

specific product query

Find all customers that have been in for a specific product.

Creating the Query

This query will generate a list of your clients that have purchased a particular item. This query can be used when products are being discontinued or replaced.

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. Click the Sales Info tab.
11. Click once on Products Purchased in the Query Questions field.
12. Click in the Units field (you will see a black dot). Note: You should select units over dollars in most situations because of discounts.
13. In the Units field, select Greater Than in the drop down menu.
14. Type in "0" zero in the value field.
15. In the Sales Type field click once on the specific product to query.
16. You may enter a date range in the Date Range field. (Optional).
17. Click the Add button.

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 label.

