

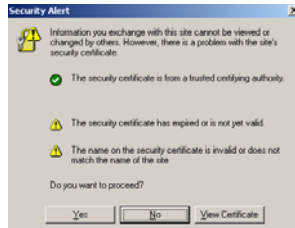
CUSTOMER LIST with ACCOUNT BALANCE

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

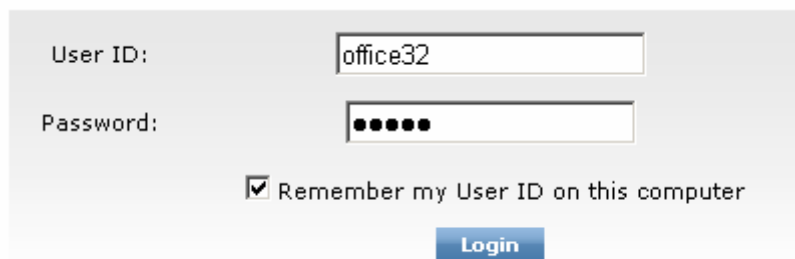


Address

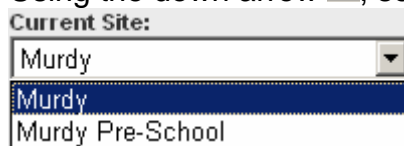
2. Click “Yes” when the Security Alert box appears

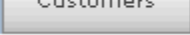


3. Type in the user ID and Password, then hit the enter button or click “Login”



4. Using the down arrow , select the appropriate site

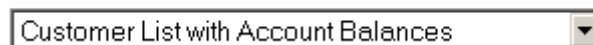


5. Click on the “**Customers**” tab  (located towards the top of page)

6. Choose “**Customer Reporting**”



7. Using the down arrow , select “**Customer List with Account Balances**”
Report Name



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

Group

9. Keep Range default “**All**”

Range

10. Using the down arrow , select “**Homerroom**”

Level 1 Sort

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


Level 2 Sort

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



Level 3 Sort

13. Click “**View**” 

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

1 of 1+ 


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

 2 of 2+ 

16. Click on the printer icon  to print

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

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

19. Click on the “**X**”  to close WebSMARTT webpage

Sample Customer list with Account Balances below

Customer List with Balance Sample

Customer List with Account Balances										Page 1
Site: Bundy										Customer Group: All (Active)
Sort By: Last Name, First Name										
Site: 32										Mindy
Customer ID	Bar Code	Customer Name	Status Map	Gr.	Home Room	Home Phone #	Record Code	Attendance Status	Account Cash	
1576290	2652	ARENAS, ANGELA	F	01	0000	7144180120	Active	Enrolled	\$14.00	
1599037	2470	AYALA, DAVID J	F	02	0924	7148000968	Active	Enrolled	\$0.00	
1880796	2486	BALLA, STEVEN	P	02	0913	7145318972	Active	Enrolled	\$0.00	
1524468	2380	BARAJAS, RYAN A	R	03	0000	9495330573	Active	Enrolled	\$1.80	
1100693	2732	BARRAZA, HELEN	P	01	0000	7146901700	Active	Enrolled	\$28.75	
1211892	1894	BARRERA, LEONEL M	R	06	0033	7145313063	Active	Enrolled	\$0.00	
1528975	2376	BENITEZ, AYLIN	P	05	0032	7143730665	Active	Enrolled	\$0.00	
1576289	2150	BOLANOS, JULIAN	F	1G	0000	7148951315	Active	Enrolled	\$0.00	
1687822	1000	BORJA, JASMIN G	P	1G	0001	7146544938	Active	Enrolled	\$0.00	
1633654	2889	BRADY, JACOB	F	02	0000	7148393460	Active	Enrolled	\$8.60	
0568393	2729	BRYANT, LAUREN	F	01	0912	7149014979	Active	Enrolled	\$0.00	
1678921	1001	BUI, AN T	F	1G	0000	7144181582	Active	Enrolled	\$0.00	
1340064	1767	BUI, JOHNSON V	P	06	0034	7143730650	Active	Enrolled	\$0.00	
0632786	2687	BUI, KATHLEEN	P	01	0000	7147750937	Active	Enrolled	\$16.25	
0704353	2693	BUI, KYDUYEN D	P	01	0000	7145300738	Active	Enrolled	\$0.00	
1644885	2896	BUI, LOAN M	P	02	0913	7147252137	Active	Enrolled	\$14.50	
0801229	2094	BUI, MONICA T	P	04	0044	7143730650	Active	Enrolled	\$0.00	
1528880	2363	BUI, THOMAS	F	03	0951	7147796842	Active	Enrolled	\$0.00	
1611027	2512	BUI, VAN T	F	02	0914	7144181582	Active	Enrolled	\$0.00	
0796804	2086	BUI, XUAN T	F	04	0044	7144181582	Active	Enrolled	\$0.00	
1111264	2631	BUSTAMANTE, CESAR J	P	05	0032	7143792736	Active	Enrolled	\$0.00	
1596320	2852	CARDENAS, JACOB	F	1G	0000	7142655779	Active	Enrolled	\$0.00	
0621193	2673	CAREY, CHRISTIAN	P	01	0912	7145315862	Active	Enrolled	\$7.75	
1681662	1002	CAREY, JR. J	P	1G	0922	7145315862	Active	Enrolled	\$0.00	
1675740	1005	CASTELLANO, ERICK R	P	1G	0001	7148909031	Active	Enrolled	\$0.00	
1111242	2630	CASTILLO, JOSELINE G	F	03	0943	7143792736	Active	Enrolled	\$4.60	
1360519	1811	CHAP, BOTTREYPICH C	P	06	0033	7148993992	Active	Enrolled	\$0.00	
0533610	2751	CHIU, MIN J	F	06	0033	7148397635	Active	Enrolled	\$13.75	
0533632	2752	CHIU, TA H	F	01	0911	7148397635	Active	Enrolled	\$13.75	
1437843	2968	CHOKANAROTBANDON, GORO	F	05	0032	7148947608	Active	Enrolled	\$0.00	
1669645	2690	COLLAZO, DEREK	F	01	0000	7145548513	Active	Enrolled	\$0.00	
1688996	1006	CORDOVA, ILUVIA Y	P	03	0000	7143792736	Active	Enrolled	\$0.00	
1686124	1008	CORTES, ALEXD C	P	1G	0922	7148398731	Active	Enrolled	\$0.00	
1589995	2489	COVARRUBIAS, MELISSA	F	02	0914	7145549329	Active	Enrolled	\$0.00	
0702867	2200	DANG, DANNY D	F	04	0952	7144181965	Active	Enrolled	\$0.00	
0632522	2681	DANG, LILLIAN M	F	01	0922	7145311683	Active	Enrolled	\$0.00	
1555125	2480	DAO, JOHNSON	P	01	0000	7145317663	Active	Enrolled	\$1.25	
1535194	2406	DAU, TOMMY	F	04	0044	7145311662	Active	Enrolled	\$0.00	
0802689	2095	DAVIS, CARRIE A	P	04	0044	7148394442	Active	Enrolled	\$7.00	
1678930	1010	DAVIS, NICOLE A	P	1G	0001	7148394442	Active	Enrolled	\$0.00	
1614895	2884	DELGADO, DAISY	F	03	0942	7145317124	Active	Enrolled	\$1.25	
0517199	1004	DIEP, ANH M	P	03	0943	7148981299	Active	Enrolled	\$9.00	
0626208	2676	DIEU, BA L	F	01	0912	7147574907	Active	Enrolled	\$0.00	
1119592	2633	DIEU, PHUOC L	F	05	0032	7147574907	Active	Enrolled	\$0.00	
0894731	2571	DINH, HILLARY T	R	04	0952	7143314494	Active	Enrolled	\$45.40	
1415151	2646	DINH, JENNIFER P	P	05	0034	7148393018	Active	Enrolled	\$7.50	
1610961	2654	DINH, JIMMY V	P	02	0914	7148393018	Active	Enrolled	\$30.00	
1340394	1788	DINH, JUDY T	R	06	0033	7145318698	Active	Enrolled	\$11.30	