

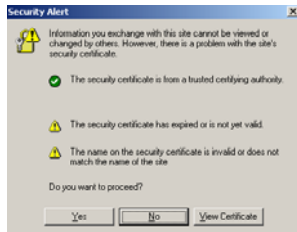
CUSTOMER LIST

1. If you do not have a WebSMARTT icon on your computer, type <https://websmartt/websmartt>

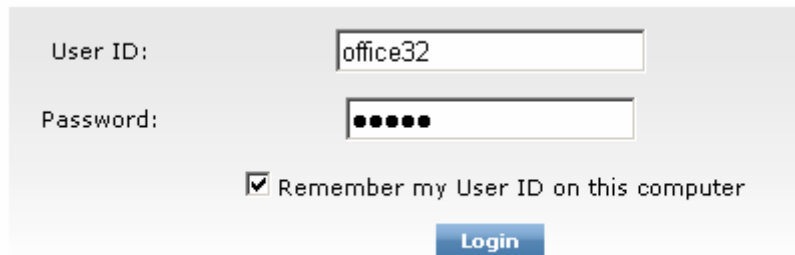


Address

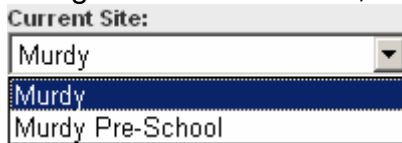
2. Click “Yes” when the Security Alert box appears




3. Type in the user ID and Password, then hit the enter button or click “Login”



4. Using the down arrow , select the appropriate site



5. Click on the “Customers” tab  (located towards the top of page)

6. Choose “Customer Reporting”



7. Using the down arrow , select “Customer List”



8. Keep Group default “**All (Active)**”

Group

9. Keep Range default “**All**”

Range

10. Using the down arrow , select “**Last Name**”


Level 1 Sort

11. Using the down arrow , select “**First Name**”

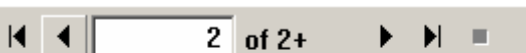
Level 2 Sort

12. Click “**View**” 

13. Press **SPACEBAR** or hit **ENTER** to activate/use control

 1 of 1+ 


14. Use back  and forth  arrows to toggle through the pages

15. Click on the printer icon  to print

16. Click on the “X”  to close list/report

17. Always click on “**Logout**”  before closing WebSMARTT

18. Click on the “X”  to close WebSMARTT webpage

See Customer List Sample Below

Customer List Sample

Customer List

Page 1

Site: Mundy

Customer Group: All (Active)

Sort By: Last Name, First Name

Site	Customer ID	Bar Code	Customer Name	Status Type	Status Map	Gr.	Homeroom	Last Date Changed
32	1576290	2652	ARENAS, ANGELA	Prior Year	F	01	0000	08/22/2008
32	1899037	2470	AYALA, DAVID J	Prior Year	F	02	0924	08/22/2008
32	1880786	2486	BALLA, STEVEN	Not Applicable	P	02	0913	08/22/2008
32	1524468	2390	BARAJAG, RYAN A	Prior Year	R	03	0000	08/22/2008
32	1100693	2732	BARRAZA, HELEN	Not Applicable	P	01	0000	08/22/2008
32	1211892	1894	BARRERA, LEO NEL M	Prior Year	R	06	0033	08/22/2008
32	1528975	2376	BENITEZ, AVLIN	Not Applicable	P	05	0032	08/22/2008
32	1576289	2190	BOLANOS, JULIAN	Prior Year	F	KG	0000	08/22/2008
32	1687822	1000	BORJA, JASMIN G	Not Applicable	P	KG	0001	08/22/2008
32	1633654	2589	BRADY, JACOB	Prior Year	F	02	0000	08/22/2008
32	0968393	2729	BRYANT, LAUREN	Directly Certified	F	01	0912	08/22/2008
32	1678921	1001	BUI, AN T	Directly Certified	F	KG	0000	08/22/2008
32	1340064	1767	BUI, JOHNSON V	Not Applicable	P	06	0034	08/22/2008
32	0632786	2687	BUI, KATHLEEN	Not Applicable	P	01	0000	08/22/2008
32	0704353	2693	BUI, KYDUYEN D	Not Applicable	P	01	0000	08/22/2008
32	1644886	2596	BUI, LOAN M	Not Applicable	P	02	0913	08/22/2008
32	0801229	2094	BUI, MONICA T	Not Applicable	P	04	0044	08/22/2008
32	1528880	2363	BUI, THOMAS	Prior Year	F	03	0951	08/22/2008
32	1611027	2512	BUI, VAN T	Directly Certified	F	02	0914	08/22/2008
32	0796804	2086	BUI, XUAN T	Directly Certified	F	04	0044	08/22/2008
32	1112364	2631	BUSTAMANTE, CEBAR J	Not Applicable	P	05	0032	08/22/2008
32	1996320	2652	CARDENAS, JACOB	Prior Year	F	KG	0000	08/22/2008
32	0621193	2673	CAREY, CHRISTIAN	Not Applicable	P	01	0912	08/22/2008
32	1681662	1002	CAREY, JR. J	Not Applicable	P	KG	0922	08/22/2008
32	1675740	1005	CASTELLANOS, ERICK R	Not Applicable	P	KG	0001	08/22/2008
32	1112342	2630	CASTILLO, JOSELINE G	Prior Year	F	03	0943	08/22/2008
32	1360619	1811	CHAP, BOTTREYPICH C	Not Applicable	P	06	0033	08/22/2008
32	0533610	2751	CHIU, MIN J	Directly Certified	F	06	0033	08/22/2008
32	0633632	2752	CHIU, TA H	Directly Certified	F	01	0911	08/22/2008
32	1437843	2988	CHOKANAROTTEWON, SO RO	Prior Year	F	05	0032	08/22/2008
32	1969645	2650	COLLAZO, DEREK	Prior Year	F	01	0000	08/22/2008
32	1689996	1006	CORDOVA, ILUVIA Y	Not Applicable	P	03	0000	08/22/2008
32	1686124	1008	CORTES, ALEXIS C	Not Applicable	P	KG	0922	08/22/2008
32	1889996	2489	COVARRUBIAS, MELISSA	Directly Certified	F	02	0914	08/22/2008
32	0702867	2200	DANG, DAMMY D	Prior Year	F	04	0952	08/22/2008
32	0632522	2681	DANG, LILLIAN M	Prior Year	F	01	0922	08/22/2008
32	1595125	2480	DAO, JOHNSON	Not Applicable	P	01	0000	08/22/2008
32	1535194	2406	DAU, TOMMY	Directly Certified	F	04	0044	08/22/2008
32	0802689	2095	DAVIS, CARRIE A	Not Applicable	P	04	0044	08/22/2008
32	1678930	1010	DAVIS, NICOLE A	Not Applicable	P	KG	0001	08/22/2008
32	1614855	2384	DELGADO, DAISY	Prior Year	F	03	0942	08/22/2008
32	0517199	1004	DIEP, ANH M	Not Applicable	P	03	0943	08/22/2008
32	0626208	2676	DIEU, BA L	Prior Year	F	01	0912	08/22/2008
32	1119992	2633	DIEU, PHUOC L	Prior Year	F	05	0032	08/22/2008
32	0894731	2571	DINH, HILLARY T	Prior Year	R	04	0952	08/22/2008
32	1415151	2646	DINH, JENNIFER P	Not Applicable	P	05	0034	08/22/2008