

# ABELDent LS (v14): Mass Emails to Patients

## How to Use Report Generator to create a Patient List for Mass Emails:

1. On the menu at the top of ABELDent, click **Reports**, then **Generator**
2. Click **Table Selection**, then **OK**.
3. Checkmark **Extra Information** (**Patients** should already be checkmarked), then click **OK**
4. Click **Field Layout**, then click **OK**.
5. Type "Y" into the Sav column of these fields: **Last Name, First Name**
6. Checkmark the Sel column for **Inactive**.
7. Click **OK**.
8. Type "Y" into the Sav column of **E-mail Address** (bottom left)
9. Checkmark the Sel column for **E-mail Address** (bottom left).
10. Click **OK**.
11. Click **Criteria Entry**, then click **OK**.
12. In the **E-mail Address** field under, type "0" (that's a zero).
13. In the **To** field under E-mail Address, type "zzzzzzz", then click **OK**.
14. Click **Export Results**, then click **OK**.
15. Type **M** into the **Merge Format**.
16. In the **Output File** field, type **c:\ABELDent\MassMail.csv** (or other drive letter if your ABELDent is not on your c: drive) and click **OK**.
17. Click **Yes**.  
The file **MassMail.csv** will now be in your **c:\ABELDent** folder (or other drive letter).

## Sample Third Party Email Marketing Vendors

1. Constant Contact ([www.ConstantContact.com](http://www.ConstantContact.com))  
Pay-by-recipient pricing model. Rated high by small businesses.
2. Sendinblue ([www.sendinblue.com](http://www.sendinblue.com))  
Pricing model by number of emails (good for one or two batches). Rising star in industry, showing greatest growth. Open to integration in future with vendors like ABELDent.
3. Mail Chimp ([www.mailchimp.com](http://www.mailchimp.com))  
Best-known name in industry. Free tier to try small batch.