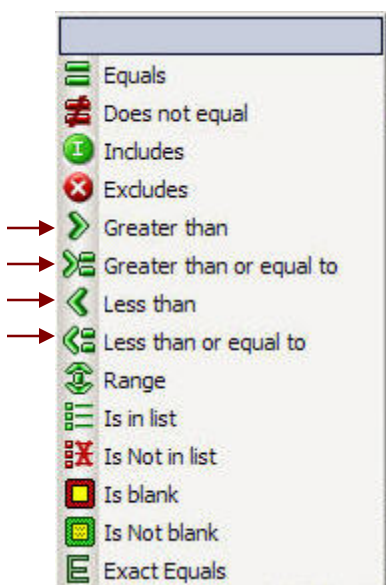


The search command menu includes five selections that are designed to “read” a date or combination of dates that can be entered into the three date fields in a Customer Frontline™ record: Add Date, Last Contact, Next Contact.

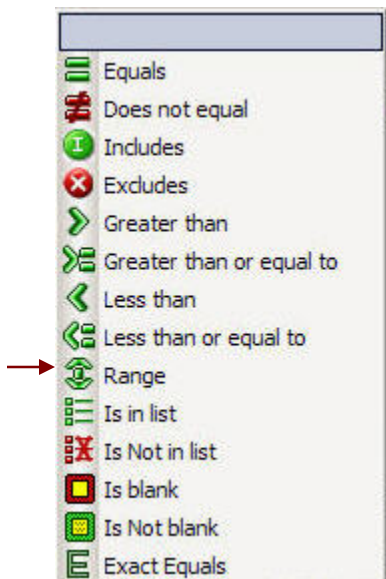


The first four search menu commands require a date to be manually entered into the search field. First, select the search command from the menu. Fill in the date: an exact data entry format is required:

XX/XX/XXXX

Notice that two digits define the month and day, and four digits that define the year. Example: January is “01” for the month, etc.

These search commands are useful for a variety of customer database audits as defined by activity dates. For example, customers who are due for a follow up contact can be found by searching the Next Contact field with either the “Less than” or “Less than or equal to” search commands.



The “Range” search command is used to identify a date parameter with a start date and an end date.

This search command requires an exact data entry format to define the date parameter that will organize the search:

XX/XX/XXXX to XX/XX/XXXX

The starting and ending dates must be entered with two digits that define the month and day, and four digits that define the year. Notice that there is a space after the start date, then the word **to** followed by a space, then followed by the ending date.

Press the “Enter” keyboard button after completing a date field entry. This step assures that the command and date(s) are verified in the search procedure.