

# WashConnect<sup>®</sup>

Choose Customers,  
then Mange Customers

Search

> Report Default Date

▼ Customers

▲ Mileage Customers

Manage Customers

▲ Group

> Clubs

> Financial

> Performance

> Gift Cards

> Export

Menu

**ics**  
Innovative Control Systems

Manage Customers ✕

Search Records

Search:  In Field: Customer

Rule: Club,\$10 CSA Gold,\$10 Status: All,Customer,Activi

Join From Date:  To Date:

Customer Group(s):  Level: Corporate,Bonita Beach,

Tools

Please enter your search criteria and click view.

Search

> Report Default Date

▼ Customers

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Menu

**Click the Rule dropdown**

Manage Customers X

Search Records

Search:  In Field: Customer

Rule: Club,\$10 CSA Gold,\$10 Status: All, Customer, Activi

Join From Date:  nita Beach, ▼

Customer Group(s):

- \$10 ValPak Plat
- \$10 ValPak Plat +
- \$5 1ST M GOLD
- \$5 1ST PLAT
- \$5 1ST SILVER
- Employee Free
- Gold Club
- Gold Club (NEW)
- Gold Seasonal (6mo)
- Gold Yearly
- Plat + (6 month)
- Plat + Half Off
- Platinum + Club
- Platinum Club
- Platinum Club (NEW)
- Platinum Seasonal (6mo)
- Platinum Yearly
- RWB Gold
- RWB Plat +
- RWB Platinum
- RWB Silver
- Silver Club
- Silver Club (NEW)
- Silver Seasonal (6mo)
- Silver Yearly
- Fleet
- General Customer
- Terminaged Club / Fleet

Tools

Report Default Date

Customers

Manage Customers

Group

Clubs

Financial

Performance

Gift Cards

Export

Menu

Leave de-selected

Select everything except the bottom 3 options:  
Fleet, General Customer and Terminaged Club/Fleet

Search Records

Search:  In Field: Customer

Rule: Club,\$10 CSA Gold,\$10 Status: All, Customer, Activ

Join From Date:  To Date:

Customer Group(s):  Level:

Tools



- Search
- > Report Default Date
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Menu

Please enter your search criteria and click view.

**Choose your date range.**

**Choose customer**

Manage Customers X

Search Records

Search:  In Field: Customer

Rule: Club,\$10 CSA Gold,\$10 Status: All, Customer, Activi

Join From Date:  To Date:

Customer Group(s):  Level: Corporate, Bonita Beach,

Tools

- Green icon: Person
- Blue icon: Car
- Red icon: Person with X
- Red icon: Car with X
- Red icon: Person with X
- Yellow icon: Person
- Yellow icon: Car
- Orange icon: Car
- Orange icon: Person with X

Search

- > Report Default Date
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Menu

Corporate

- B
- N
- Neyro - Newsstand

**Choose corporate unless you want specific locations, then choose the location.**

Manage Customers

Search Records

Search:  In Field: Customer

Rule: Club,\$10 CSA Gold,\$10 Status: All, Customer, Active

Join From Date:  To Date:

Customer Group(s):  Level: Corporate, Bonita Beach

Tools

Please enter your search criteria and click view.

**Click this icon to  
Select columns**

Select Columns

Available:	Selected:
Notes	Last Name
Address	First Name
Site	Contact
License	
Fleet ID	
Customer #	
RFID	
Barcode	

Ok

**Then choose the double arrows to  
make sure ALL Available data is  
selected.**

**You should always make sure all avail data is moved over  
(not shown in this image)**

- Search
- > Report Default Date
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Menu

Manage Customers X

Search Records

Search:  In Field: Customer

Rule: Club,\$10 CSA Gold,\$10 Status: All, Customer, Active

Join From Date: 08/01/2020 To Date: 08/31/2020

Customer Group(s):  Level: Corporate, Bonita Beach

Tools

PDF  
Excel

Customer List

Showing 361

Seq.	Last Name	First Name	Contact
361	VI		
362	VI		
363	VI		
364	VI		
365	VI		
366	ZI		

Menu

- Search
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- Financial
- Performance
- Gift Cards
- Export

**Run the report, then select the Export button and export as Excel file**