

AVM-2000 Report/List for Customer Email Addresses

Please go to Reports > Customers > 1 > New Query

Enter the @ symbol in the Value field for Contact Number as long as that is the field where email addresses are stored (see below). If email addresses are in the Contact Name field for some reason, you can use the @ symbol in that field also, or instead.

Field	NOT	Expression	Value	
Name, Contact Person	<input type="checkbox"/>	contains		and Clear
Name / Company Name.	<input type="checkbox"/>	contains		and Clear
Amount, Acct Balance (n).	<input type="checkbox"/>	is equal to =		and Clear
Comments	<input type="checkbox"/>	contains		and Clear
Contact Number	<input type="checkbox"/>	contains	@	and Clear
Contact Description	<input type="checkbox"/>	contains		and Clear

Use Fuzzy Search
For Contact # Only
Ex: 603.234 finds 603-234

Run Query Done Clear ALL

Query Instructions / Data

Note: Some PCs may not allow saving files in root of C: drive

- o The query function is intended to extract a sub-set list of records from its main database table.
- o Query for multiple items using the OR function Example: You're looking for Companies which contain AERO_or_AVIATION Enter multiple values separated by commas Ex: AERO , AVIATION (only works with "contains" expression)
- o Query for date ranges Example: You're looking for Invoices with dates between 01/01/1999 and 12/31/1999 Enter the 2 dates separated by a comma Ex: 01/01/1999 , 12/31/1999
- o NOTE: Use CAUTION when using the NOT function. Large result sets can occur. Ex: Querying for Inventory description NOT contains "KNOB" will return every inventory item that does not contain "KNOB"

Show SQL Export query results to >> EXCEL (XLS)

Click Run Query, close out of the pop up window, click Done button and then Export to XLS.

Thank you,

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