



## Xanatek Weekly Newsletter

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### Autopay

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### Tip of the Week!

Reporting and Returning Distinct

Have you ever run a report only to find that the same person applies to your report criteria twice? This can be avoided by using the "Return Distinct" option. By making this selection you are choosing to only have a name appear once on your report even if it returns more than once.

Example: If you report on your expiration dates to mail renewal letters and one person has auto and home renewing at the same time, their name will appear twice on the report. If you only want to print one letter. You can return your report distinct to avoid getting more than one letter for the same person. This concept also applies to label creation and reporting alone.

How To:

1. Select and/or Create the report of your choice.
2. Look at the top of the screen, above the buttons, to index.
3. Click "Return Distinct". A Check mark will appear next to your selection.
4. Run report as usual and any repeating names will only appear once!

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