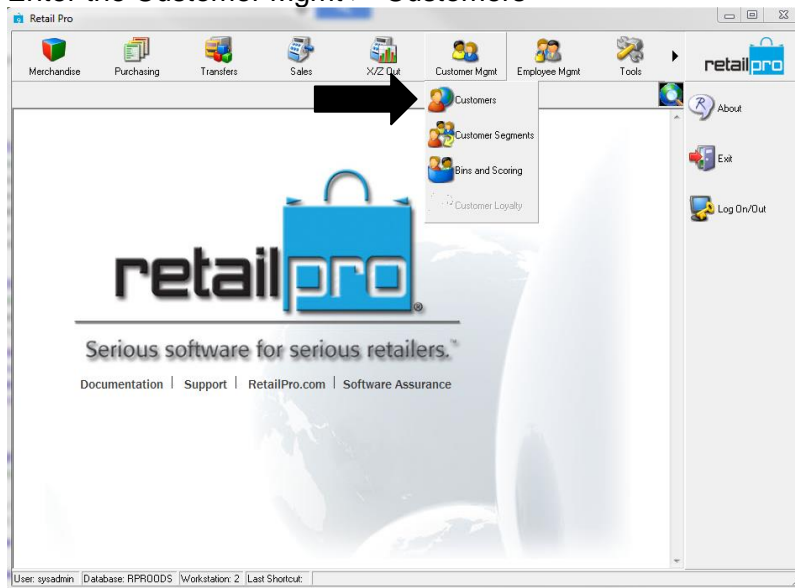




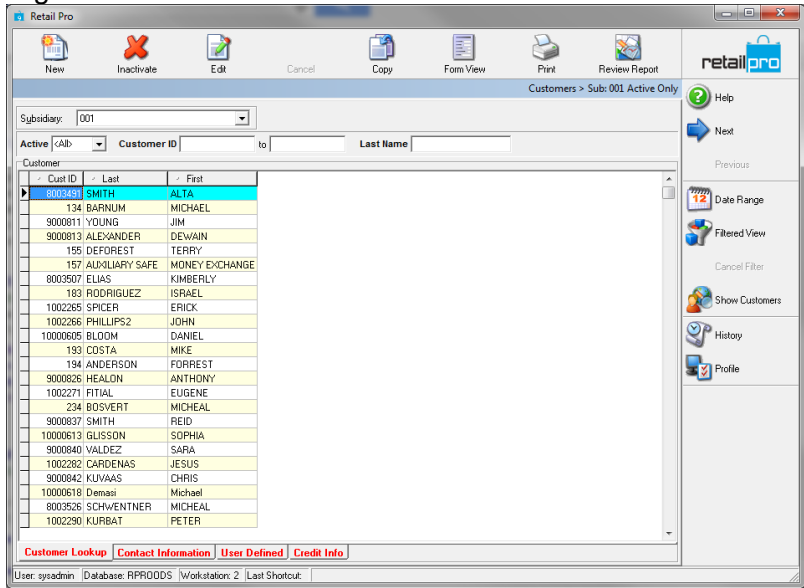
Recently Created Customer List July, 2015 Retail Pro V9

Need a list of currently added customers? Customers in version 9 can be filtered in the customers. The following steps will walk you through how to filter the recently created customers in Retail Pro Version 9.3.

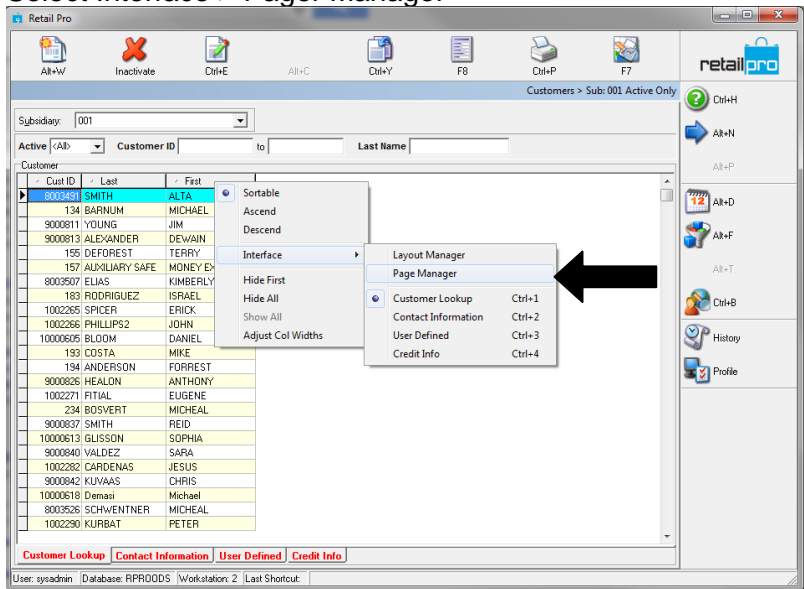
1. Enter the Customer Mgmt > Customers



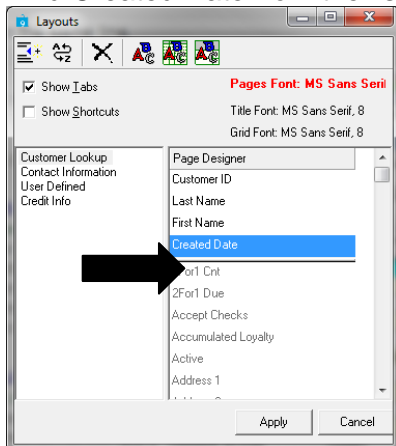
2. Right Click on the header of the customers



3. Select Interface > Pager Manager

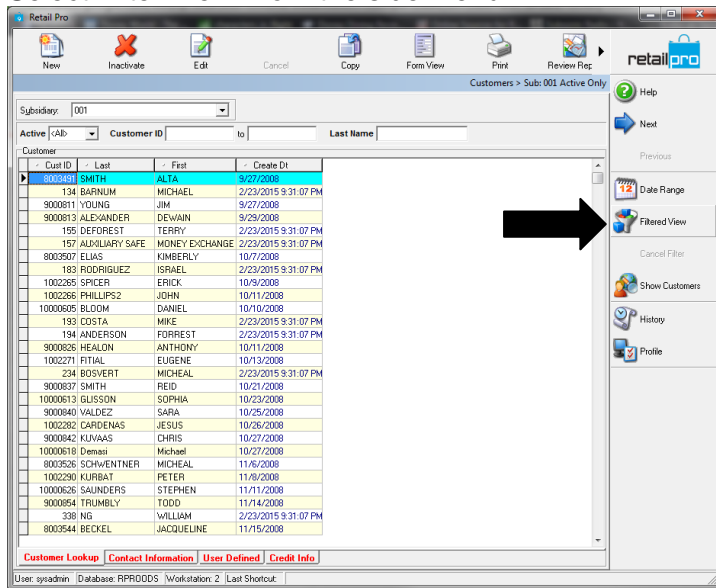


4. Find Created Date from the list > move the field below the last field above the line.

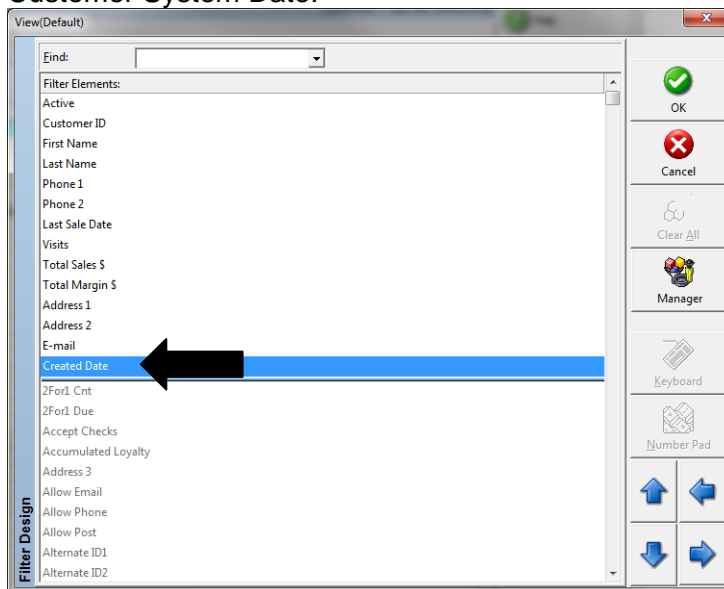


Select Apply

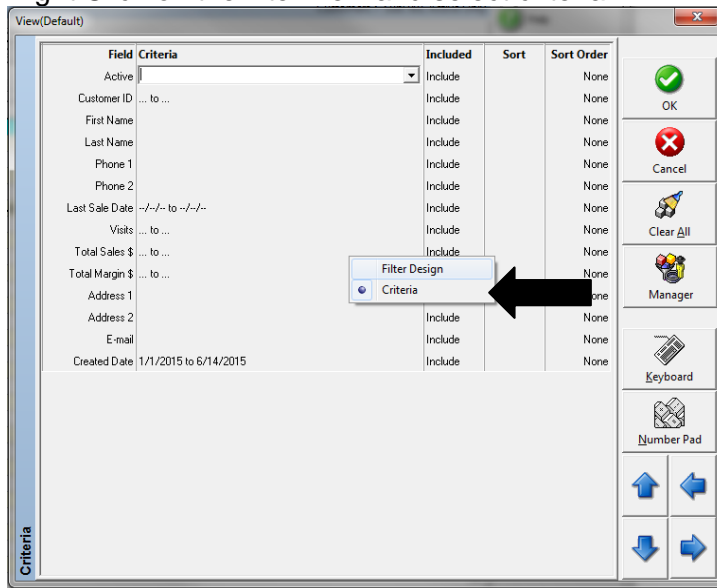
5. Select Filter View From the side menu



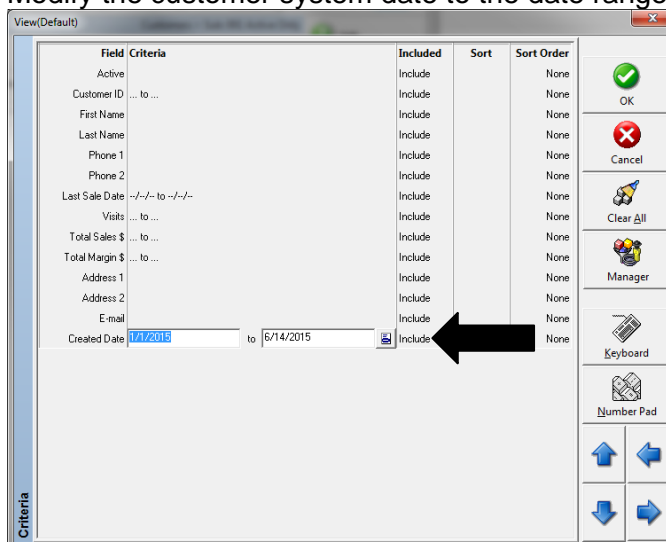
6. Right Click in the filter and select Filter Design > Find and double click on Customer System Date.



7. Right Click on the filter view and select criteria



8. Modify the customer system date to the date range, and select OK.



9. the filtered view of the customers is the list of customer that were added to the system in the date range specified.

10. Once filtered the list can be exported or can be used to print labels for mailers.