Get a mailing list for an Order Cycle or Date Range

The Customer report is a good way to download customer emails, names, and cities for an order cycle or a Date Range:

- Goto Reports / Customer / Mailing list

- Enter a Date Range if you want all customers during that period, or:
  (leave blank if you want just the customers for one order cycle)

- If you want customers for an order cycle select the order cycle desired.

- Enter the name of the Hub

- Select how you want to see the report in the Generate Report dropdown (On screen, PDF, spreadsheet, & CSV are options)

- Select the data you want in the Columns dropdown

- Click Go