

Contact List Reports

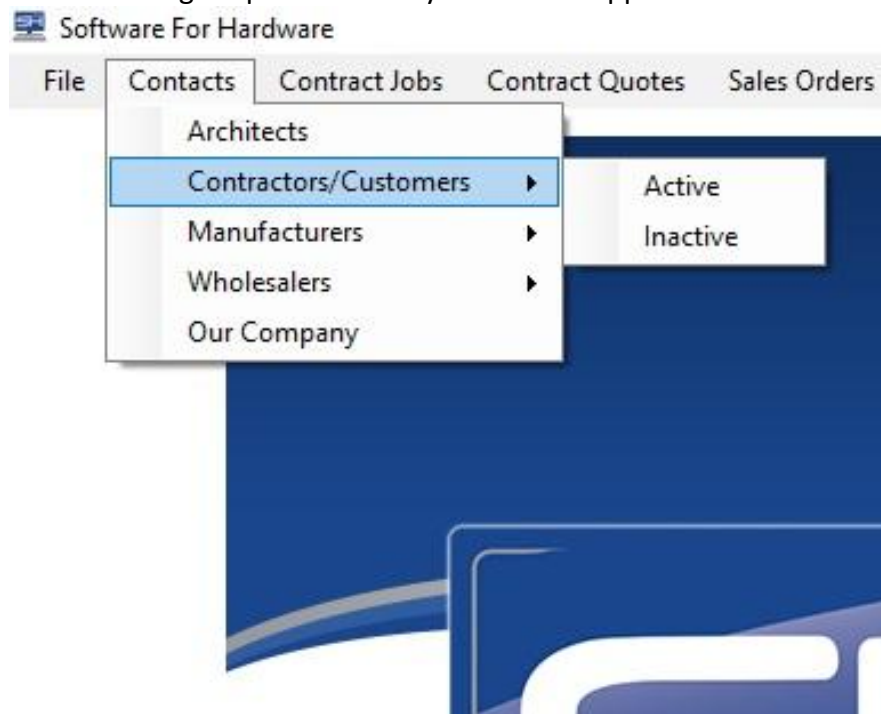
Software for Hardware, LLC's new enhancement gives users the ability to create summary or full contact list reports. Reports can be generated for Architects, Contractors/Customers, Manufacturers and Wholesalers. Excluding Architects, all of the above reports can be generated for active or inactive contacts.

The *Summary List* is a one line per company report containing only the most vital contact information. The *Full List* is an itemized report containing an array of information for each company.

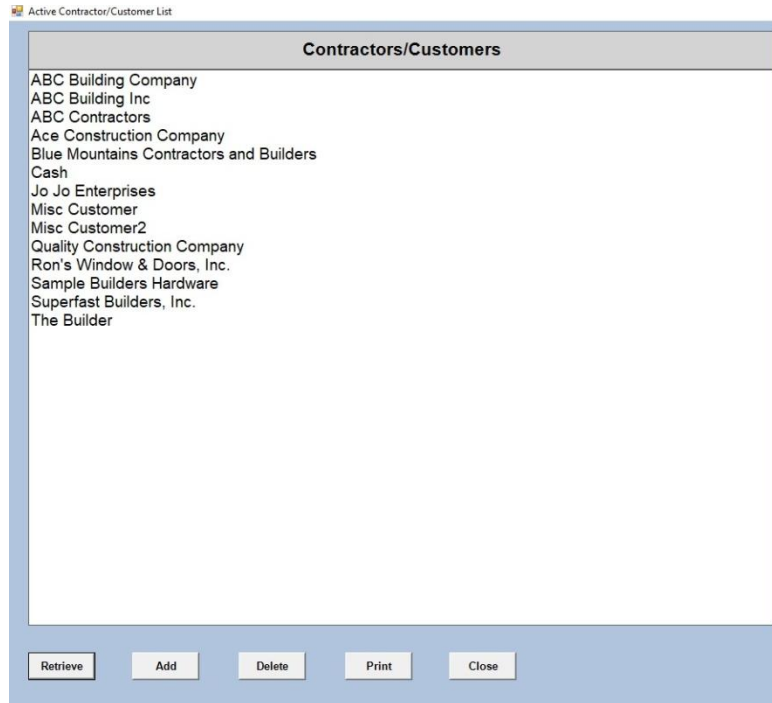
All reports can be previewed, printed to hard copy, or sent to a PDF file. As in all SFH reports, you can *Export to PDF* from within the Preview screen.

How it works:

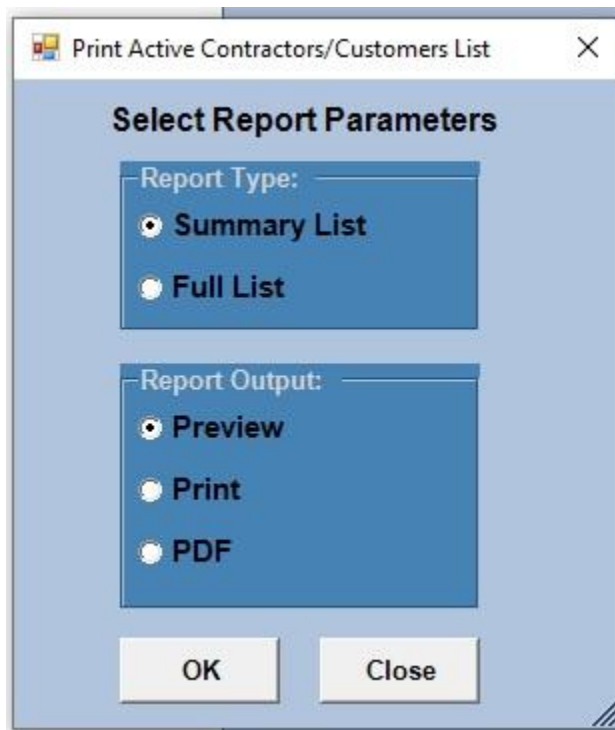
1. From the SFH *Logo* screen click the *Contacts* menu selection.
 - a. The following drop down and fly out menus appear:



- b. Select your desired report type and activity.
 - i. In this example *Contractors/Customers* that are currently *Active* is chosen.
 - c. The list of *Active Contractors/Customers* appears:



- i. Notice the new *Print* button sandwiched between *Delete* and *Close*.
- d. Click the *Print* button. You will be taken to:



- i. A new form to select your desired Report Type and Report Method.
- ii. In our example, we will accept the default, *Summary List* to the *Preview* screen.
- iii. Click the *OK* button and the *Active Contractors/Customers Summary List* report will be generated.



Active Contractors/Customers

Summary List

Name	Primary Contact	Primary Phone	Primary Cell	Primary Email	Website	Sales Person
ABC Building Company	John Doe	(617) 44-5 88	(617) 44-8 86	mine@aol.com	www.abc.com	
ABC Building Inc						
ABC Contractors						
Ace Construction Company		(404)111-2222				
Blue Mountains Contractors and Builders	John Smith	(509)299-3333	(509)333-2999	buzz@bmc.com	www.bmc.com	John Doe
Cash						
Jo Jo Enterprises						Mary Smith
Misc Customer						
Misc Customer2						
Quality Construction Company		(404)873-4941				Mary Smith
Ron's Window & Doors, Inc.						Bill Bevins
Sample Builders Hardware						Bill Bevins
Superfast Builders, Inc.	John Smith	(404)888-1212				Grant Seiber
The Builder						John Doe

e. To Preview an itemized Contractors/Customers report simply click the *Full List* radio button on the *Select Report Parameters* form.



Active Contractors/Customers

Full List

Company	Mailing Address	Billing Address	Shipping Address	Contact Info	Misc
ABC Building Company ABCC00000220 Tax Exempt: No Credit Hold: No Reseller/Dealer: No	1 Main St Boston, MA 02210	1 Park St Norton, MA 02766		John Doe Phone: (617) 44-5 88 Cell: (617) 44-8 86 mine@aol.com www.abc.com	Requires PO: No
ABC Building Inc ABC100000221 Tax Exempt: No Credit Hold: No Reseller/Dealer: No	2 Main St Boston, MA 02210	2 Park St Norton, MA 02766			Requires PO: No
ABC Contractors ABCN00000222 Tax Exempt: No Credit Hold: No Reseller/Dealer: No	3 Main St Boston, MA 02210	3 Park St Norton, MA 02766			Requires PO: No
Ace Construction Company ACE00000099 Tax Exempt: No Credit Hold: No Reseller/Dealer: No	111 Peachtree Street Suite B Atlanta, GA 30101 USA			Phone: (404)111-2222 Fax: (404)111-3333	Requires PO: No Price Level: 1
Blue Mountains Contractors and Builders BMCB00000212 Tax Exempt: Yes Credit Hold: No Reseller/Dealer: Yes	123 Blue Mountain Road Suite 245 Dayton, WA 99332 USA	684 West First Avenue Suite 7 Dayton, WA 99332 USA	2144 First Ave. Suite 4 Mesa City, WA 99345 USA	John Smith Phone: (509)299-3333 Ext: 74 Cell: (509)333-2999 Fax: (509)765-4321 buzz@bmc.com www.bmc.com	Salesperson: John Doe Requires PO: Yes Price Level: 1
Cash CASH00000213 Tax Exempt: No Credit Hold: No Reseller/Dealer: No					Requires PO: No
Jo Jo Enterprises JOJO00000219 Tax Exempt: No Credit Hold: Cash Account Reseller/Dealer: Yes	1445 1st Ave Whatever, WA 99568 USA		66874 West North St. South North, WA 99874 USA		Salesperson: Mary Smith Requires PO: Yes Price Level: 2
Misc Customer MISCCUST Tax Exempt: No Credit Hold: No Reseller/Dealer: No		1234 Main Whatever, VA 25114 USA			Requires PO: No

2. Reports can also be sent to printers and PDF files.