JOBZ!®

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Greeting Card List

From the ADDRESS tab in JOBZ!, pull down Organize > Accounts and Prospects to display all your people in these categories. (1) Or, do a FIND using any criteria of your own choice.

Click on the top record in the List view to go to the Input screen and then click on the Segments tab. (2)

Check the Greeting Card List check-box if you want this person included in the mailing. (3) Make sure they have a complete mailing address!

Use the > record browsing arrow to go to the next person in the found set. (4) Repeat until you have reached the last record.

The check-box is also available on List > Segment View (5), which makes it easy to check off people quickly. (Although the mailing address doesn't display here, a check-box on the far right will show if the person has a zip code as an indication.) You can use Go To > Back to toggle between the list and the input screen.

Your marketing person or another manager can then do a Find for all the reps' records with Greeting Card List selected and pull-down Output > Export Data (Excel) to produce a spreadsheet to drive your variable data press.

Another option is to visit the Output Menu and on the Labels tab, click the Greeting Card List button to print standard mailing address labels.