



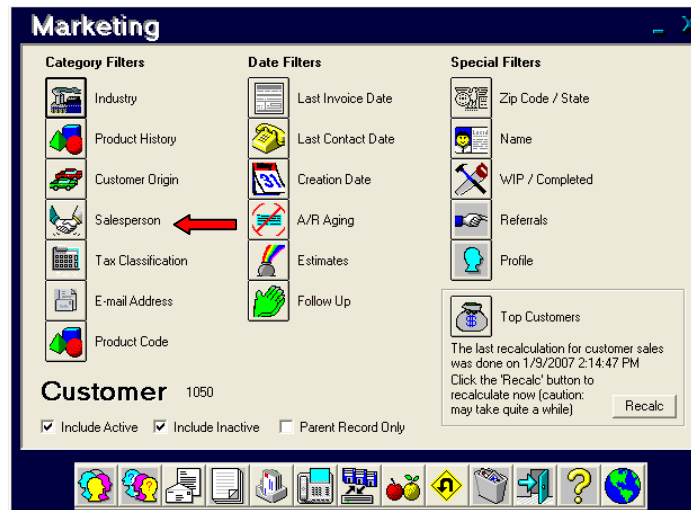
# Printing Customer Lists by Salesperson

If you want to view and print a list of customers associated with a particular salesperson, follow these instructions:

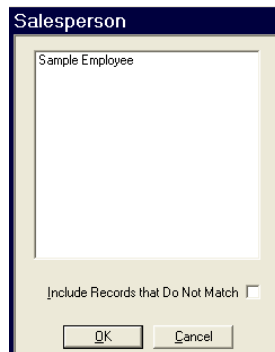
- From the **ADVANTAGE** main menu select **Marketing** then **Marketing** again:



- Click on the **Salesperson** icon:

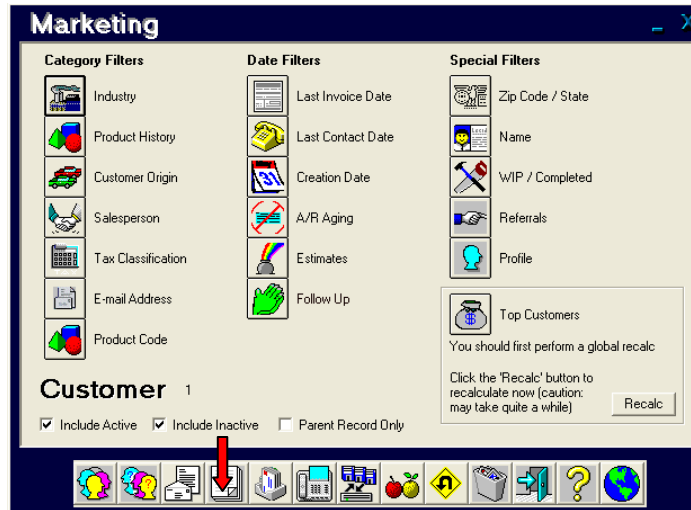


- A screen displaying all of your designated salesperson will come up:

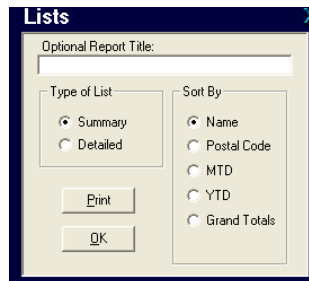


- Choose the name of the person for which you want to see the customer list and hit **OK**.

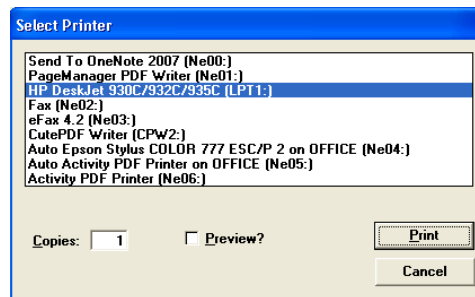
- You will be taken back to the **Marketing** screen. Click on the **Client Listing** icon:



- The **Lists** window will display:



- Select what kind of report you want and choose which method you would like to sort by.
- Click **Print**. The following will display:



- Check **Preview** if you want to see it before you print. Then, click **Print**.