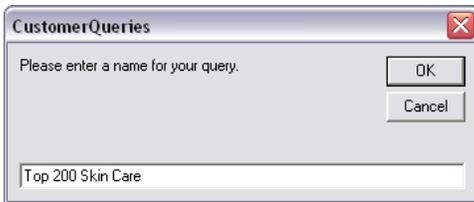


top 200 skin care query

Generate a list of your top 200 clients purchasing skin care.

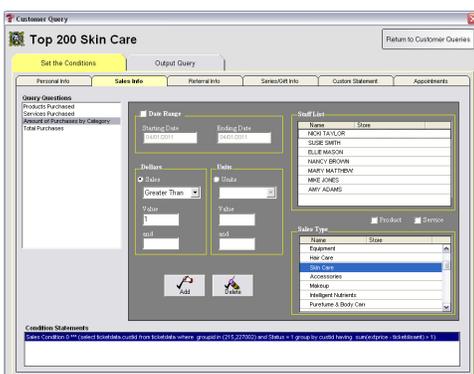
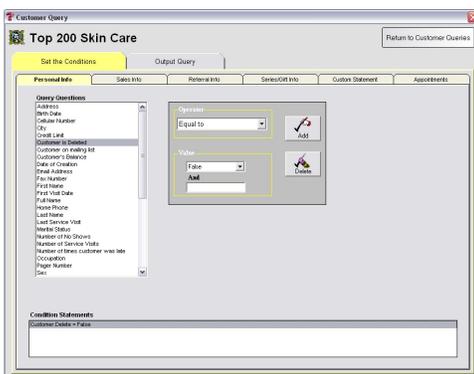
Add the Query

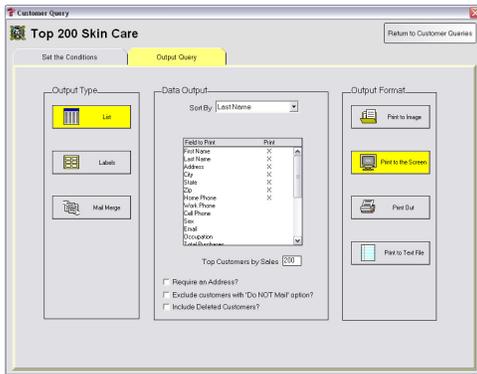
1. From the SalonBiz®/SpaBiz® menu bar, click on the Communications icon (Envelope).
2. Click on the Queries button.
3. Click the Add button.
4. Type in the name of the query.
5. Click the OK button.



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.
5. Click the Sales Info tab.
6. Click once on Amount of Purchases by Category in the Query Questions field.
7. Click Sales in the Dollars field (you will see a black dot).
8. In the Dollars field, select Greater Than from the drop down menu.
9. Type in "1" one in the value field.
10. Click Product in the Sales Type field (you will see a check in the box).
11. In the Sales Type field click once on the skin care category to query.
12. You may enter a date range in the Date Range field. (Optional).
13. Click the Add button. You should see the condition in the box under Condition Statements.





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. Type in 200 in the Top Customers by Sales field.
 4. 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?
 5. In the Field to Print box, double click on the fields you wish to print. There should be an "X" in the Print column.
 6. 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.
- ❖ Reports to determine your "Top" customers by sales are also available in the Reports section of SalonBiz®/SpaBiz®

