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## POS – Mail List Feature on Order Header

### Mail List Feature for Cash Customers

A new feature has been added to Point of Sale which provides for saving and then later retrieving customer name, address and phone number from a “mail list database.” To use this new feature, a “Y” must be entered in Main Options for the prompt "CREATE MAIL LIST CUSTOMERS? (Y OR N)." Contact Mylee Support if you need assistance with “turning on” this option.

Saving and retrieving customer data from the Mail List Database works as follows. In the Customer ID field on the Point of Sale header screen, enter a builder’s ID or the customer ID used for your “catch all” cash sales account. (Many customers use the ID “CASH.”) Next, enter the customer’s phone number IN THE NAME FIELD and then press <Enter>. The program will search the customer mail list database for the phone number, and if found, will display the customer’s name, address and phone number data on the screen ready for you to open an order for that customer. (If you change any of this address information, the changes will be saved in the mail list database when you <Enter> past the header screen.)

If the phone number is **not found** in the mail list database, the phone number is copied to the phone number field and the user is prompted to enter the name and address. After you <Enter> past the header screen, the order is opened and the name, address and phone number will be saved in the mail list database (provided that you entered a name and at least address line 1).

The phone number may be entered in any of the following formats. If your customer base tends to have phone numbers from more than one area code, it is recommended that you use the area code when entering the phone number. **Note:** if the identical phone number exists with two different area codes, you’ll need to search with the area code.

2568221  
256-8221  
6362568221  
636-2568221  
636256-8221  
636-256-8221

When a new customer mail list record is created, the print flag and free codes of the A/R customer displayed will copy over to the mail list customer. If the cash accounts are coded differently than the builder accounts, mailings can be based on the type of customer.