Mailer Customer File Maint

PROGRAM NAME: MAILGUT
MENU OPTION TITLE: Mailer Customer File Maint
MAIN MODULE: INTERNAL MAILING LIST
HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

This program allows you to create or edit all of the information in the catalog mailing list file. These are not necessarily the names in the sales customer file, but could be. This depends on if they were entered into the sales customer master file using the program {CMMAINT} and transferred to the mailing list file. You will typically use this program to correct any entries made earlier. You can use <IFF> in this program. You cannot have duplicate entries in the mailing list file. Names entered directly into this system will not be available in the sales customer master file.

PROGRAM OPERATION

CUSTID: This should be the same CUSTID as the sales systems CUSTID, if this customer was entered into the catalog mailing system by the sales customer maintenance {CMMAINT}. You can type in the exact name of the mailing list customer or use <IFF> and all fields will fill up with the information previously entered. If you are creating a new mailing list customer you simply leave the screen with all fields blank and type in the customer.

NAME: You can return past the CUSTID field to find the customer by typing in the exact NAME or you can use <IFF>. This will pull up with the customer you have found or you can now create the NAME.

TITLE: Does this person use a title that should be used, or maybe we should use the NAME field for the company name and the title field for the person and title. This will pull up with the customer you have found or you can now create the TITLE.

STREET:

CITY:

STATE: You can hit <ENTER> all the way to this field and use <IFF> to find your customer.

ZIP: You can hit <ENTER> all the way to this field and use <IFF> to find your customer.

DEALER: <W>holesale, <D>ealer, or <R>etail: This flag differentiates between the three price level customers the IBS software system supports. This will pull up with the customer you have found or you can enter the right flag.

ENTERED DATE: If the mailing list customer was entered by the sales customer maintenance program {CMMAINT}, then this date is created at that time. If not, this should be the date entered into the catalog system.

YARD: If the mailing list customer was entered by the sales customer maintenance program {CMMAINT}, then this date is created at that time. If not, this should be the date entered into the catalog system.

PRINTED FLAG: _: (Y/N)
PRINTED DATE: _____: Both of these fields are automatically updated when labels are printed. You can clear these fields to mail to a customer more than once.

CONFIRM? Y=YES: