

Tutorial

Objective: Creating a Mailing that Excludes People Without Addresses

Scenario: You would like to create a mailing list for people that have addresses. You will create a list using a Filter that excludes the people that do not have mailing addresses.

Step 1: Click the People/Listing tab. Click the Clear filter icon. Click on "Filter By". (Fig. A)

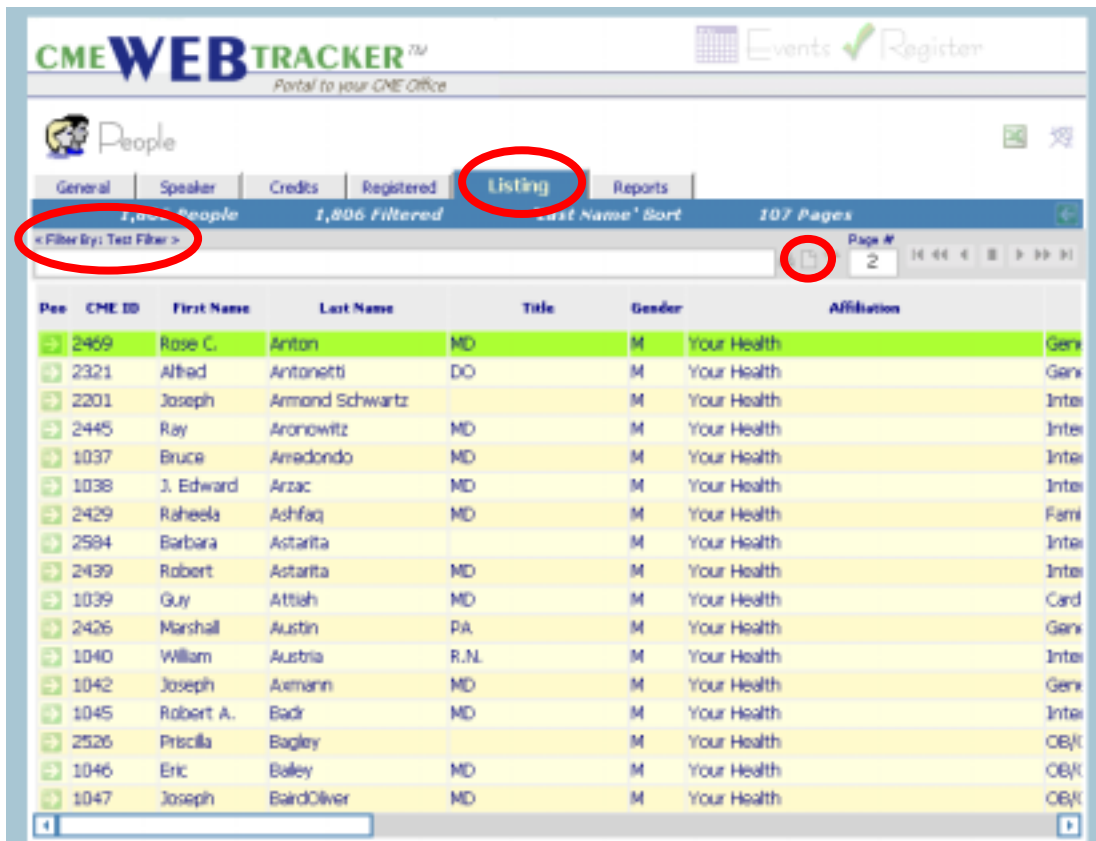
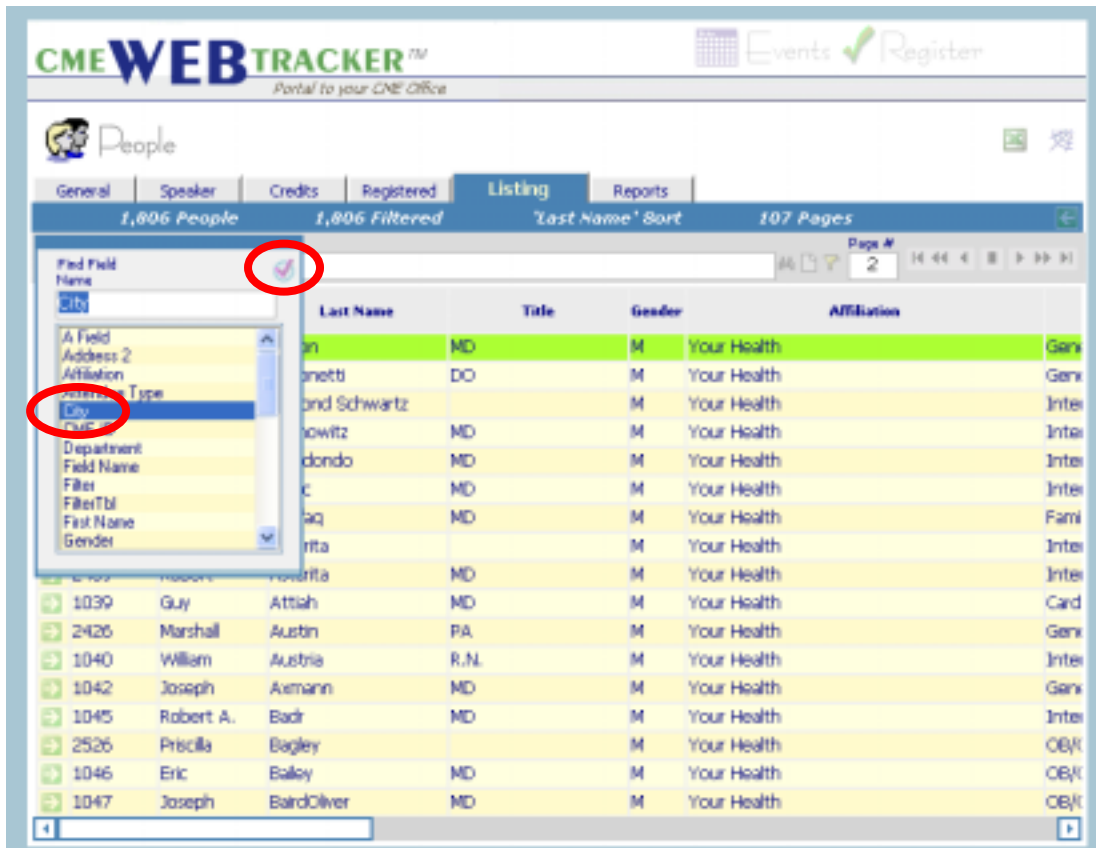


Fig. A

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Step 2: The Find Field Name popup appears. Click twice to select "City" or simply highlight it and click the Pink Checkmark. ([Fig. B](#))



[Fig. B](#)

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Step 3: "{City}" now appears as your filter. Type "not blank" in the filter line. Click on the Set Filter icon. (Fig. C)

The screenshot shows the CMEWEBTRACKER interface for the 'People' section. The filter line is set to '{City}not blank'. The table below lists individuals with columns for ID, Name, Title, Gender, and Affiliation.

| PEO | CME ID | First Name | Last Name | Title | Gender | Affiliation | |
|-----|--------|------------|-----------------|-------|--------|-------------|------|
| → | 2469 | Rose C. | Anton | MD | M | Your Health | Gene |
| → | 2321 | Alfred | Antonetti | DO | M | Your Health | Gene |
| → | 2201 | Joseph | Armond Schwartz | | M | Your Health | Inte |
| → | 2445 | Ray | Aronowitz | MD | M | Your Health | Inte |
| → | 1037 | Bruce | Aredondo | MD | M | Your Health | Inte |
| → | 1038 | J. Edward | Arzac | MD | M | Your Health | Inte |
| → | 2429 | Raheela | Ashfaq | MD | M | Your Health | Fami |
| → | 2504 | Barbara | Astarita | | M | Your Health | Inte |
| → | 2439 | Robert | Astarita | MD | M | Your Health | Inte |
| → | 1039 | Guy | Attiah | MD | M | Your Health | Card |
| → | 2426 | Marshall | Austin | PA | M | Your Health | Gene |
| → | 1040 | William | Ausbria | R.N. | M | Your Health | Inte |
| → | 1042 | Joseph | Axmann | MD | M | Your Health | Gene |
| → | 1045 | Robert A. | Badr | MD | M | Your Health | Inte |
| → | 2526 | Priscilla | Bagley | | M | Your Health | OB/G |
| → | 1046 | Eric | Baley | MD | M | Your Health | OB/G |
| → | 1047 | Joseph | BardOliver | MD | M | Your Health | OB/G |

Fig. C

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Step 4: Your Listing now contains only People that have Addresses. Click the Reports tab. (Fig. D)

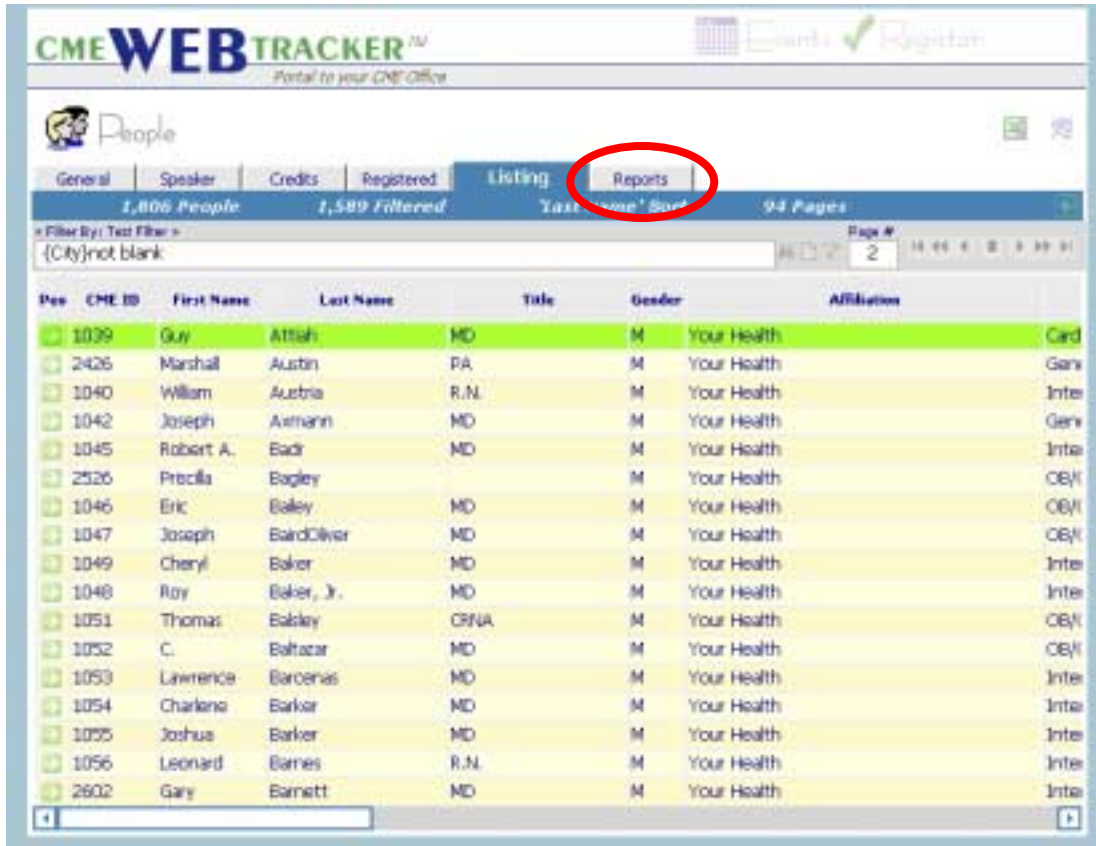
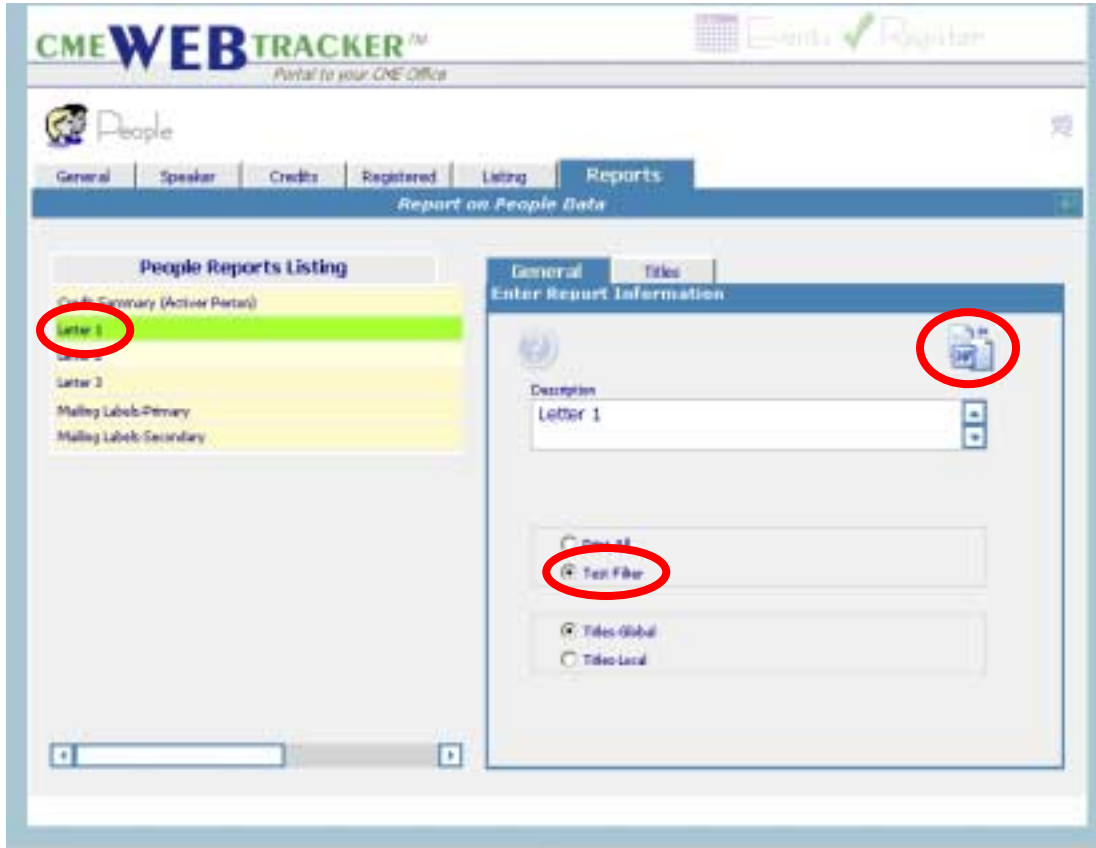


Fig. D

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Step 5: Click Letter 1 to highlight. Click Test Filter. (Note: The name of your filter appears in this location.) Click the Microsoft Word icon. Your mailing will now include only those People that have Addresses. ([Fig. E](#))



[Fig. E](#)