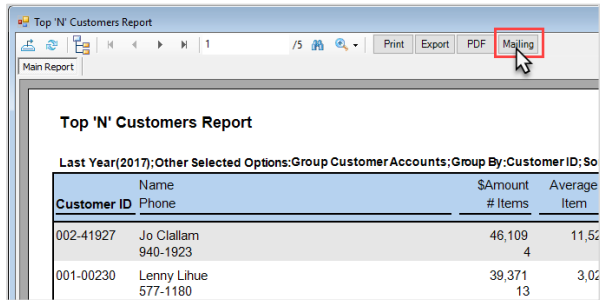


# Customer Reports Mailing

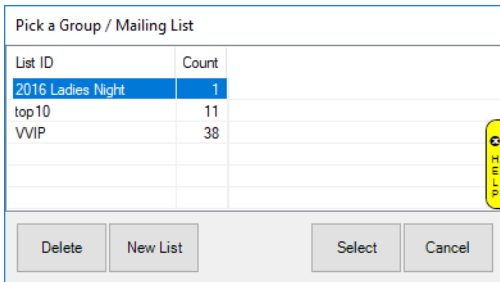
A **Mailing** button was added to the toolbar for all **Customer Reports**. This allows you to save the customers displayed on the report to a Group/Mailing List. These can be saved to a new list or appended to an existing.

To use:

1. Run the desired customer report, e.g. Top 'N'.
2. In the toolbar at the top, click **Mailing**.



3. The **Group/Mailing List** window will appear.



4. **Select** an existing list to add the customers from this report to it or use **New List** to create a new list with these customers.



**NOTE:** **Group/Mailing List** appears on the **Other Keys** tab of the customer record. This can be searched by using the corresponding **Other Keys** tab on the **Customer Find** filter.