



Complete Clinic Software^(tm)

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How to Locate Information in Case of a Recall

In case of a recall, you can locate "who purchased" information regarding one or more products in the following manner.

From the main menu choose <F5> Reports then <Sales Reports> and select report <J. For Selected Products>.

This report gives you an option to choose the products you want to include on the report either by building a selection list or by including a one or more product groups. To build a selection list, click on <F3 Select Individual Items> and add products to the list until it includes all the products you want to see on the report. To get all products for a product group, simply enter the product group code in the space provided.

The report allows you to specify the date range for the purchases.

The report gives you 4 different output options that can be run to either the printer or screen:

1. A list of clients who purchased including phone number
2. A list of invoices where the item was purchased
3. Mailing labels for clients who purchased the item.
4. A comma separated file containing the name and address of who purchased.

You can run multiple outputs without re-selecting the records by simply changing the output option and choosing <F12 Create Output>

If this report does not give you the results you need or if you need assistance with the report, please call Software Support at 1-800-989-6576.