



## Wish List Emails

Wishes taken at point of sale include the option to send a notification to a potential customer. However, using the **Email Wishes** feature in the **Customer** area, you can create a mailing for a number of wish lists.



- **This process could take some time to run. You might want to wait until off hours to run it.**
- **The recipient of the list is the person indicated in the original wish creation. Make sure you check the recipient before sending these emails.**

To send wish list emails:

1. Select **Customer ► Wish Lists ► Email Wishes**. The **Wish List Email Filter** will appear.

Wish List Email Filter

Individual Customer

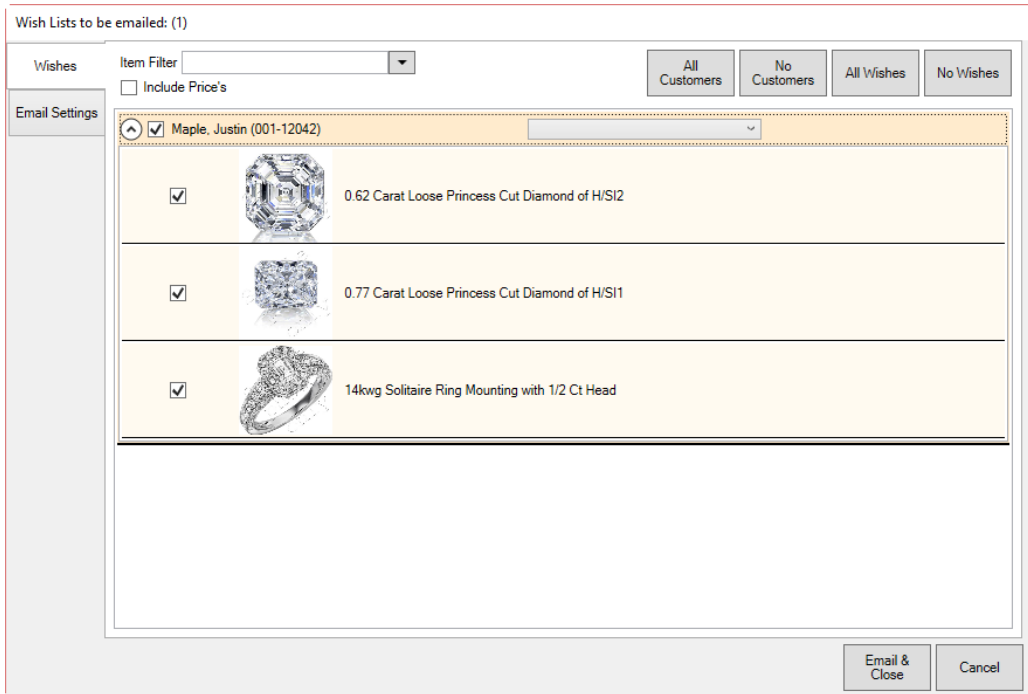
Full Customer Filter

Wish Associate Added

Presets... OK Cancel

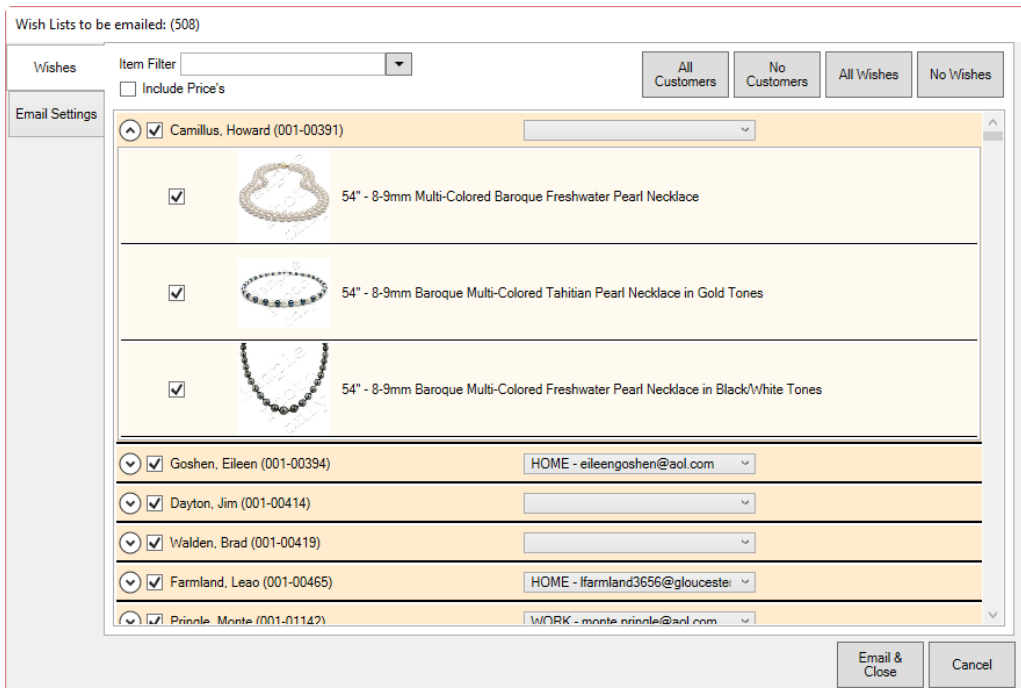
You can develop a mailing list for wish list emails in one of three ways:

- By individual customer
  - By a group of customers
  - By the associate or associates who took the wish.
2. Use the appropriate find filter to create the desired list. A matching list of wishes will appear.
    - a. Individual customer. The **Wish Lists to be mailed** window will appear with a list of that customer's wishes.



Use the down arrow next to the customer’s name to see his or her wishes. By default, the customer’s wishes will be checked. Use the checkboxes, **All Wishes** or **No Wishes** to determine what wishes should be emailed.

- b. Several customers. The **Wish Lists** to be emailed window will appear with matching customers and their wishes.



Using the down arrows next to each customer's name, you can see his or her specific wishes. By default, all customers and all wishes will be checked. Use the checkboxes, **All Customers**, **No Customers**, **All Wishes**, and **No Wishes** to specify which emails to send.



You can use the **Wishes** tab of the find filter to build the list.

- c. By associate. Use the **Associate** drop-down from the **Wish List Email Filter** to select the associates whose customers' wishes you want to send. The **Wish Lists to be emailed** window will open. It works just like the results using several customers. Make your selections.
3. Select the **Email Settings** tab to set up the email template.

The Edge will complete the name and email address for selected recipients when the emails are sent. Note that email headers, footers, and greetings are set in **Administrative ► Notifications**, so opening text is optional. For more information, see the section entitled Notifications.

4. Select **Include** to include the salutation shown.
5. If desired, enter additional or custom text for an opening paragraph.
6. Enter an additional email address if desired. Use a semicolon to separate multiple entries.
7. When all selections and settings are complete, select **Email & Close**. The emails will be sent.

A sample wish list email might appear as follows.

Greetings Smith, Bob,

We wanted to remind you that the gift idea you had for your wife is still here.

Lady's Pendant With 6=0.06Tw Round Diamonds