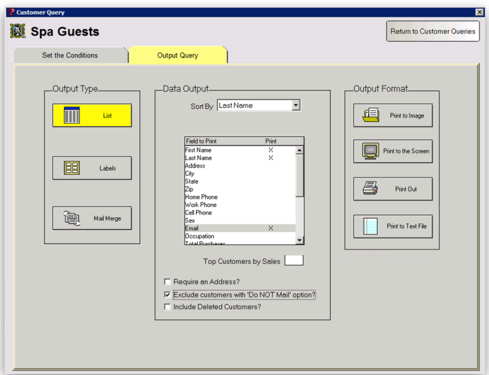
Exporting Client Info from Queries to Focused Campaigns

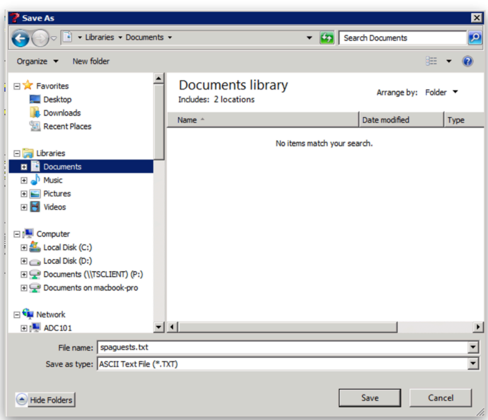
Use this guide to help you create a file of client names and emails that you can upload to Focused Campaigns in Central.

- *This guide assumes that you already know how to create a query in SalonBiz and save exported data. If you need assistance with creating a customer query, please refer to the Queries user guides on the SalonBiz website.*



Customer Queries

1. Once you have built your query in Customer Queries, proceed to the Output Query tab.
   - Make sure that your Output Type has List highlighted.
   - In the Data Output section, make sure that only First Name, Last Name, and Email have an X under the Print column. You can add or remove the X by double clicking each row.
     - *Make sure that you only have those 3 fields selected - Focused Campaigns can only read client info in this format.*
   - In the Output Format section, click the Print to Text File button. A popup will appear telling you how many client records were found that match the conditions of your query. If you think this number is incorrect, you can click No and go back to edit your query.
   - Once you are comfortable with the client count, click the Yes button to export your data. The Save As dialog window will appear. Name your document and save to your desired location.



Your export is done! Please refer to the Focused Campaigns user guide to see how to upload your client information into Central.