# future book query

Find customers that have had a service but have not booked their next visit.

Adding the Query
This query will generate a list of your clients who have had a salon service and have not prebooked their next visit.

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.
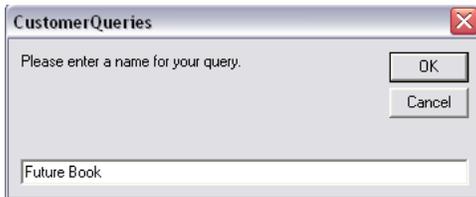
Adding the Conditions
1. In the Personal Info tab, highlight by clicking once on Customer is Deleted in the Query Questions field.
2. Select Equal to in the Operator drop down menu.
3. Select False in the Value drop down menu.
4. Click the Add Condition button. You should see the condition in the box under Condition Statements. *Adding this condition will eliminate those clients who have been previously deleted from your database from the list.*
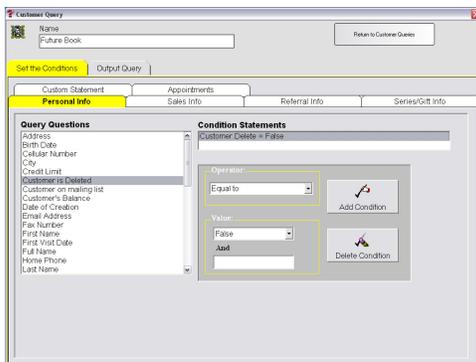
1. Click the Sales Info tab.
2. Highlight by clicking once on Services Purchased in the Query Questions field.
3. Click in the Units field (you will see a black dot). Note: You should select units over dollars in most situations because of discounts.
4. Select Greater Than in the Units drop down menu.
5. Type in "0" zero in the Value field. *This will indicate that the client has been one or more times.*
6. Place a check in the Date range box. Note: It is easiest to highlight over the entire date range and then type in your new date.
7. Click the Add button. You should see the condition in the box under Condition Statements. *Adding this condition will give you a list of all of your clients that have been in at least once during the time frame.*
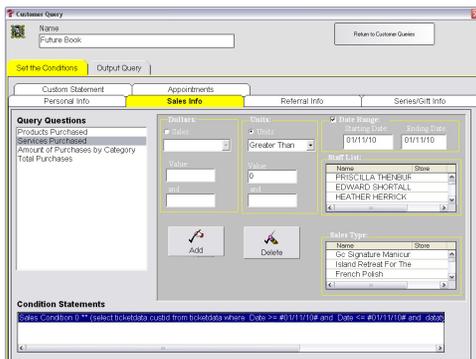
1. Click on the Appointments tab.
2. Highlight by clicking once on With no appointments in the future in the Query Questions field.
3. Click the Add Condition button.
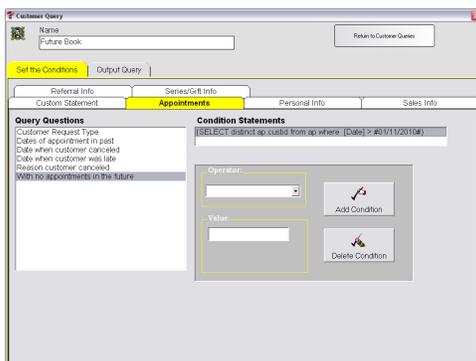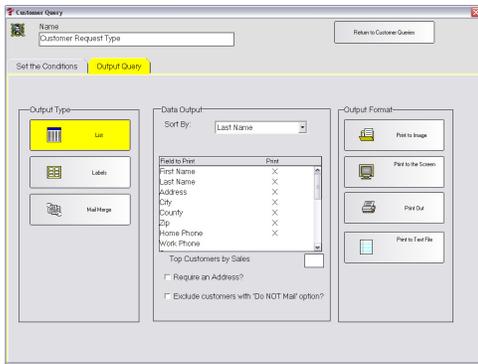
Output Query

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 labels.