Creating an email list with the Customer Relationship Management Tool (CRMT)

1. With Anthology open go to Reports / Customer Relationship Marketing Tool
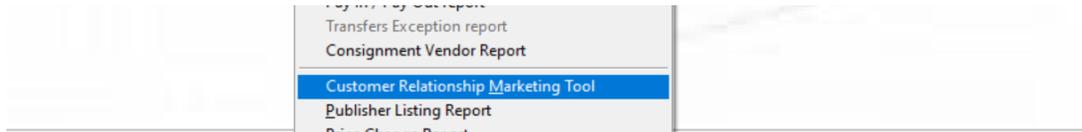
2. To pull an email list of customers that have purchased a book by a certain author, first specify the date range you will pull from, under the Select Customers -Sales Areas tabs.
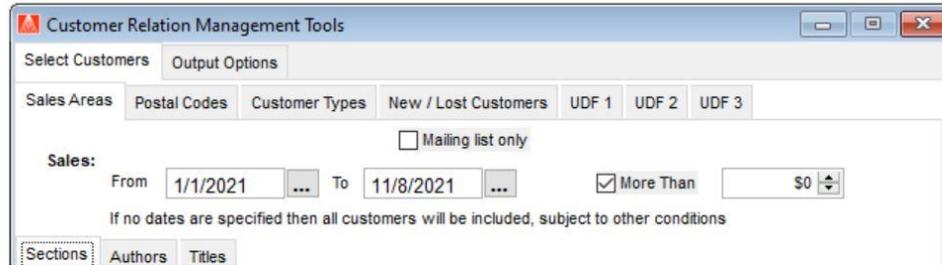
3. Still under Sales Areas, you will go to the next set of tabs and click Authors. From there you can move over any list of authors you would like to include in your customer report. Additionally, you may change the specified purchase amount by checking the More Than box and choosing an amount.
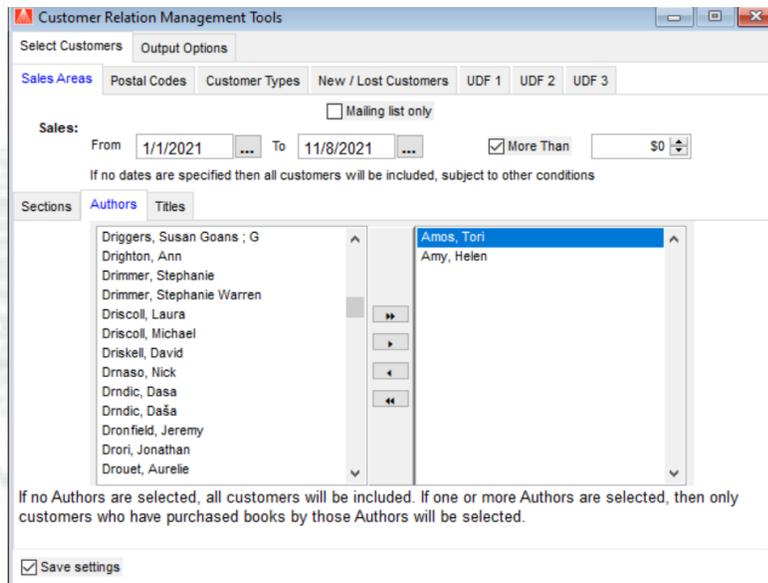
4. Move from the Select Customers tab over to the Output Options tab. This screen will allow you to choose what information will be shown on your report. For this report, the basics to include are email address, first name, and last name.
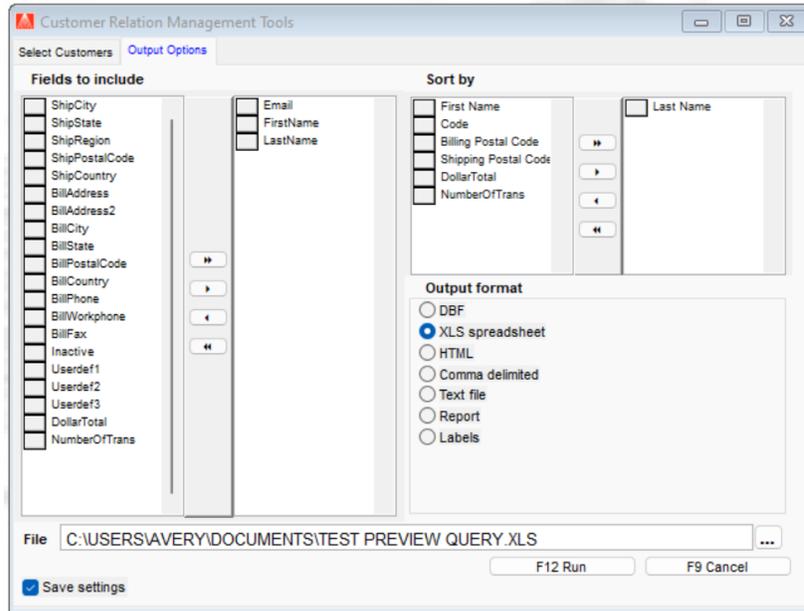
5. In the Sort by column choose how the results of your report will be sorted.
6. In the File field choose the name of your document and the destination it will be saved to.
7. Select F12 Run.