

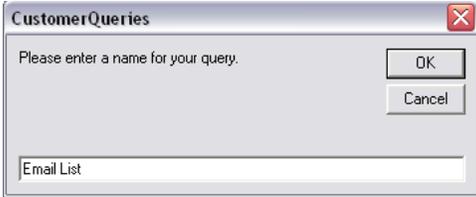
email list query

Find all customers that have an email address in SalonBiz®/SpaBiz®

Add the Query

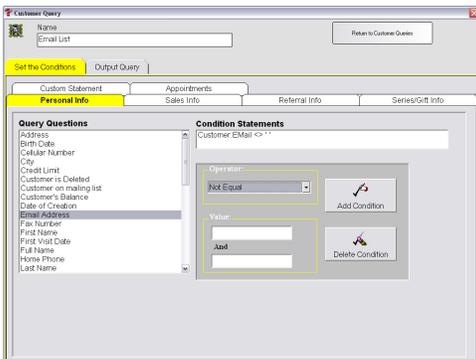
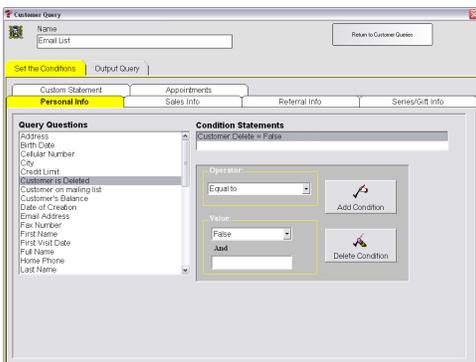
This query will generate a list of all customers that have an email address in SalonBiz/SpaBiz.

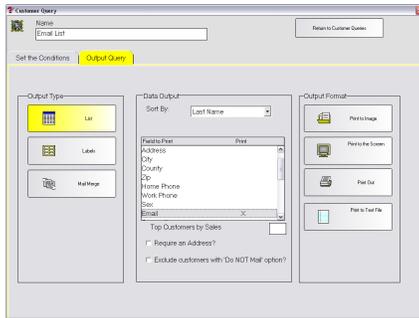
1. From the SalonBiz®/SpaBiz® menu bar, click on the Communications icon (Envelope).
2. Click on the Queries button.
3. Click the Add button.
4. Type in the name of the query.
5. Click the OK button.



Set the Conditions

1. In the Personal Info tab, highlight by clicking once on Customer is Deleted in the Query Questions field.
2. Select Equal to in the Operator drop down menu.
3. Select False in the Value drop down menu.
4. Click the Add Condition button. You should see the condition in the box under Condition Statements. *Adding this condition will eliminate those clients who have been previously deleted from your database from the list.*
5. Highlight by clicking once on the Email Address in the Query Questions field.
6. Select Not Equal to in the Operator drop down menu.
7. Click in the Value section and hit the space bar on your keyboard once.
8. Click the Add Condition button. You should see the condition in the box under Condition Statements. *Adding this condition will eliminate those clients who do not have an email address in the clients file.*





Output Query

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.

