To create a contact phone list:

- Load a contact summary screen with a group of contacts.
- Select **Reports** in the menu bar, **Contact Reports** in the **Reports** menu, then **Contact Phone List Report** in the **Contact Reports** menu.
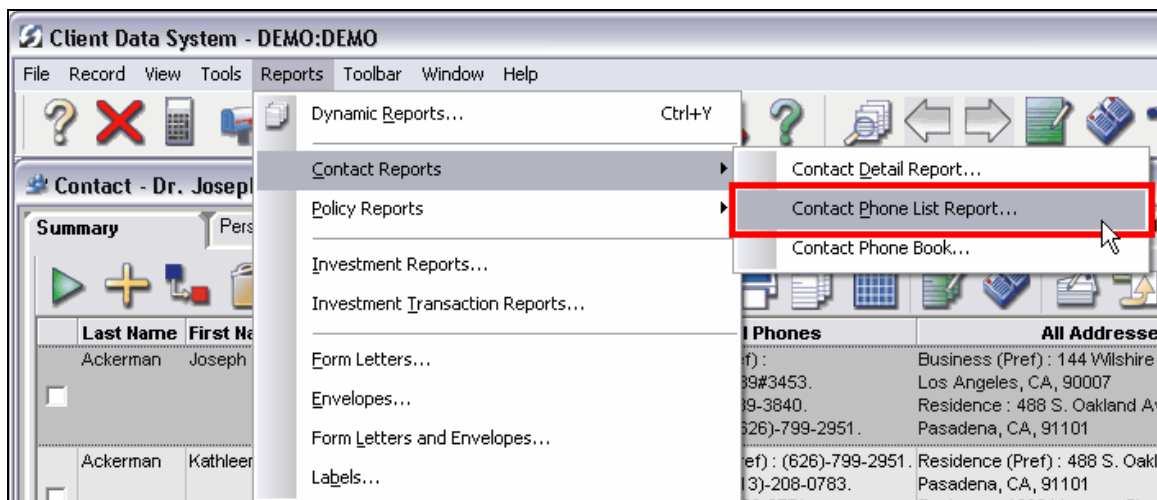

Figure 1: The Contact Phone List menu option.

- Select the **Select Contact by Filter/Sets** option in the **Select Contact Options** window.

Figure 2: The Select Contact Options window.

- Click **OK**.
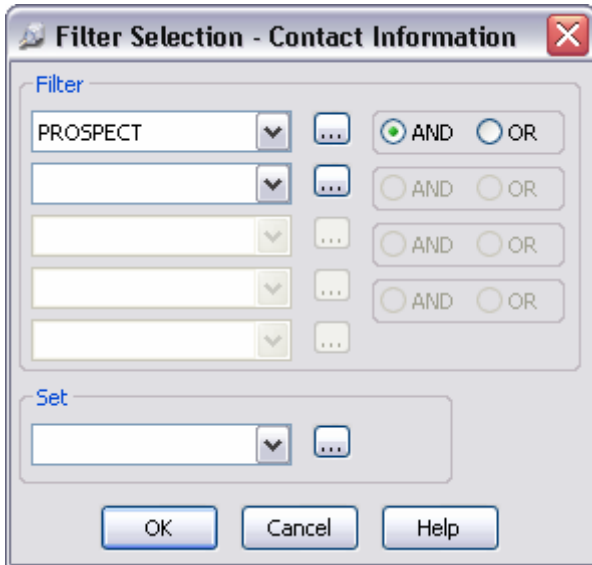- Define contacts to be included in the phone list by filter(s) or set.

Figure 3: The Filter Selection window.

- Click **OK**.
- CDS will generate a Contact Phone List in Crystal Report format for all selected contacts that will include home and business addresses, a complete listing of all phone numbers captured in CDS, and any e-mail addresses associated with contact records.

Figure 4: The Contact Phone List report.