

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

OPEN FOOD NETWORK

Dashboard Products Order cycles Orders **Reports** Enterprises Customers

Customers

Report Filters

Date Range 01-01-2024 00:00 to 31-07-2024 00:00

Hub

Order Cycle

Rendering Options

Generate report On screen

Columns

Columns

Filter options

- First Name
- Last Name
- Billing Address
- Email
- Phone
- Hub

Go