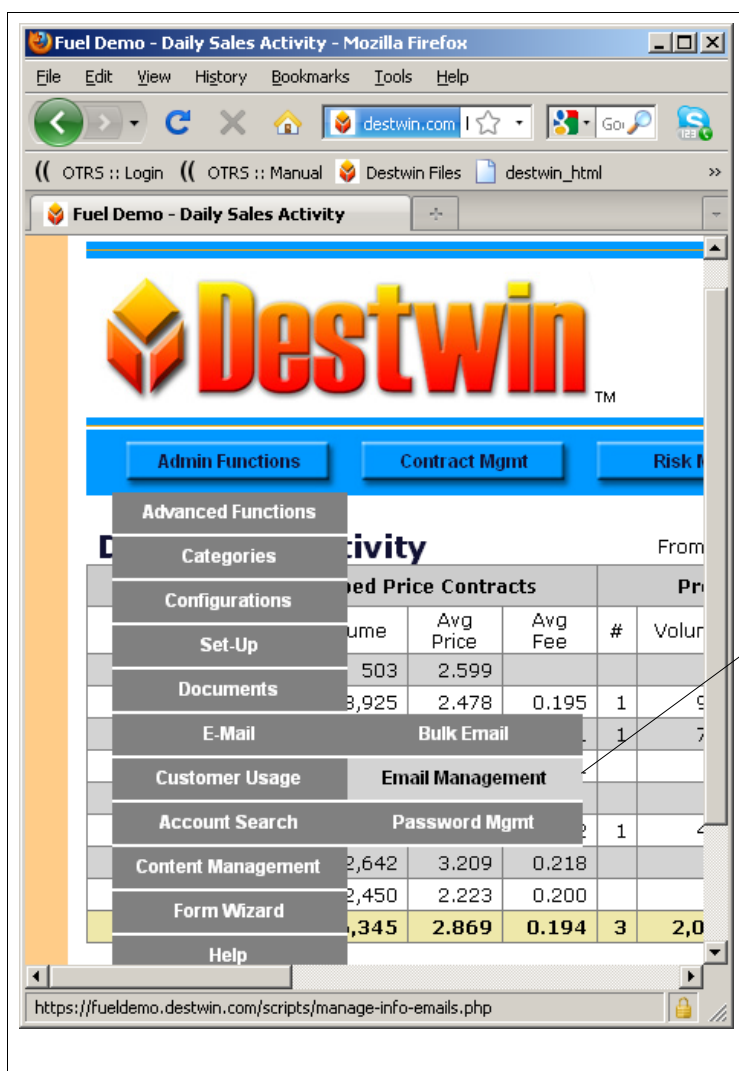


Destwin Quick Reference
Console Version 1.3
How to View and Export Customer E-mail Addresses
12-APR-10

This Quick Reference describes how to view accumulated customer e-mail addresses and export these to a .csv file. You must have Administrator privileges to access this function.

The Email Management Screen allows an Administrator to:

- Search for a specific customer e-mail address based on their account number,
- display e-mail addresses based on program type,
- export e-mail addresses to a .csv file that can then be imported into a different database program or a spreadsheet.



To access the E-mail Management screen, click on the Email Management link under Admin Functions - E-Mail.

Fuel Demo - View Customer Emails - Mozilla Firefox

File Edit View History Bookmarks Tools Help

destwin.com https://fueldemo.destwin.com/scripts/manage-info-emails.php?program=#

OTRS :: Login OTRS :: Manual Destwin Files destwin_html [INT] Sign in

Fuel Demo - View Customer Emails

Destwin TM

Dealer Management Console v1.3
Web tools for the Oil & Propane Industry
Client: Fuel Demo

Admin Functions Contract Mgmt Risk Mgmt Pricing Payments Scheduler

View Customer Emails
Admin Home > View Customer Emails

Back to Previous Page

- View Help
- Download Customer Emails List

Acct: Search Program Type:

Account	Name	Email Address	Date Added
1 30758	JOANN GERTNER	joann@gertner.com	2008-07-18 12:17:49
2 30937	VALLIE KOONTZ	vallie@koontz.com	2008-07-18 12:17:49
3 33980	WENI	wendell@rehfeld.com	2008-07-18 12:17:49
4 35369	SOLC	solomon@leiby.com	2008-07-18 12:17:49
5 37777	KIAN	kiana@rydman.com	2008-07-18 12:17:49
6 31092	LEON	leon@collicott.com	2008-07-18 12:17:49
7 31911	JOAN	joan@malandra.com	2008-07-18 12:17:49
8 32952	BARRIE	barrett@kolkman.com	2007-10-30 20:31:57

https://fueldemo.destwin.com/scripts/manage-info-emails.php?action=download

E-mail Management Screen

Click on the Download Customer Emails List to generate a .csv file.

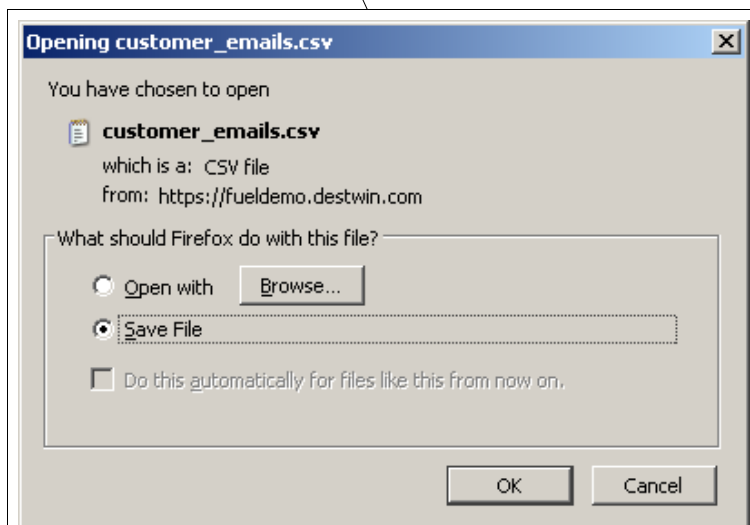
Enter a customer account number and click on the Search button to find a specific e-mail address.

Click on the drop down arrow to select for display only those e-mail addresses signed up for a specific program.

Save the .csv file to a local file folder or to your desktop for further processing.

Tech Tip

In a Windows system, the .csv file will automatically be saved to your default download directory. This is often a folder named Downloads in your My Documents folder. Sometimes downloads are also automatically set to save to your Desktop.



Pop-up screen after clicking on Download Customer Emails List.

customer_emails - OpenOffice.org Calc

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A1 fx Σ = Account

	A	B	C	D
1	Account	Name	Email Address	Date
2	1830	SHAWN & RHONDA	radams187@comcast.net	08/13/09 11:51 PM
3	2060	CHARLES J	dastudio@ddco.com	08/04/09 12:10 PM
4	14750	CONSTANCE BABCOCK	babcock@dejazzd.com	08/16/09 10:35 AM
5	17800	KENNETH BAKER	lmblawson@epix.net	10/15/09 03:54 PM
6	49300	OBERT & KATHLEEN BOLTON	rbolton1952@yahoo.com	03/05/10 07:13 PM
7	65112	BRUBAKER	brubakercj5@yahoo.com	10/26/09 10:05 AM
8	75730	GSB ENTERTAINMENT LLC	elbbirgd@comcast.net	09/23/09 10:13 PM
9	75740	GSB ENTERTAINMENT LLC	elbbirgd@comcast.net	09/23/09 10:10 PM
10	115000	JOHN & DOROTHY DONNELLY	dotjj@verizon.net	08/16/09 12:40 PM
11	117850	DAVID E	dbadull@comcast.net	02/12/10 04:10 PM
12	143083	EXECUTIVE COACH INC	dale@executivecoach.net	09/24/09 09:52 AM
13	144420	ROBERT	manbaus@yahoo.com	10/22/09 08:13 PM
14	181400	D ROBERT & SARA FURLOW	rfurlow103@comcast.net	08/05/09 01:59 PM
15	199250	DOUGLAS & LINDA GOOD	goodie101@comcast.net	11/05/09 02:42 PM

Sheet1

Sheet 1 / 1 Default 100% STD * Sum=0

Sample portion of .csv customer e-mail opened in a spreadsheet.