

Communicating with customers

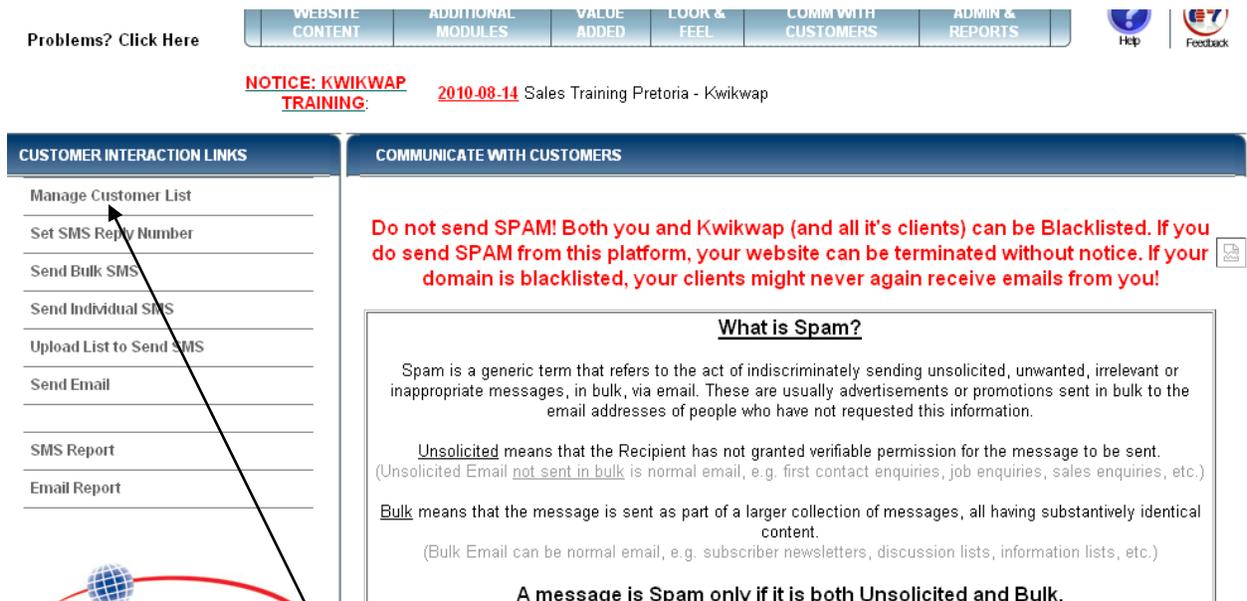
E Mail and SMS

Simple Exercise : Creating your mailing list



To add a customer to your mailing list start by clicking on “Comm With Customers”.

The following screen will appear. Note the links that appear on the left.



Click on Manage Customer list.

The following screen will appear



Click on Manage Mailing List.

The following will appear:



Click on add individual.

The following screen will appear:

CSV Upload Add Individual Manage Groups View Mailing List

ADD CLIENT INFORMATION

Name:

Email:

Cell:

Notes:

Group

This "Group" option is only here for New Mailing List Members, if you wish to edit a Member from a Group that must be done [here](#)

Start entering the details. The notes only you will see. You can then select a group provided you have added a group previously.

When done click on Add Client.

