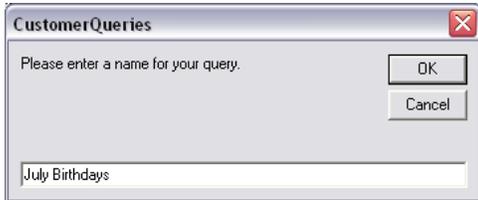


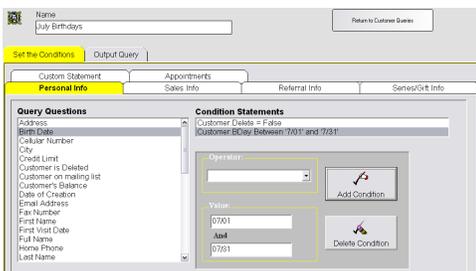
customer birthday query

Find all customers with a birthday within a specific time frame.



Creating a Customer Birthday Query

1. From the SalonBiz®/SpaBiz® menu bar, click on the Communications icon (Envelope).
2. Click on the Queries button.
3. Click the Add button.
4. Type in the name of the query.
5. Click the OK button.
6. In the Personal Info tab, highlight by clicking once on Customer is Deleted in the Query Questions field.
7. Select Equal to in the Operator drop down menu.
8. Select False in the Value drop down menu.
9. Click the Add Condition button. You should see the condition in the box under Condition Statements.
10. Remaining In the Personal Info tab, highlight by clicking once on Birth Date in the Query Questions field.
11. In the Condition Statements field, select Between in the Operations drop down menu. Use Between as the operator unless you are looking for an exact date.
12. Type in the beginning date (month/day format) in the first Value field.
13. Type in the ending date (month/day format) in the second Value field.
14. Click the Add Condition button. You should now see both conditions in the box under Condition Statements.



Output Query

Output Type: List

Data Output: Sort By: Last Name

Field to Print	Print
First Name	X
Last Name	X
Address	X
City	X
State	X
Zip	X
Home Phone	
Work Phone	

Output Format: Print to the Screen

Require an Address?

Exclude customers with 'Do NOT Mail' option?

Address & Information

First Name: [] Middle: [] Last Name: [] Primary Staff: [] Staff

Do Not include customer in mailing?

Address: 123 Main Street

City: New Orleans State: LA Zip Code: 70112

Gender: [] Birthdate: 07/29 Please use MM/DD/YYYY format

Telephone Information: Home Phone: (0048)111-1111 Mobile: (0048)333-3333

Work Phone: [] Fax: []

Email: [] Contact: []

Customer Birthday Query Output

1. Click the Output Query tab.
 2. Select the desired output in the Output Type field by clicking once on the box. The box will be highlighted yellow.
 3. If you are printing labels, select a label from the drop down menu.
 - If you are planning on mailing to the list place a check in the box Require an Address?
 - If you are planning on mailing to the list place a check in the box Exclude customers with 'Do NOT mail' option?
 4. In the Field to Print box, double click on the fields you wish to print. There should be an "X" in the Print column.
 5. Select by clicking once on the desired output in the Output Format field. Until you familiarize yourself with queries it is good practice to print to the screen. This allows you to check that you have properly set the conditions without wasting paper or labels.
- ❖ The birthday month and day format must be entered exactly how you are entering in your client's birthdays in their customer file. For example if you are entering in a birthday of July 29th, in the customer file 07/29 the query condition statement has to also be 07/29 not 7/29.
 - ❖ A great way to check this query is to minimize the query on the screen and view a customer's information file, making sure the customer with the conditions you have set are included in the query output.

