

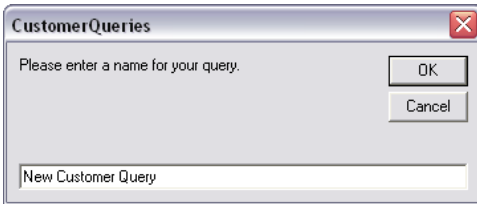
new customer query

Use this guide to identify and print new customer labels.

Creating the Query

This query will generate a list of your new service clients within a specified date range.

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. *Adding this condition will eliminate those clients who have been previously deleted from your database from the list.*
5. Remaining in the Personal Info tab, highlight by clicking once on First Visit Date in the Query Questions field.
6. Select Between in the Operator drop down menu.
7. In the Value field, enter in your desired date range for new clients. Type in a beginning date and an ending date.
8. Click the Add Condition button. You should see both of the condition statements in the box under Condition Statements. *Adding this condition will generate a list of all of your clients that have had one or more services during your specified date range.*

