

customer labels

Follow these steps to create customer labels.

Creating Customer Labels

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, for example, All Customers.
5. Click the OK button.
6. From the Personal Info tab, highlight by clicking once on Customer is Deleted in the Query Questions field.
7. In the Condition Statements field, 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 now see the condition in the box under Condition Statements.

Customer Label Output

1. Click the Output Query tab.
2. Click on the Labels button in the Output Type field. The box will be highlighted yellow.
3. Select a label from the drop down menu.
4. In the Field to Print box, all fields should be selected to print. There should be an "X" in the Print column.
5. Since you are creating mailing labels place a check in the box Require an Address?
6. Place a check in the box Exclude customers with 'Do NOT mail' option?
7. Select by clicking once on the desired output in the Output Format field. Until you get familiar with queries it is good practice to print to the screen to check that you have properly set the conditions.

