

Client List by Staff Report Guide

The Client List by Staff report displays a list of clients who had a processed ticket by staff within a date range.

When to create the report

We recommend reviewing this report as needed for customer communication.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Report icon.
2. Double click on Client List by Staff from the report side navigation. You will find it under the Staff category.
3. Enter the beginning date and ending date for the report.

What it tells you

The report gives the options for labels, complete addresses for labels and requires you to pick your staff. It includes:

- The client's name
- Address
- City
- State
- Zip Code
- Home phone number
- Work phone number

How it's used

This report is used for obtaining a list of clients by staff. The customer must have a processed ticket with a dollar amount with the specific staff to appear on this report.



Client List for from 12/1/2008 to 12/30/2008

Customer	Address	City	State	Zip	Home Phone	Work Phone
Lance		Hammond	LA	70401		Invalid Phone
Robin		Loranger	LA	70446	(985)	Invalid Phone
Leigh		Laplace	LA	70068	(985)	None
Wendy		Hammond	LA	70403	None	Invalid Phone
Kathy		Hammond	LA	70401	(985)	Invalid Phone
Nathalie		Madisonville	LA	70447	(985)	Invalid Phone
Erica		Hammond	MS	70401	(225)	None
Meghann		Franklinton	LA	70438	(985)	Invalid Phone
Michelle		Hammond	LA	70401	(985)	Invalid Phone
Aimee		Springfield	LA	70462	(225)	Invalid Phone
Anna Lisa		Hammond	LA	70401		Invalid Phone
Ann		Hammond	LA	70401	(985)	Invalid Phone
Donna		Tickfaw	LA	70466	(985)	Invalid Phone
Melissa		Sprinfeld	LA	70462	(225)	Invalid Phone
Diane M.		Ponchatoula	LA	70454	(985)	None
Sylvia		Maurepas	LA	70449	(225)	(225)
Carol		Ponchatoula	LA	70454	(985)	Invalid Phone
Camie		Ponchatoula	LA	70454	(985)	(985)
Ryan		Hammond	LA	70403	(985)	(985)
Karen		Hammond	La	70403	(985)	(985)
Sherri		Ponchatoula	La	70454	(985)	(985)
Brian		Tickfaw	LA	70466	(985)	(504)
Marcus		Hammond	LA	70403	(985)	Invalid Phone
Kelly		New Orleans	LA	70125	(504)	Invalid Phone
Mary		Hammond	LA	70401	(985)	Invalid Phone
Nanette		Hammond	LA	70401	(985)	None
Abbey		Hammond	LA	70403	(225)	(225)
Jodi		Holden	LA	70744		Invalid Phone
Sarah		Hammond	LA	70401	(985)	Invalid Phone
Tobey		Hammond	LA	70403	(985)	Invalid Phone
Sara		Amite	LA	70422	(985)	None
Alicia		Hammond	LA	70401	(225)	(504)
Lucy		Hammond	LA	70401	(985)	(985)
Amanda		Hammond	La	70401		Invalid Phone
Wendy		Ponchatoula	LA	70454	(985)	None
Aj		Hammond	LA	70401	(985)	Invalid Phone
Marie		Amite	LA	70422	(985)	Invalid Phone
Kelsey		Hammond	LA	70401	(760)	Invalid Phone
Cindy		Hammond	LA	70401	(985)	Invalid Phone
Amanda		Hammond	LA	70401	(225)	Invalid Phone
Janet		Amite	LA	70422	(985)	Invalid Phone
Noelle		Hammond	LA	70403	(985)	(225)
Katie		Hammond	LA	70401	(504)	Invalid Phone
Charlotte		Ponchatoula	LA	70454	(985)	(985)
Bobbie		Tickfaw	LA	70466	(985)	(985)
Shannon		Madisonville	LA	70447	(985)	None
Miriam		Hammond	LA	70403	(985)	Invalid Phone
Mary		Slidellmetairie	LA	70458	(985)	Invalid Phone
Rowena		Folsom	LA	70437	(985)	Invalid Phone
Tracy		Hammond	LA	70401	(985)	None
Pat		Hammond	LA	70401	(985)	(504)