

LIGHTSPEED NXT INSTRUCTIONS

1. Press **System Button** - one of the text buttons at top of screen
2. Choose Reports - from submenu
3. Choose **Customers** - from submenu
4. Small window opens
5. Choose **Build New Report** from small window - click new
6. You are now in the layout mode
7. Add fields listed below to report
 - A) First Name
 - B) Last Name
 - C) Address
 - D) City
 - E) State
 - F) Zip Code
8. After choosing the **Fields Select Run Mode**
9. Hit Run and select **Print to File**
10. Specify where file is to be saved
11. Name file
12. File is now created and may be found where it was saved
13. Email file as an attachment to saal@saal.net