

## LIGHTSPEED INSTRUCTIONS

How to save a customer mail list in an ASCII delimited format on a PC.

### General Information:

Create a **variable** report in the mail list module of Lightspeed. Remember to use F1 to back-up or exit. (Hitting the ENTER key at the beginning of a field will wipe out any data in the field.) To keep data in a field, use arrow keys across the data and only use enter at the end of the field.

### Creating the Report:

- Enter Lightspeed and go to Main Menu (menu name is on the left side of the screen under the date.) Then, arrow over to "Mail List". If a list of options does not display, hit the down arrow key.
- Arrow down to "Mail List Variable Reporting" option.
- Choose "Create New Report". Now is the "Report Format/Layout" option of the report module. If not, left or right arrow over to Report Format.

In "**Report Format/Layout**" choose fields to put in customer mail list. Select in the order in which the data should appear and then create the data list with a comma between each data field. **Example:** First name, last name, address, city, state, zip

Choose an option on the left of the screen to create the literal field.

- Down arrow through data and choose the first field by hitting the enter key to select. (Field name will highlight upon selection.)
- From the list of choices choose "Literal". A two-line entry will appear. Enter a return in "Heading or Title" and enter a comma in literal.
- Continue to next field choice, then create a "literal" which contains a comma. Alternate the data field and comma throughout all of the fields. Do not end with a comma.

See **Example** above.

Do not add punctuation in the address data like periods or commas ASCII will read these as field breaks and will need to be deleted when the file is transferred to DOS.

### Completing the Report:

1. After completing the above selection go to **Select Print Conditions**. Here isolate mailing criteria like zip code >= 46815 or State = MI Etc. A variety of and/or statements using combinations of and -or-greater than-and less than can be done. End the statement with an "and" or "end" statement. To change selections, clear all print conditions and start again. To compile a list of all of data with no limits, do not use the Selective Print Conditions section.
2. Then in the "**Report Sequence**" section. Select sort order. To sort by Zip Code in Zip Code order choose Zip Code then choose #Identification number. To sort first by Zip Code then by Last Name choose Zip Code then Last Name then #Identification number.
3. Skip "Report Totals" the data is not numeric and does not require totals. Either skip "**Save Report**" and save report when finished or save now and reenter the report.
4. Proceed to the last section "Print". On the first line type in capital letters **NO HEADINGS** so the report does not submit a column title for each item sent.
5. Down arrow through all remaining fields to printer selections or hit F7, then up arrow, then down arrow, then hit enter.
6. Preview the report by choosing "to screen". Once satisfied with selection proceed with the "Print Report" section. Make sure the report still says NO HEADINGS; repeat steps for printer selections and arrow right to the DOS file choice. Hit enter on DOS file to create a text document on the C drive named Lspeed.txt. When the report is complete, hit F1 to exit. Save the report under a name that will identify

the report for future use. (sample: ASCII Mail List)

7. Use File Manager, Windows Explorer or NT Explorer to locate the Lspeed.txt file on the C: drive. Any time a file is created in Lightspeed and sent to DOS, the file will be called Lspeed.txt. Once the file is located "Lspeed.txt" , change the document name to reflect the dealership name.
8. Double click the mail document, to open for editing use Notepad. Review the document to make sure that required formatting was not altered by commas or periods that were present in data fields. Edit your document in Notepad to remove any unwanted punctuation.
9. Send mail list to SAAL Publishing as an attachment via email.