

Customer Report

From the *Customer Report* screen you can generate a report showing all the customers defined using the *Customer* screen. You can set the filtering parameters to generate the report. When BatchMaster WEB has processed the set report parameters, the results will be displayed as a Crystal Report ready for print and export.

Go To: Sales → Sales Master Reports → Customer Report.

Click on the *Customer Report* option to open the *Customer Report* window. On the *Customer Report* window, filtering parameters can be used to define the scope for processing the report.

The screenshot shows the BatchMaster Customer Report window. The interface includes a sidebar menu on the left with various system modules. The main content area is titled 'Customer Report' and features a 'Parameter' section with a search icon and a red 'X' icon. Below this, there are four rows of input fields for filtering the report: 'Customer From' (set to @R002), 'Customer To' (set to ARBA), 'Language From' (set to 7), and 'Language To' (set to ENG). To the right of these fields, the corresponding labels are displayed: '@R002-NAME1' and 'English'. At the bottom right of the window, there are 'Process' and 'Close' buttons.

Generating a Customer Report

1. Open the *Customer Report* window.
2. Specify the range of customers for which the report needs to be generated at the *Customer From* and *To* fields. Leaving the range fields blank is equivalent to selecting the first and last available options, respectively.
3. Specify the range of languages associated with the selected customers at the *Language From* and *To* fields. Leaving the range fields blank is equivalent to selecting the first and last available options, respectively.
4. Click the *Process* button.

An example of a generated *Customer Report* is provided below.

Customer Report		
09-11-2020 12:33		
CUSTOMER REPORT		
Food Corporation Pvt. Ltd.		
Customer Key @R002 @R002-NAME1		
Address	11733 Cardinal Circle	
City	Newport Beach	
State	CA	
Zip	92663	
Country	IND	India
Attention		
Language Key	ENG	English
Contact Person	TONY SCHUL	
Contact Phone Number	+1wre	
Telex number	+17789787y6	