

Tutorial

Objective: Excluding People that have Blank Addresses Using a Filter.

Note: This example will be used to print labels, and can be used for any Report to exclude People that have blank addresses.

Step 1: Click on the People/Listing tab. (Fig. A)

CMEWEBTRACKER™ Portal to your CME Office

Events Register

People Austin, Marshall - PA [2426]

General Speaker Credits Registered **Listing** Reports

1 Regs 1 Credited \$120.00 Pd \$0.00 Due

CME ID	2426	First Name	Marshall	Last Name	Austin	Title	PA	Gender	<input checked="" type="radio"/> M <input type="radio"/> F <input type="checkbox"/> Speaker
Find Credit Eligibility	<input checked="" type="checkbox"/>	Affiliation	Your Health	Specialty	General Surgery	Status	active	AMA PRA category 1	
Eligibility List		Sub-Specialty		Attendee Type	Physician	Hire Date		Transfer Date	
		Job Title		Department					

Primary Address: 1234 Some Street Do Autofill
OtherCity: XX 55555

Secondary Address: 1111 Something Street Do Autofill
Some City: XX 55554

Phone: 444-444-4444 Fax: email@cmetracker.com CellPhone: 444-44-5555 Pager: 22222222

Salutation: Mr. Austin Badge Name: Mr. & Mrs. Austin Spouse Name: SusieQ Birth Date: 2/25/1947 Choice: Chicken

User Defined 1: my User Defined 2: User Defined 3: Something Test 5

User Defined 4: User Defined 5: AAFP# 111 License Number 111 SSN 111-11-1111 Recertification 1/1/2001

Reset: unknown

Fig. A

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Step 2: Click the binoculars to choose a filter. Click the "Filter By". (Fig. B)

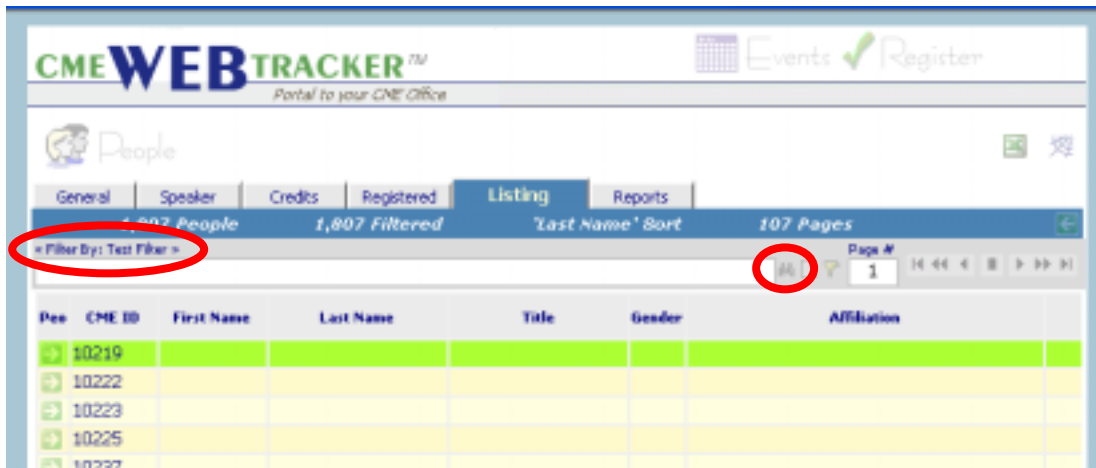


Fig. B

Step 3: The Find Field Name popup appears. Click "City" to highlight. Click the Pink checkmark to select. (Fig. C)

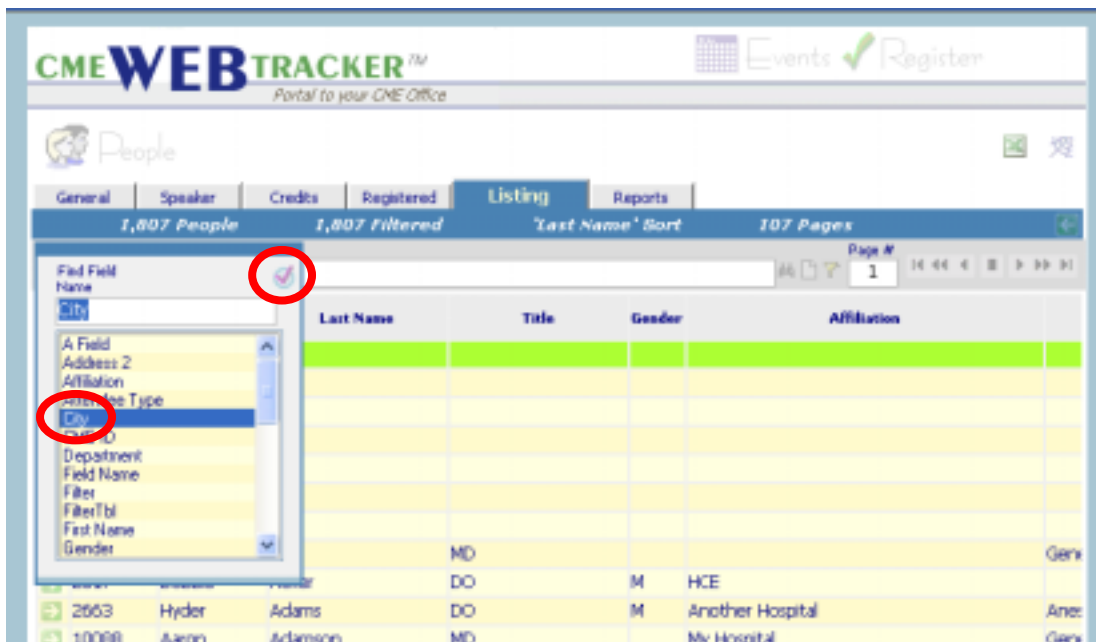


Fig. C

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Step 4: Type in "not blank" so the Filter text line reads: {City}not blank. Click the Set Filter icon. (Fig. D)



Fig. D

Step 5: Your Listing now excludes People that have a blank City field. Click the Reports tab. (Fig. E)

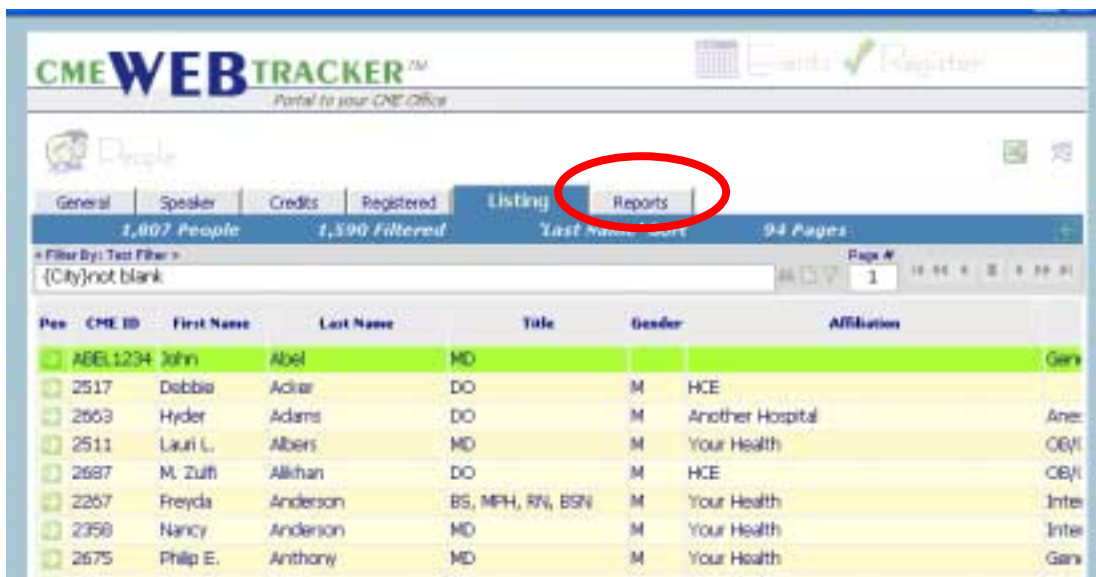


Fig. E

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Step 6: Click Mailing Labels to highlight. Click the “Filter” radio button to select. Click the Word icon to start the process for printing labels that exclude blank addresses. (Fig. F)

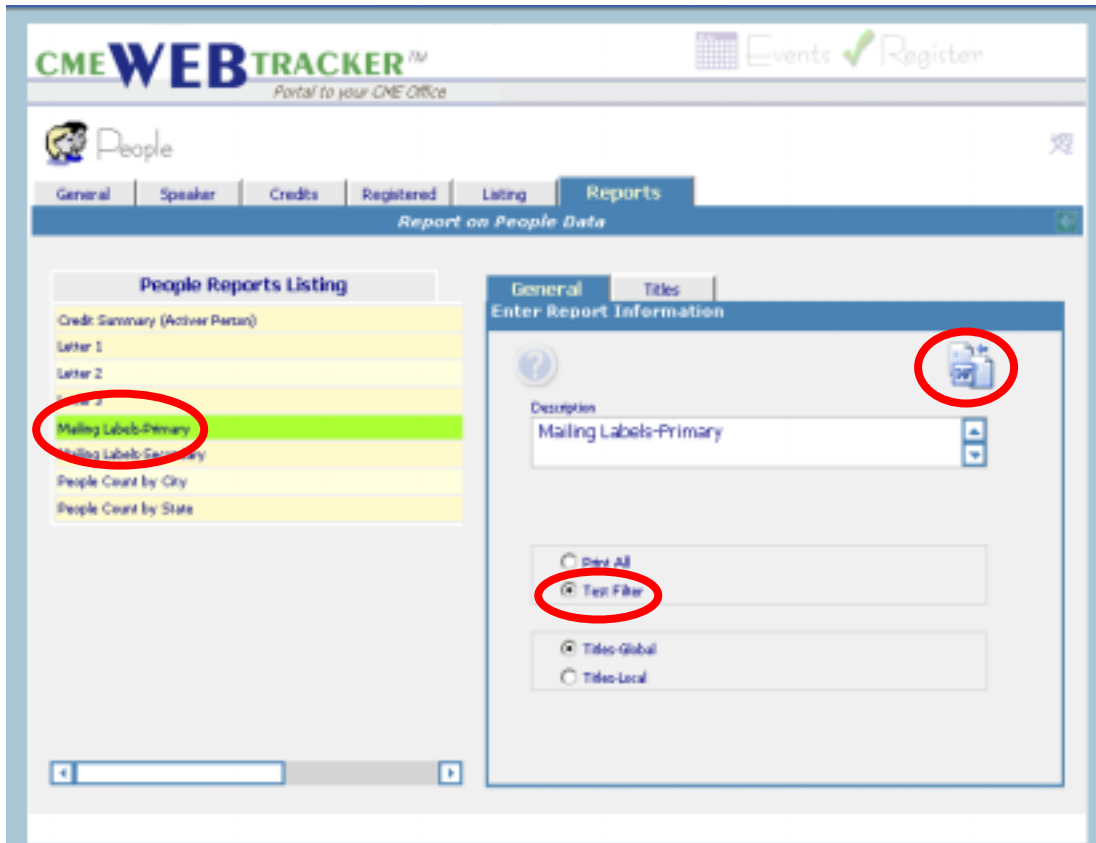


Fig. F