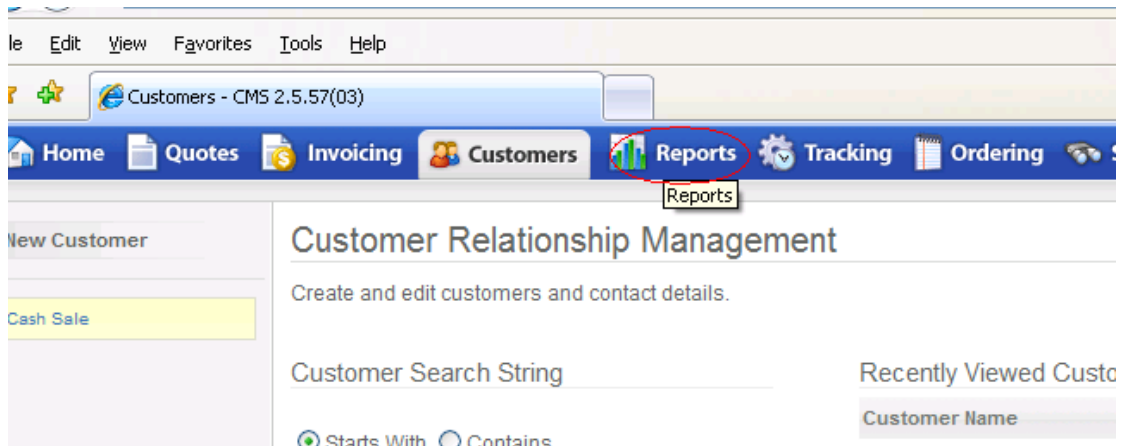
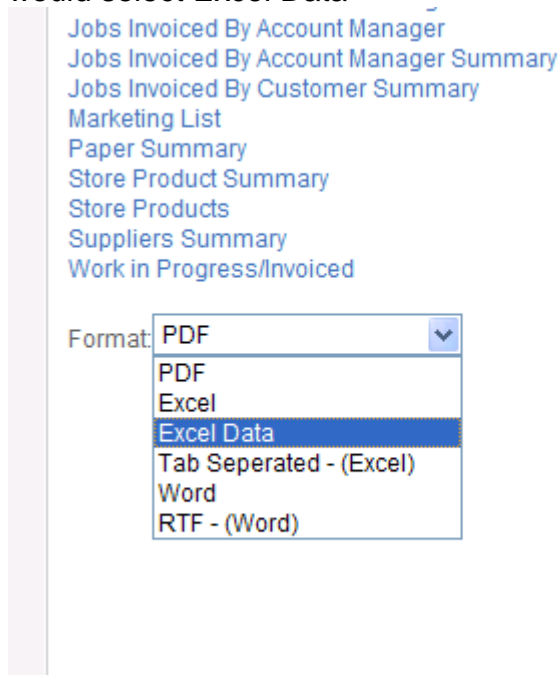


How to download a Customer Marketing List from CMS

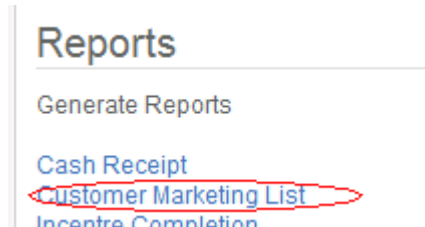
1. Click on Reports at the top menu bar



2. Select the format that you'd like the database to be in. In this case, we would select Excel Data

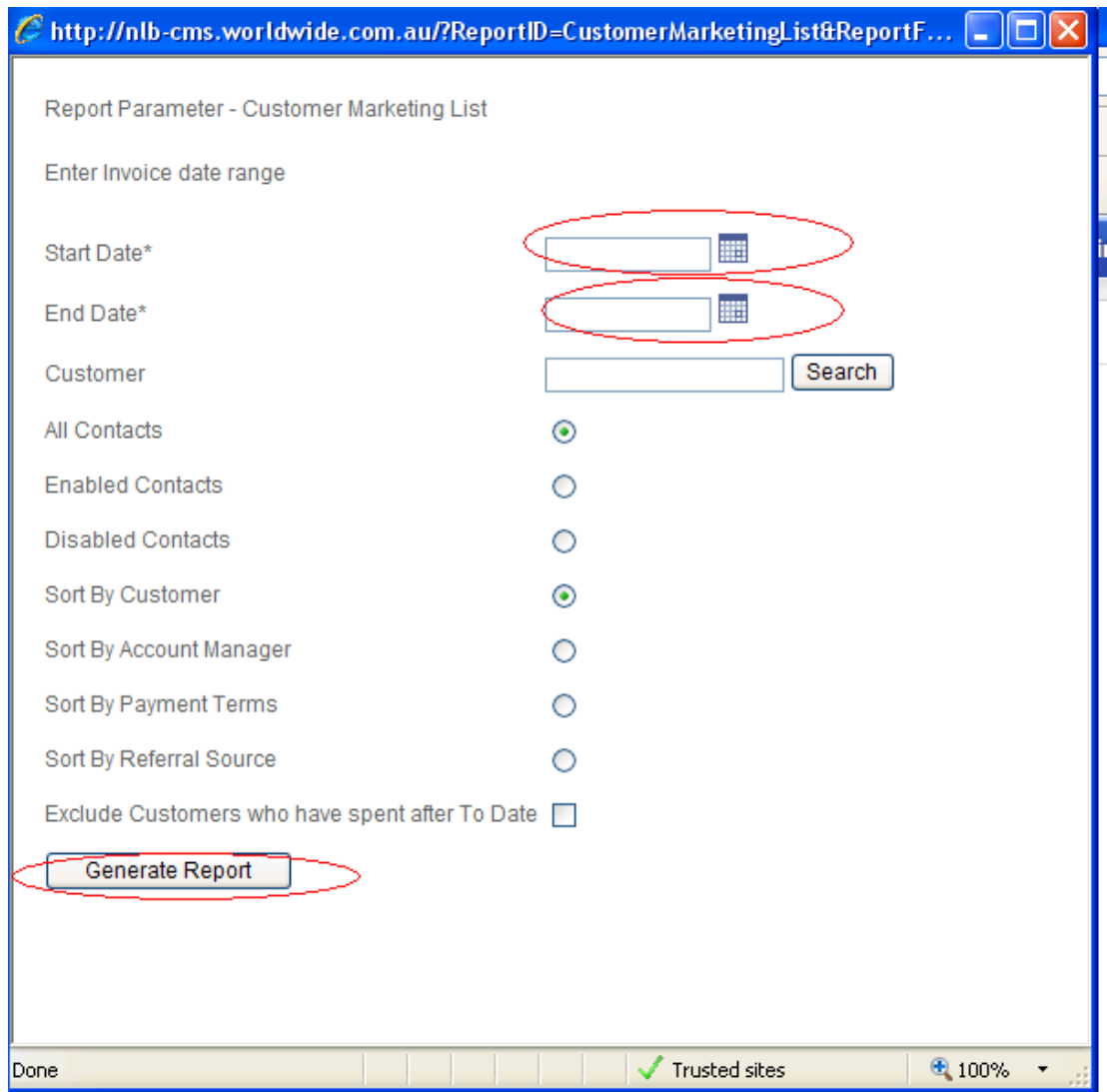


3. Click on Customer Marketing List, and a new window will appear.



4. In this new window, please indicate the start date, end date of the invoices that have been sent to your customers that you would like included in this database.

Then click Generate Report.



5. CMS will generate a report for you in Excel. Please save this and pass it to Kerry from Castle Hill.