

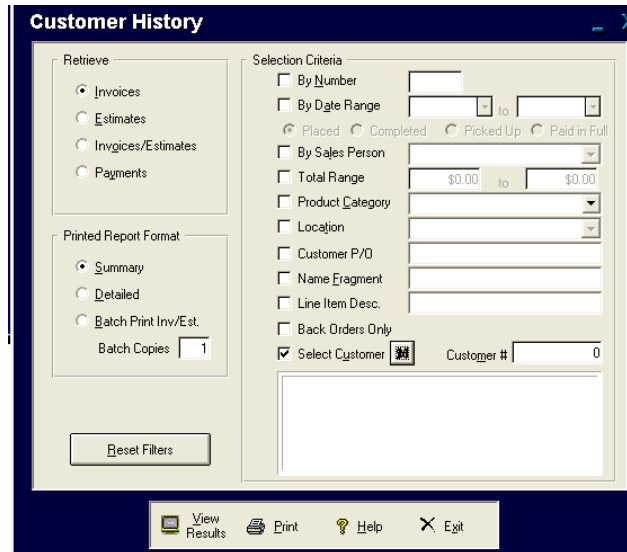
Printing Sales History for a Single Customer

If you want to view a list of a particular customer's history, follow these instructions:

- From the **ADVANTAGE** main menu, click **Customer History**:



- ✚ **ADVANTAGE** displays the **Customer History** screen:



The screenshot shows the 'Customer History' window with the following sections:

- Retrieve:** Radio buttons for Invoices (selected), Estimates, Invoices/Estimates, and Payments.
- Printed Report Format:** Radio buttons for Summary (selected), Detailed, and Batch Print Inv/Est. A 'Batch Copies' field is set to 1.
- Selection Criteria:** A list of checkboxes for filtering: By Number, By Date Range, Placed (selected), Completed, Picked Up, Paid in Full, By Sales Person, Total Range (\$0.00 to \$0.00), Product Category, Location, Customer P/O, Name Fragment, Line Item Desc., Back Orders Only, and Select Customer (checked). A binoculars icon is next to 'Select Customer' and a 'Customer #' field contains '0'.
- Buttons:** 'Reset Filters' and a bottom toolbar with 'View Results', 'Print', 'Help', and 'Exit'.

- ✚ Make sure that the box next to **Select Customer** is checked. Click on the binoculars icon to search for the customer you want to see the history for.
- ✚ Search for and double click on your chosen customer when the search window opens.
- ✚ Choose which filters you want to sort by then click **View Results** to view the results or **Print** to print the results.