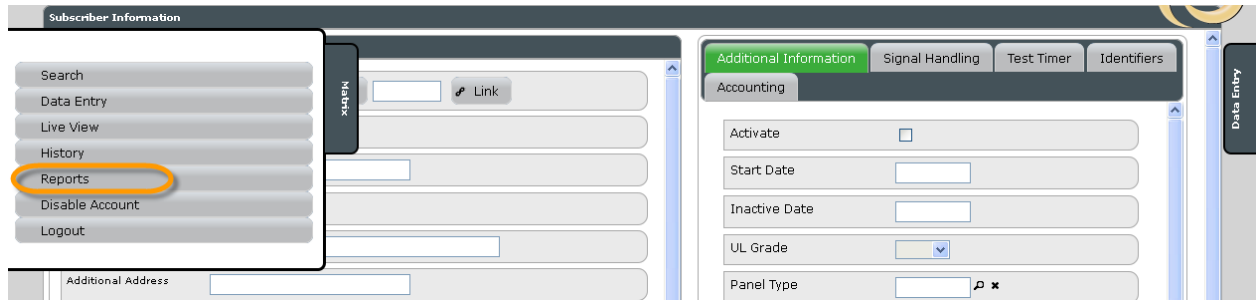
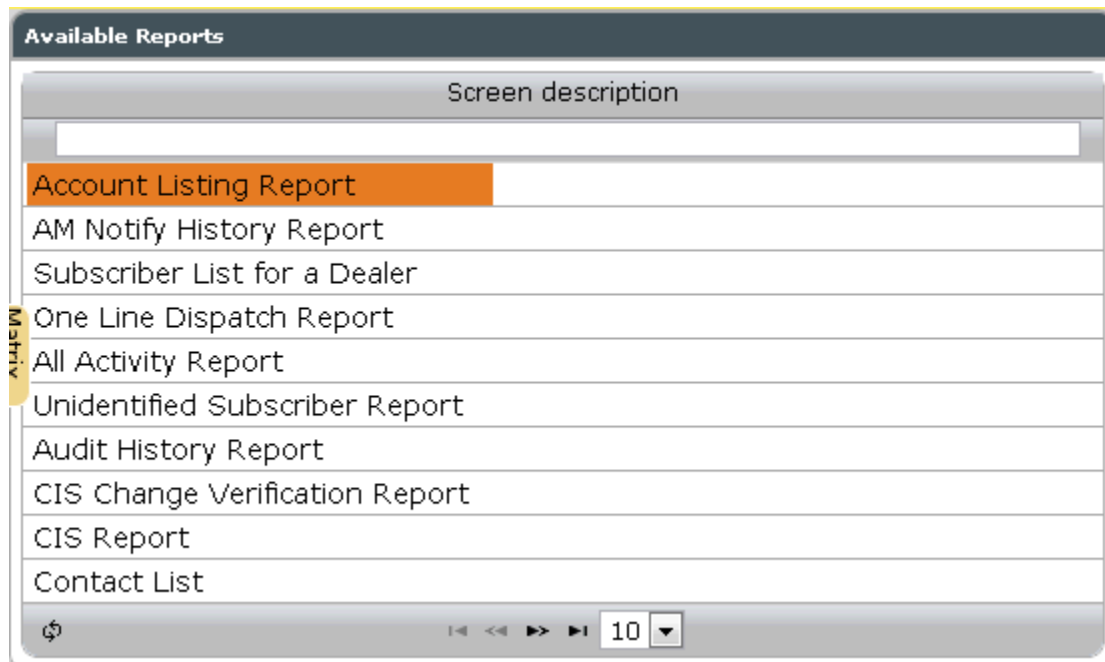


# How to get a list of customers

1. Log into matrix as you normally would.



2. Click on the **Reports** tab on the right hand side of the screen.
3. Once on the Reports page, double click the **Account Listing Report** as highlighted below to open the next window following.



- Once you choose this report you will have to enter your dealer code (4 letter code) if you are not sure what your dealer code is you can click the magnifying glass. Once you've entered the dealer code you can either click **submit** to view/print the report or you can click **Add E-mails** to email the list.

Report Options ✕

Select Dealer  🔍 ✕

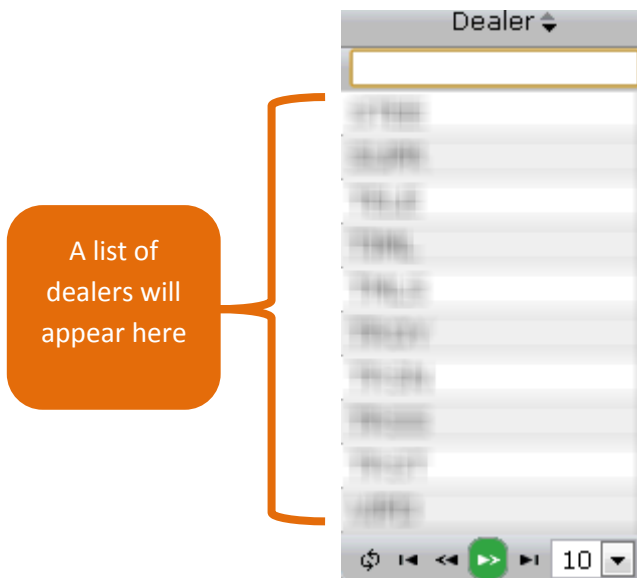
Output as Grid?  ?

Submit

Add E-mails

Output Date: YYMMDD Input Date: MM/DD/YYYY

This is an example of the list that will populate once you select the magnifying glass as a search tool.



- If you choose to e-mail the report, you will get a box to add the e-mail address. You can choose an e-mail address listed from the provided contacts or type it in manually in the **Misc E-mail** field and then click **Send**.

**Choose E-mails** [X]

**E-Mails**

Name ↕	Email	Dealer	Send?
EMAIL	TUMING@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>
EMAIL	SMITH@...@...@...@...		<input type="checkbox"/>

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Misc. E-mail:  [Send]