

This report will go in and pull all customer emails and AP emails from the customer file if they had a contract within the last 120 days. You can edit this report easily if you would like a different time frame.

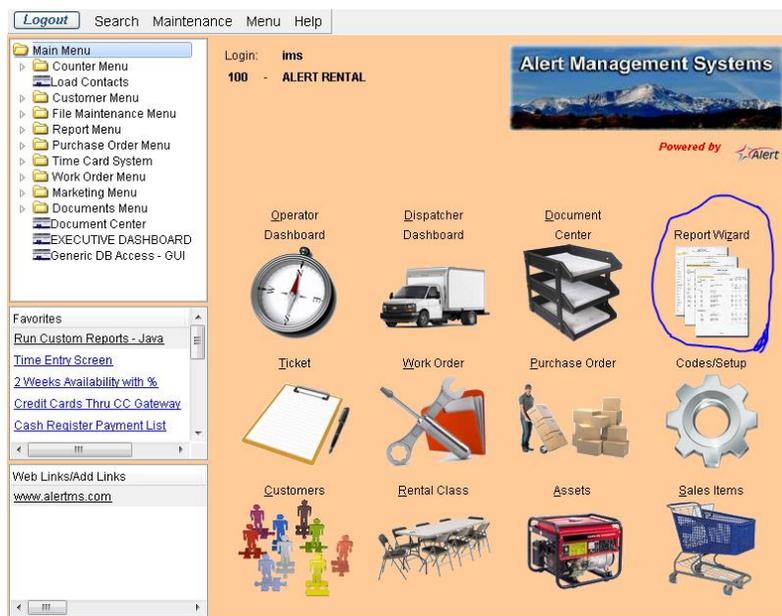
All you have to do is open the file and change the highlighted number. If you only want the last 90 days just change the 120 to 90 and your all set.

```
Enquiry:
where cs_main:cs_last_cont_date >= todaydate - 120

list/domain="cs_main"
cs_main:cs_key
cs_main:cs_name
cs_main:cs_status
cs_main:cs_last_cont_date
cs_main:cs_email_address |
cs_main:cs_ap_email
```

To easily use this report if you're not familiar with reports you can follow the next few steps to walk you through the process.

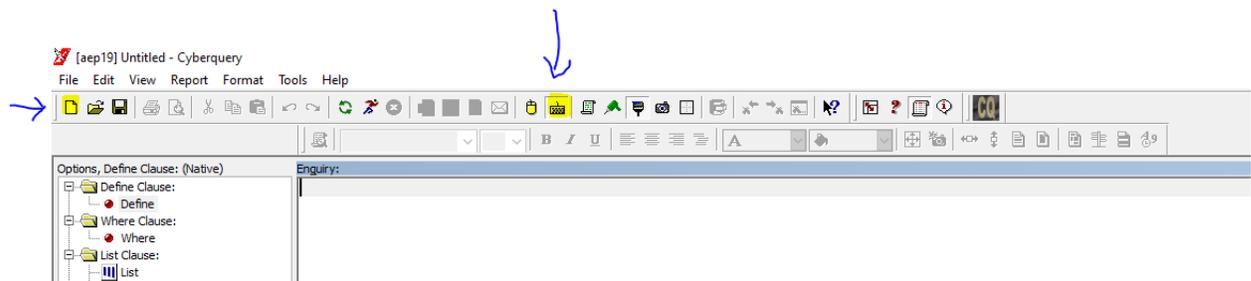
1. From the main screen of Alert click on the Report Wizard button in the top right.



2. Then click on the Report Writer button on the bottom of the report screen.

Report Screen Name	Report Description	Frequency
CR_DEPST	END OF MONTH OPEN DEPOSIT RPT	AS NEEDED
CR_OPEN	OPEN TICKETS REPORT	AS NEEDED
CR_PICK	PICKING LIST REPORT	AS NEEDED
CR_MORNT	CONTRACTS DUE TO BE CLOSED	AS NEEDED
CR_ARCHK	ARFC PAYMENTS ON OPEN TICKETS	AS NEEDED
CR_GENFA	TICKETS WITH GENERIC FA REPORT	AS NEEDED
SL_FOCHK	OPEN PURCHASE ORDERS REPORT	AS NEEDED
WO_ELST	OPEN WORK ORDER ESTIMATES	AS NEEDED
WO_LIST	OPEN WORK ORDER REPORT	AS NEEDED
CR_OPNTI	OPEN CONTRACTS ACCRUED EARNING	AS NEEDED
CR_RCEAR	FIXED ASSETS CONTRACT EARNINGS	AS NEEDED
CS_AJGEM	AJGNO MATRIX ANALYSIS BY STORE	AS NEEDED
SL_POTOK	RECEIVED ITEMS FOR SPECIAL ORD	AS NEEDED

3. This will open up Report Writer.
4. The first thing you need to do is click on the Keyboard icon at the top of the screen so we can copy the new report. Also click on new report icon on the left side if there is a report already loaded up in the viewer.



5. Take the report that from below and paste it into the report writer screen.

where cs_main:cs_last_cont_date >= todaydate - 120

list/domain="cs_main"

cs_main:cs_key

cs_main:cs_name

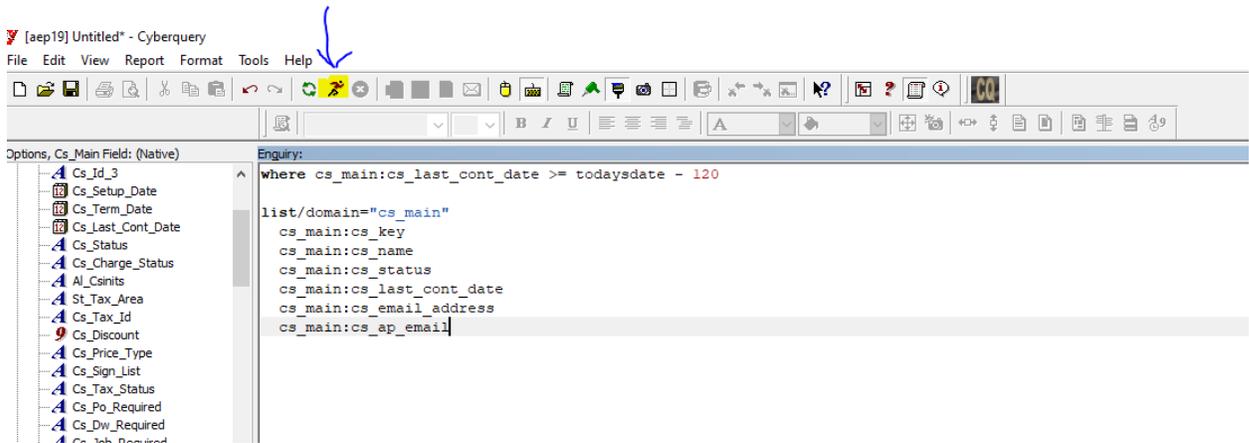
cs_main:cs_status

cs_main:cs_last_cont_date

cs_main:cs_email_address

cs_main:cs_ap_email

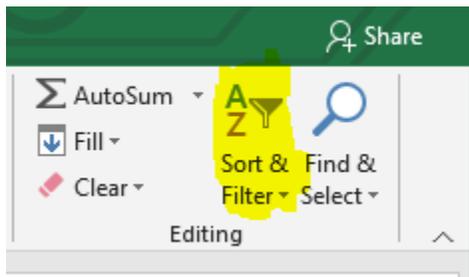
- Your screen should now look like the image below and all you have to do is click on the run icon to run your report.



- Now you can export to Excel and use this list to email your customers.

If you need help cleaning up the email list here are some basic tips for excel.

If you highlight your header row and choose the filter then you can easily clean up the email list to make it easier to find the good email addresses.



You can click on the arrow on emails in order to sort out the ones you don't need.

			LAST CONT DATE	CS EMAIL ADDRESS	CS AP EMAIL
11	BARB & CO.*	O	18-Nov-19	lsbailey@charter.net*	lbailey@alertms.com*
25	E. A. BREEDEN, INC.*	O	10-Dec-19	25@iaua.com*	*
62	AARON J. CONNER GEN. CONTR.	O	24-Jan-20	62@iaua.com	
77	DAVENPORT INSULATION INC. HRG	O	18-Nov-19	77@iaua.com	

In the search some of things you can do is bring up only blanks. This way you can delete any that just have blanks in the field. Next is to search for ; which would show lines that have more then one email

address in the field. These will need to be manually separated in order to email out in a list. Also you can do a search for @ to make sure that the info in the cell is an actual email.

Of course if you need any help with any of these steps please feel free to call or email support and we are more than happy to help you out.