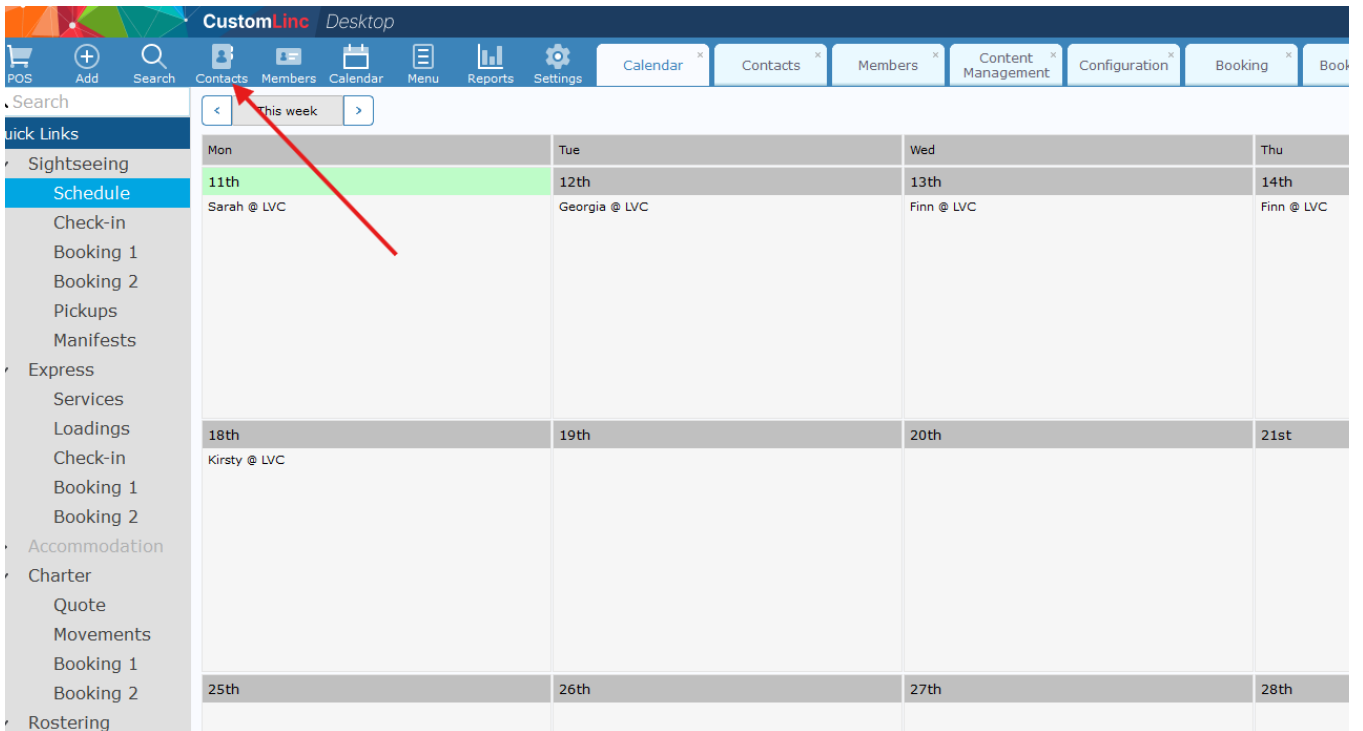


How to: Export a list of emails from a Contact Group

1. Go to **Contacts**

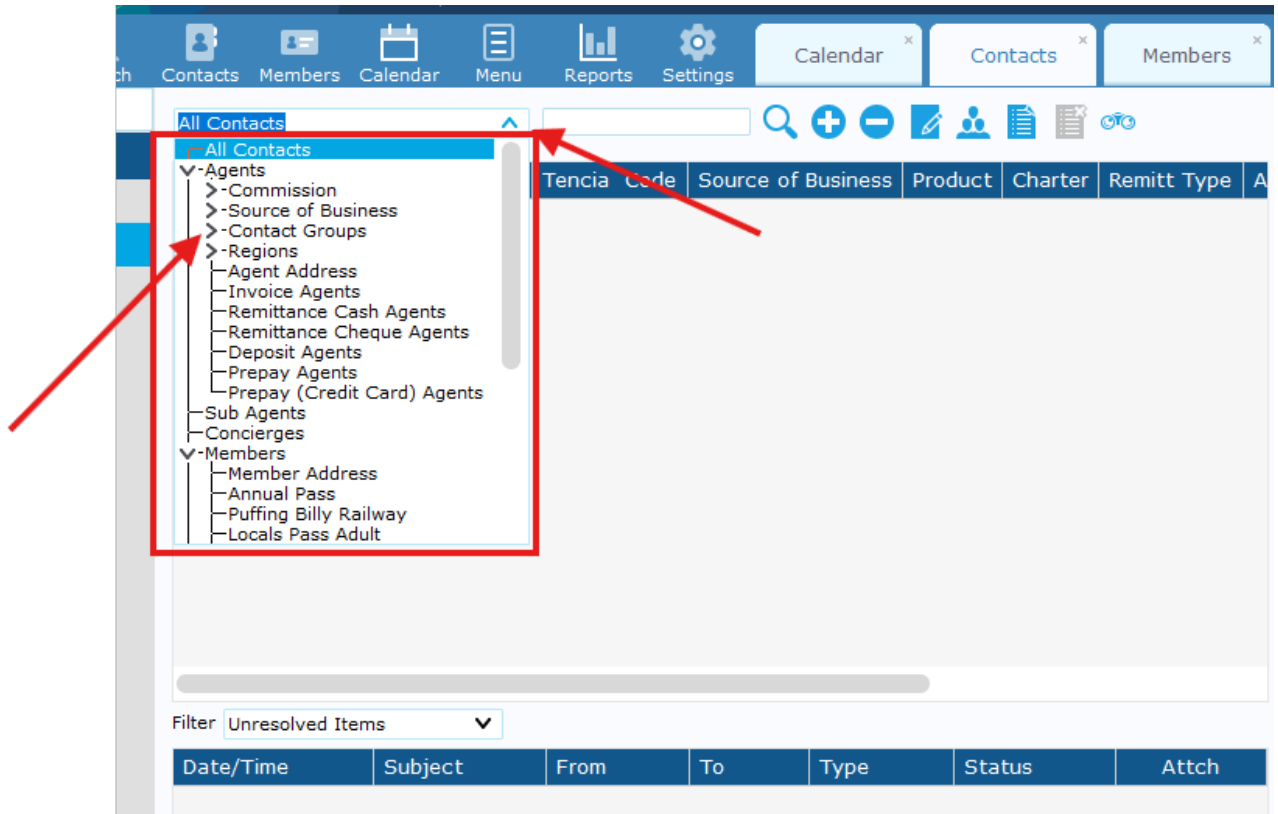


The screenshot shows the CustomLinc Desktop interface. The top navigation bar includes tabs for POS, Add, Search, Contacts, Members, Calendar, Menu, Reports, Settings, and several open windows: Calendar, Contacts, Members, Content Management, Configuration, Booking, and Book. The main area displays a calendar grid for 'This week'. The 'Contacts' tab is highlighted, and a red arrow points to it. The calendar grid shows the following data:

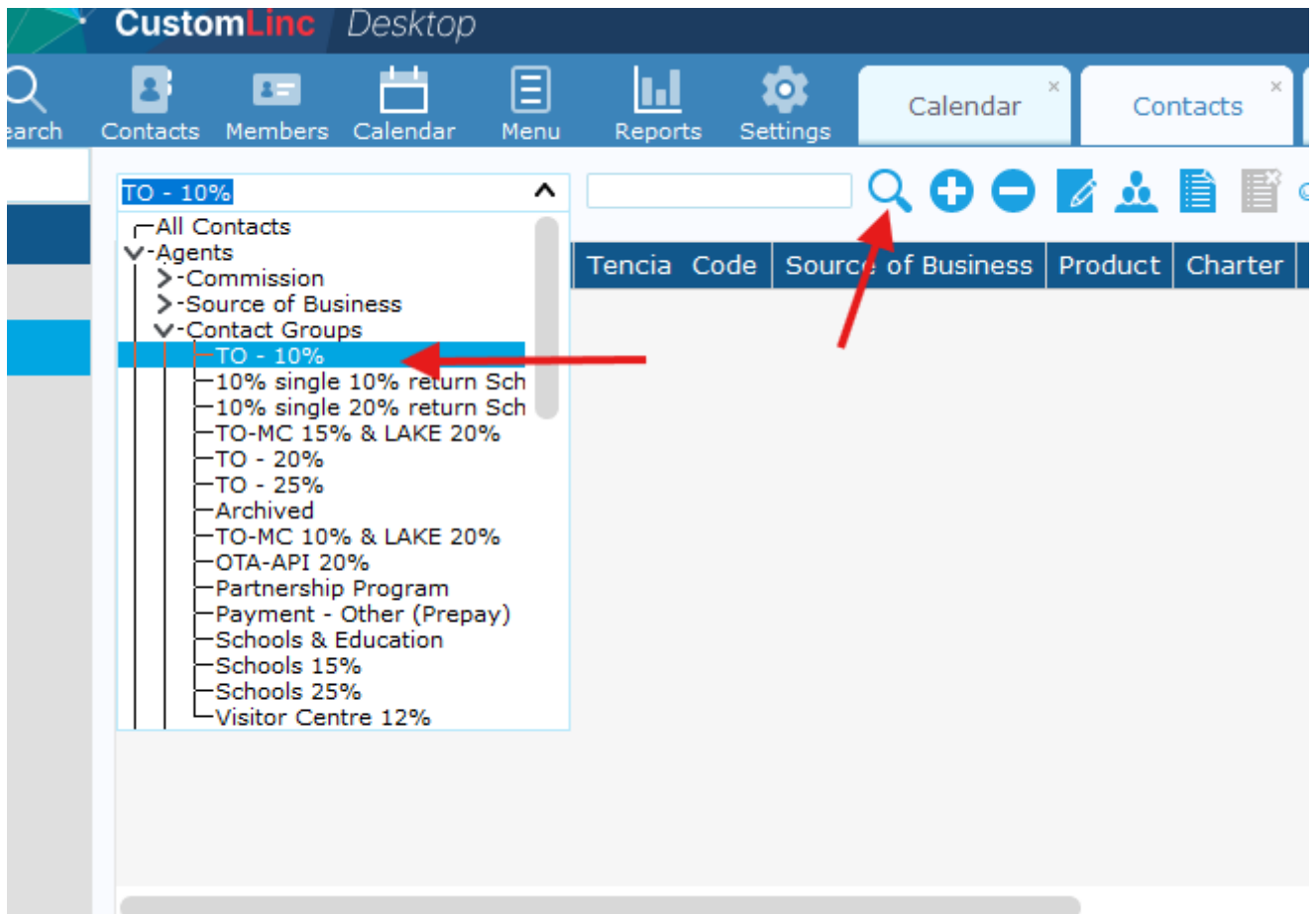
Mon	Tue	Wed	Thu
11th Sarah @ LVC	12th Georgia @ LVC	13th Finn @ LVC	14th Finn @ LVC
18th Kirsty @ LVC	19th	20th	21st
25th	26th	27th	28th

2. Select the Contacts drop down to search for a contact filter.

- From here you can click the arrows to expand the filters, the following are examples.
 - **Contact Groups** are managed on a per agent basis - an Agent (contact) can have **multiple Contact Groups** associated.
 - **Commission** is managed per Agent under **contract** an agent will only have **one active commission** at a time.



3. Select a filter and click **search** (Magnifying Glass)



4. Once all agents are loaded, **right click** any agent on the left side, select Export > CSV file

UnR	Contact Name	Payment	Contact
37	A & A Travel	Payment	Contact Id
	A & B Business Link Pty Ltd T/A Melbourne Limo Link	Payment	Last Modified
400	A Petite Tour	Invoice	Business Email
	A Plus Travel	Payment	Accounts Email
	Aconcept Group	Payment	Accounts Email
	AKW Tours	Payment	WWW
	AmazingCo Amazing co	Payment	Contact Types
15	AMIG Travel	Payment	Physical Address
2	APSE TOURS PTY LTD	Payment	Contact Groups
39	Around & About Tours	Payment	Tax Number
	Asia Vacation Group Pty Ltd	Payment	
183	AU VIP Trips T/S AU VIP TOUR	Payment	
	Aus Star Traveling Pty Ltd	Payment	

Date/Time	Subject	From	To	Attach

Filter: Unresolved Items

- Configure As >
- Assign To >
- Select >
- Agents >
- User >
- Supplier >
- Link Concierge to Agent...
- Brochure Request >
- Email/SMS List >
- Label Run >
- User Logon Details
- Export >**
 - CSV file
 - CSV File with Agent Commission
- Properties...

5. It will ask you to select a save locations, then it should automatically open up.

In the CSV you will find an **EmailBusiness** header - This is the primary contact for each agent.

6. You can highlight all cells email cells then **copy & paste** these into the **To** section in Outlook.

Revision #2

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