

Go to <https://websmartt/websmartt> or click on the icon from your desktop



❖ A security Alert will pop up, Click **Yes** to continue



UserID:

Password:

Would you like me to remember this UserID?

❖ Type in the **User ID** and **Password** (Hint: it's the same as the old system)

MAIN MENU

Customers

Point of Sale

**Inventory
Management**

CUSTOMERS

- ▶ **Customer Management** - Select to manage customer information.
- ▶ **Customer Reporting** - Select to view customer reports.

❖ From the Customers Page, click on **Customer Reporting**

[Home Page](#) > *Customer Reporting*

Report Name

Select Report

- Date of Last Purchase
- Direct Certification Letters
- Duplicate Bar Codes
- Labels**
- List Grouped by Homeroom
- Low Balance Letter
- Negative Balance Letter
- PIN Letter
- Prepayment Summary
- Roster
- Zero Balance Letter

Range

All

Start Range

End Range

Level 1 Sort

Default Sort

Level 2 Sort

Level 3 Sort

View

Reset

Cancel

❖ Choose **Labels** from the dropdown menu

Report Name

Labels

Group

All (Active)

Range

All

Start Range

End Range

Level 1 Sort

Homeroom

Level 2 Sort

Level 3 Sort

- ❖ Keep the default selections for Group and Range
- ❖ Under Level 1 Sort, select **Homeroom** from the dropdown menu

Report Name

Labels

Group

All (Active)

Range

All

Start Range

End Range

Level 1 Sort

Homeroom

Level 2 Sort

Last Name

Level 3 Sort

- ❖ Under Level 2 Sort, select **Last Name** from the dropdown menu

Report Name

Labels

Group

All (Active)

Range

All

Start Range

End Range

Level 1 Sort

Homeroom

Level 2 Sort

Last Name

Level 3 Sort

First Name

- ❖ Under Level 3 Sort, select **First Name** from the dropdown menu

Report Parameters

Enter the Customer ID's that you want Printed

Add

Remove

Do you want to display the CustomerID on this report?

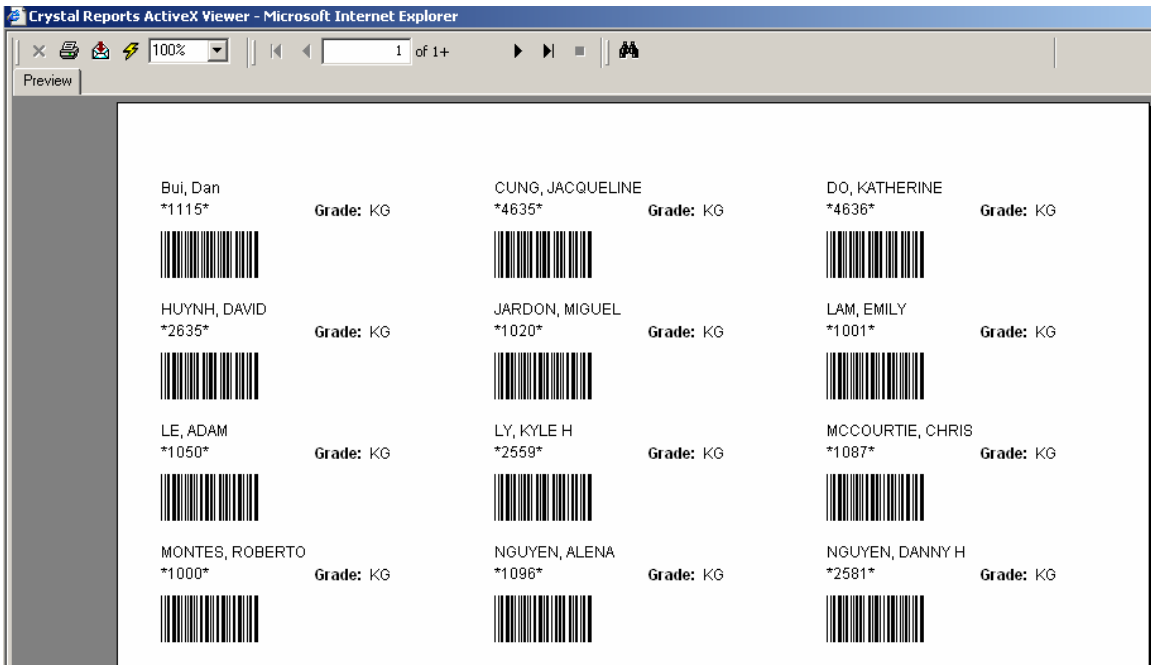
Yes No

View

Reset

Cancel

- ❖ Under Report Parameters, leave default selections (**YES should be selected to display CustomerID*)
- ❖ Select **View**



❖ After the labels load, you can print by clicking on the printer icon at the top left-hand corner

Note: Use AVERY® Template 5160®