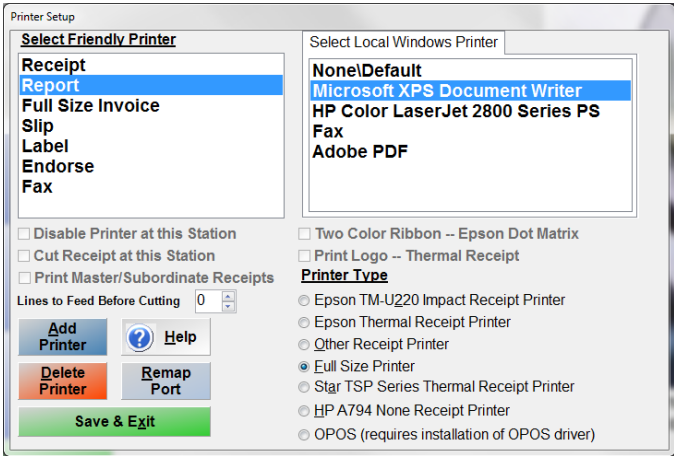- **Zip Code.**

6. If there is a shipping address which is different from the address entered under the **General Info** tab, select the **Shipping/Billing** tab and enter any other address here.

7. When done select **Save/Update** then select **Exit**.

This process will need to be repeated for all of your customers.

Configuring a Report Printer in Friendly Printer Setup

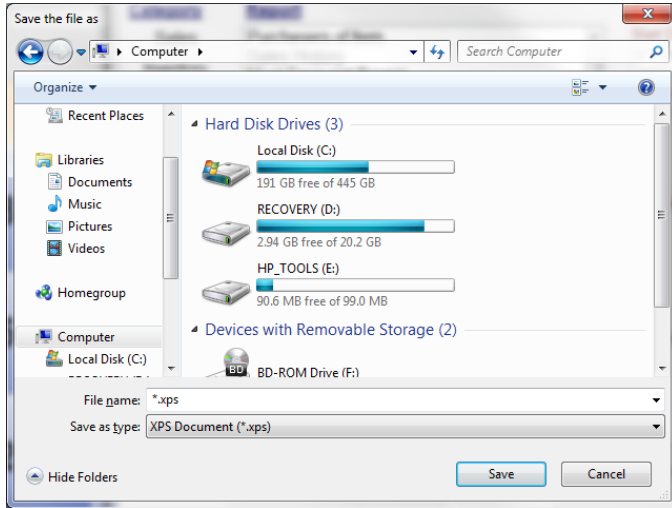|	
Manager **Options**	1. Select the **Manager** or **Options** button. 2. Enter the administrator password (default: admin) where applicable. 3. Select **Setup** then, **Friendly Printer Setup**.
	4. Select **Report** in the **Select Friendly Printer** list on the left. 5. Select the full size printer that you would like to print the report to, in the **Select local Windows printer** list on the right. If you would like to save the list to a file then select one of the local windows printers listed below: • Microsoft XPS Document Writer • Adobe PDF creator (if it is listed) If one of these is selected, you will be prompted to save the file after selecting print in the reporting window. 6. Select **Full Size Printer** as the Printer Type. 7. Select **Save & Exit**.

Printing the Ship To Info Report

	1. Select the **Manager** or **Options** button. 2. Enter the administrator password (default: admin) where applicable. 3. Select **Administrative** then, **Reporting**.
	4. Under **Category** select **Customer**. 5. Under **Report** select **Ship To Info**. 6. Select **Print**. 7. Select **Exit**.

8. If prompted select the location to save the file, enter a **File Name** and select **Save**.

```
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This is an example of the Ship To Info report.