Creating a List in Excel of all Customers and Their Emails

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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.

*note – this method only provides the email on the customer record, not the bill to email used for invoices/statements.

1. Log into Managely click on Accounts Receivable and then click Customers

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   2) Click on the ellipsis (the three vertical dots) to the right of the customer # column, click on columns and checkmark the email check box

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3) Click the export to excel button

4) You will now have an excel file with all of your active customers and their emails

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