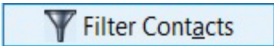


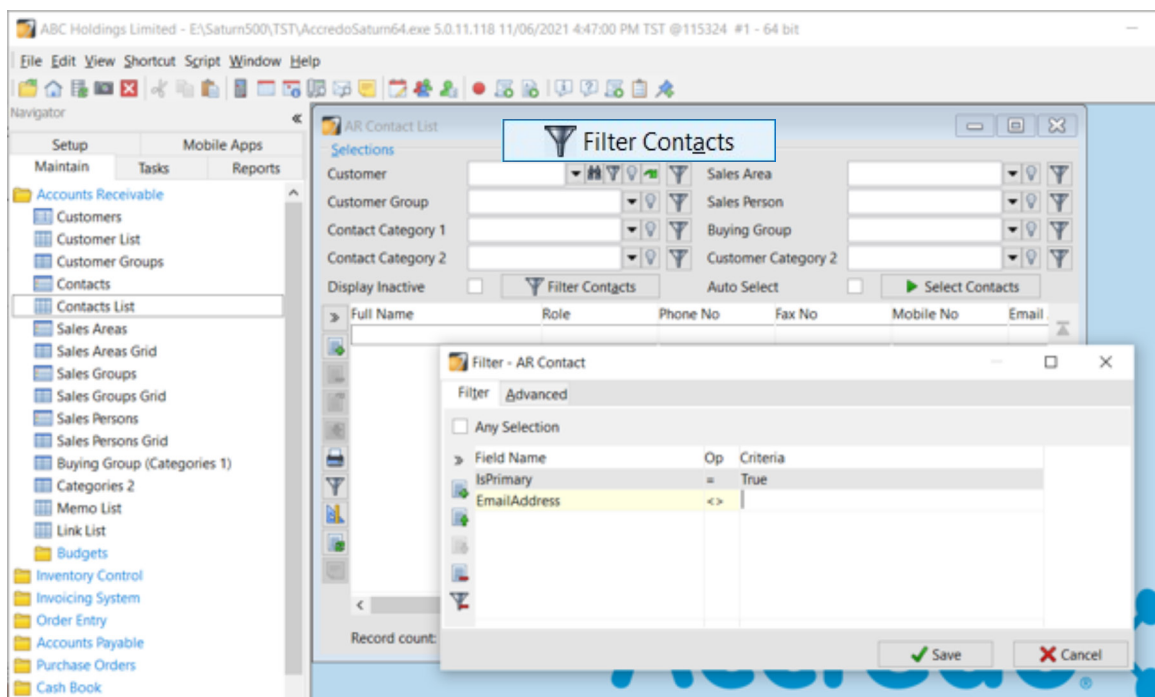
# Tips & Tricks for Accredo users

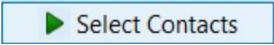

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## Selecting Contacts, Customers or Creditors to batch email

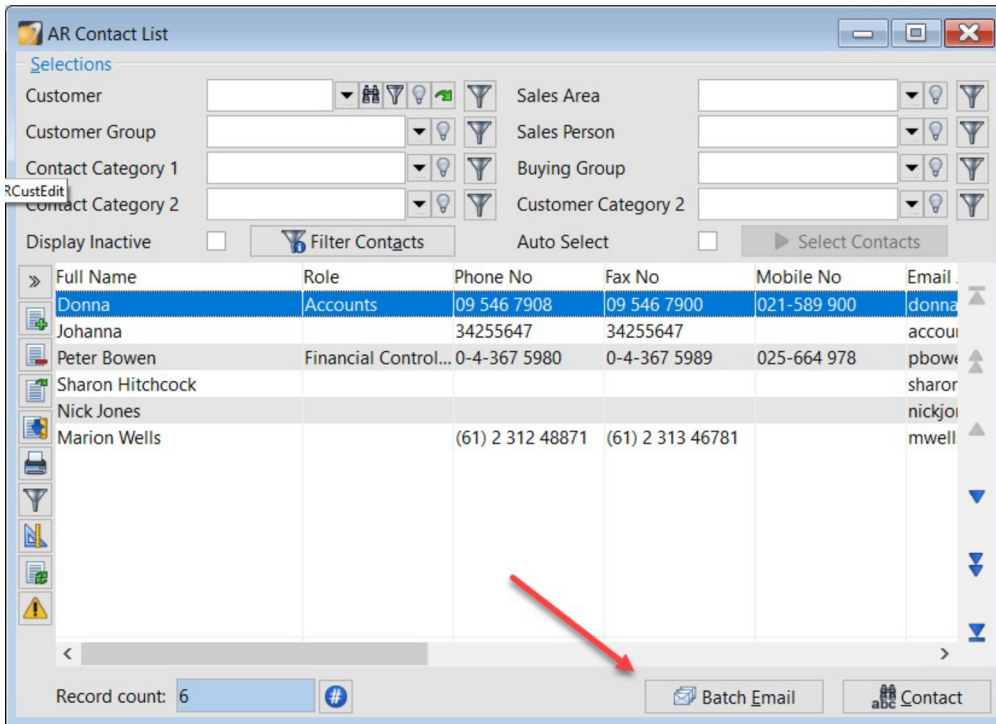
Do you need to email selected contacts, customer or creditors, for example, to advise them of holiday hours, change of address or special offers? There is a simple way to fill the Customer or Creditor Batch Email form with your list.

1. Open the list form for your Customers, Creditors or Contacts.  
For example say you want to email the primary contact at your active customers, go to **Maintain > Accounts Receivable > Contacts List**.
2. Apply any selections and filters. For our example click  to filter contacts and enter the filter shown to select Primary Contacts with an email address. Save the filter.



3. Click  to apply your filter.
4. Review the contacts selected, if you need to know how many you will be emailing click the  button at the bottom of the form to get the record count.

5. To start your batch email click the **Batch Email** button.



6. The Customer Batch Email form opens with your contacts loaded. The Contact Email address is selected in the **To** field. You are ready to enter your email or load your email template.

