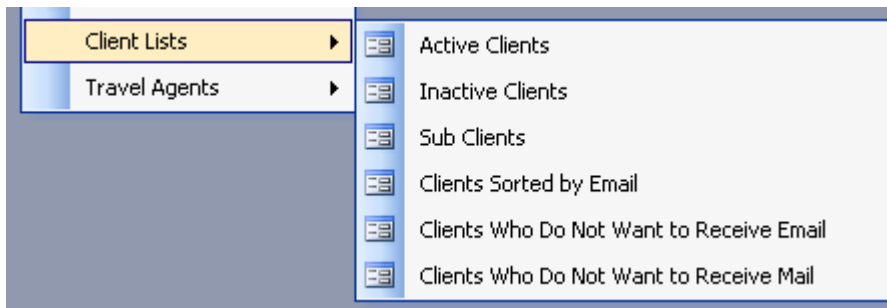


Client Lists

Clients Lists are prepared queries that you can use as a quick reference.



Information is presented using a “grid-like” display. For example, the following illustrates a partial display of the Active Clients List.

Active Clients										
	Inactive	Client Status	Entry Date	Last Name	First Name	Middle Init	Salutation	Company	MailingAddress	
▶	<input type="checkbox"/>	CLIENT	10/02/2009	Williamson	Robert		Mr.	Acme Company	P	34 Ma
	<input type="checkbox"/>	CLIENT	03/20/2007	Williamson	Paul		Mr.		P	25 Mo
	<input type="checkbox"/>	CLIENT	01/24/2006	Waltrip	Michael		Mr.		N	14 Ma
	<input type="checkbox"/>	CLIENT	01/13/2006	Wallace	Rusty		Mr.	Wallace Enterprises	P	992 B
	<input type="checkbox"/>	CLIENT	06/08/2010	Thomas	Michael	B	Mr.		P	12 Oa
	<input type="checkbox"/>	CLIENT	01/01/2006	Stewart	Tony		Mr.		P	145 E

All lists except for Inactive Clients and Sub Clients allow you to double-click on a row to go directly to the Client Entry form for the particular client you selected.

USER TIP: You can single left click the cell that marks the intersection of the rows and columns (left of the column header Inactive) and the entire grid will turn black. Press Ctrl C to copy, open up Microsoft Excel and press Ctrl V to paste.