

## **Tagging Accounts to Qualify for Reports**

Tagging accounts is a good way to get specific customers on a report. You can tag individual accounts (or clear the tag) from the customer screen by clicking “Tag Account” in the menu across the top. You can also tag accounts in the search screen after the system displays your search results by clicking the “Tag Accts” button. You can then print the tagged accounts by checking the “Tagged Accts Only” box on the qualification screen of most reports. It is a good idea to clear any accounts that may already be tagged before you start tagging accounts. From the main RVS Mosaics screen, click on Alternate Menu...Clear Tagged Accounts.

You can also tag accounts that are printed on a report. For example, you may want to print a report that includes the service address of all of your high usage meters. You can print high usage meters on the exceptional usage report, but the service address is not shown on that report. When you are at the qualification screen of the exceptional usage report, click on the “Tagged Accts Only” box while holding down the shift button on your keyboard. You will notice that it changes to say “Tag Printed Accts”. When you print the report, the system will tag all of the accounts on the report. You can then go and print the meter list and check “Tagged Accts Only” to get the report with only the customers that printed on the exceptional usage report. By using this technique, you can utilize some of the special options only available on certain reports and get that same group of customers on a different report that has the information you need.