

How to make an excel file of all active customers and their emails

07/05/2024 12:06 pm EDT

Dealers frequently request a list of their customers and their emails. Below are instructions on how to retrieve this information and export it to an excel file.

- 1) Log into AlarmBiller and click on the Customers button underneath your logo.
- 2) Click on Available Columns, hover over Columns and checkmark the Email checkbox.

The screenshot shows the 'ABC Company' interface with the 'Customers' tab selected. The 'Available Columns' menu is open, showing a list of columns with the 'Email' checkbox checked. The main table displays customer information with columns: S..., Balanc..., Total R..., and Email. The table contains 10 rows of data, including customer names, addresses, and email addresses.

S...	Balanc...	Total R...	Email
IL	(\$635.90)	\$0.00	erick@gmail.com
OR	\$12,753.24	\$0.00	
OH	\$4,573.20	\$166.50	
OH	\$1,011.00	\$0.00	
AL	\$7,665.00	\$2,400.00	
AB	\$6,995.78	\$38.35	
OH	\$0.00	\$0.00	elaine.visner@boldgroup.com
NY	\$2,325.00	\$31.50	nainvoices@afap.com
OH	\$301.86	\$81.99	essteckel@gmail.com
ID	\$5,640.36	\$30.00	asdfhaspofdhi@afdsudd.com

- 3) Click on the ellipsis (the three vertical dots to the right of the Email column you just added), hover over Filter, Change 'Contains' to 'Is NOT equal to' type in the word null and then push the filter button.

ABC Company

Erick

Support

ab

Logout

Customers

Customer Search: name - cust #

Customers

Invoices

Payments

RMR

Work Orders

Proposals

Calendar

GL

Reports

Setup

Accounting

Customers

New Customer

Customers

Sites

Systems

Available Columns

Show Custom Fields

Custom Grid Layouts

Search Customers

Export to Excel

Master Customers

Prospects

Terminated Customers

Drag a column header and drop it here to group by that column

C...	Name ↑	Address	City	S...	Balanc...	Total R...	Email
z100...	40 E. Delaware Condomin...	40 E. Delawar...	Chicago	IL	(\$635.90)	\$0.00	erick@gmail.com
5555	A & N Construction, Inc.	ATTN: Tony C...	Portland	OR	\$12,753.24	\$0.00	
1145	ABC CORPORATIONddddd	ATTN: JOE S...	ANYTOWN	OH	\$4,573.20	\$166.50	
1238...	ABFFRE	123 Main	Anywhere	OH	\$1,011.00	\$0.00	
2435	Acme Security	123 NewStreet	New York	AL	\$7,665.00	\$2,400.00	
1185	Adams, Ed & Angela	5223 Fairmou...	anywhere	AB	\$6,995.78	\$38.35	
2242	AEV Testing #2	123 My Street	Columbus	OH	\$0.00	\$0.00	elaine.visner@boldgroup.com
z100...	AFA Protective Systems, ...	170 Eileen Way	Syosset	NY	\$2,325.00	\$31.50	nainvoices@afap.com
1361	Alba, Jessica	123 youwish ...	Cleveland	OH	\$301.86	\$81.99	essteckel@gmail.com
0123	Asbell, Don	1750 E. State ...	Eagle	ID	\$5,640.36	\$30.00	asdfhaspofdhi@afdsudd.com

Sort Ascending

Sort Descending

Columns

Filter

Show items with value that:

Is NOT equal to

Null

And

Contains

Filter

Clear

1

2

3

4

5

6

7

8

9

10

10 items per page

1 - 10 of 324 items

4) Your active customers with emails will now be on display. Push the Export to Excel button to make this into an excel file.

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Drag a column header and drop it here to group by that column

C...	Name ↑	Address	City	S...	Balanc...	Total R...	Email
z100...	40 E. Delaware Condomin...	40 E. Delawar...	Chicago	IL	(\$635.90)	\$0.00	erick@gmail.com
2242	AEV Testing #2	123 My Street	Columbus	OH	\$0.00	\$0.00	elaine.visner@boldgroup.com
z100...	AFA Protective Systems, ...	170 Eileen Way	Syosset	NY	\$2,325.00	\$31.50	nainvoices@afap.com
1361	Alba, Jessica	123 youwish ...	Cleveland	OH	\$301.86	\$81.99	essteckel@gmail.com
0123	Asbell, Don	1750 E. State ...	Eagle	ID	\$5,640.36	\$30.00	asdfhaspofdhi@afdsudd.com
1367	ATest, Just	41777	Canton	MI	(\$100.00)	\$0.00	essteckel@gmail.com
2346	Baba, Poomoklee	1234 fekette ...	Cleveland	OH	\$319.84	\$19.99	erickrvibaba@gmail.com
2274	Balboa, Rocky	789 Main St.	Cleveland	OH	\$1,120.00	\$0.00	rocky@gmail.com
1063...	Barker, Henry	55 Main Street	link	AR	\$7,973.18	\$0.00	ailsdg@iin234test.org
1383	Bella Goldens	1431 Ledgew...	Canton	MI	\$174.85	\$0.00	ccjamphillm@gmail.com

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10 items per page

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