

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)

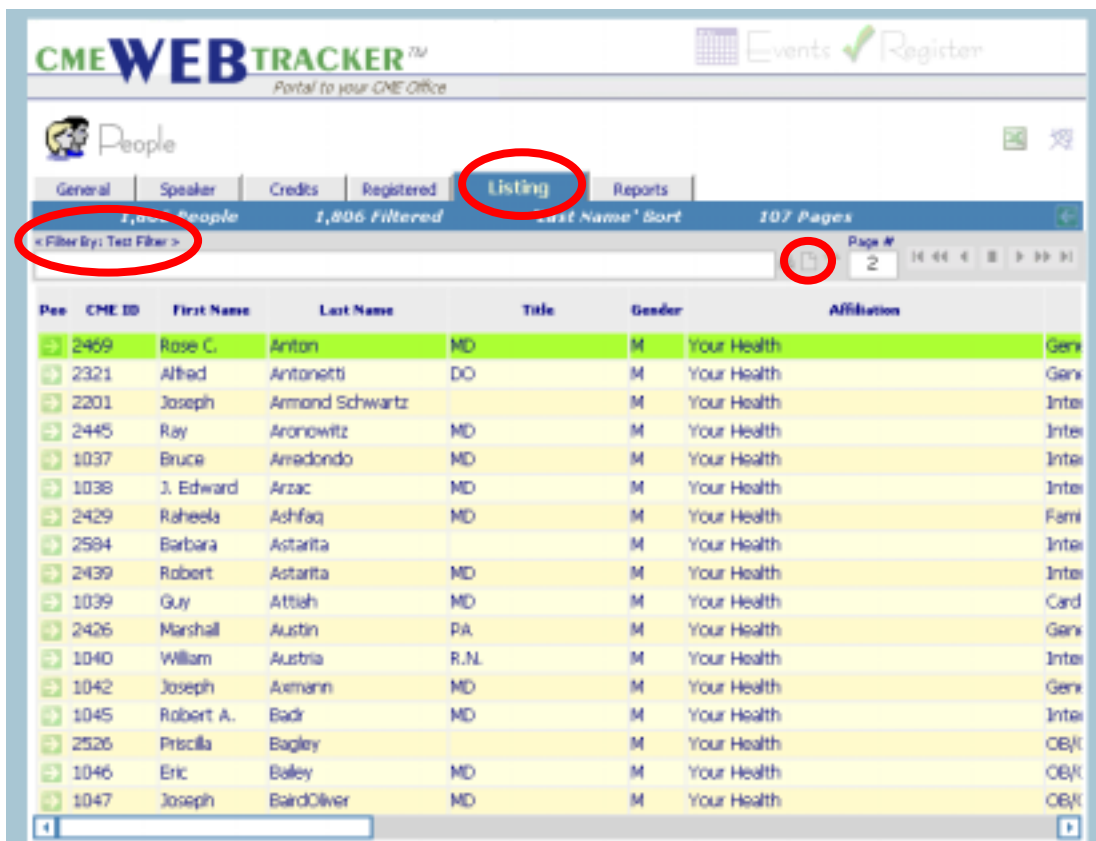
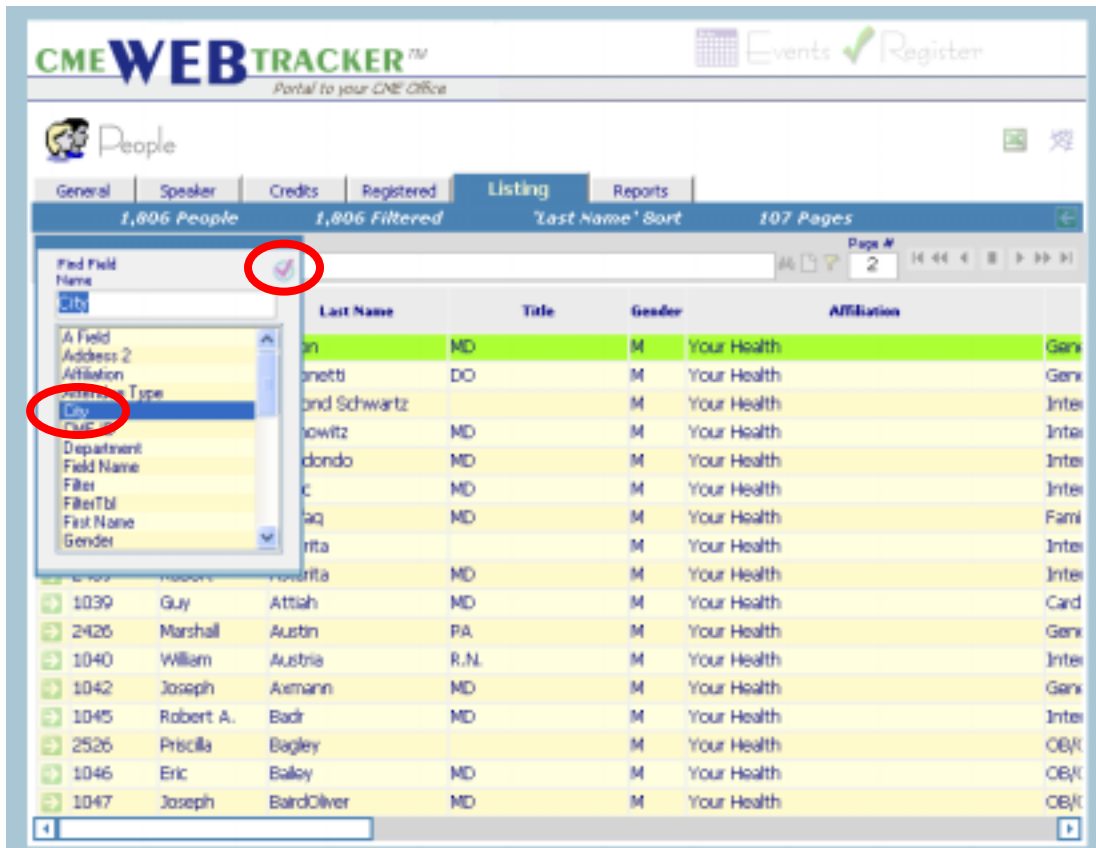


Fig. A

Tutorial

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](#)

Tutorial

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 'Listing' tab is active, showing a list of 1,806 filtered people. The filter is set to '{City}not blank'. The 'Set Filter' icon is circled in red. The table below lists the filtered individuals.

Page	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

Tutorial

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

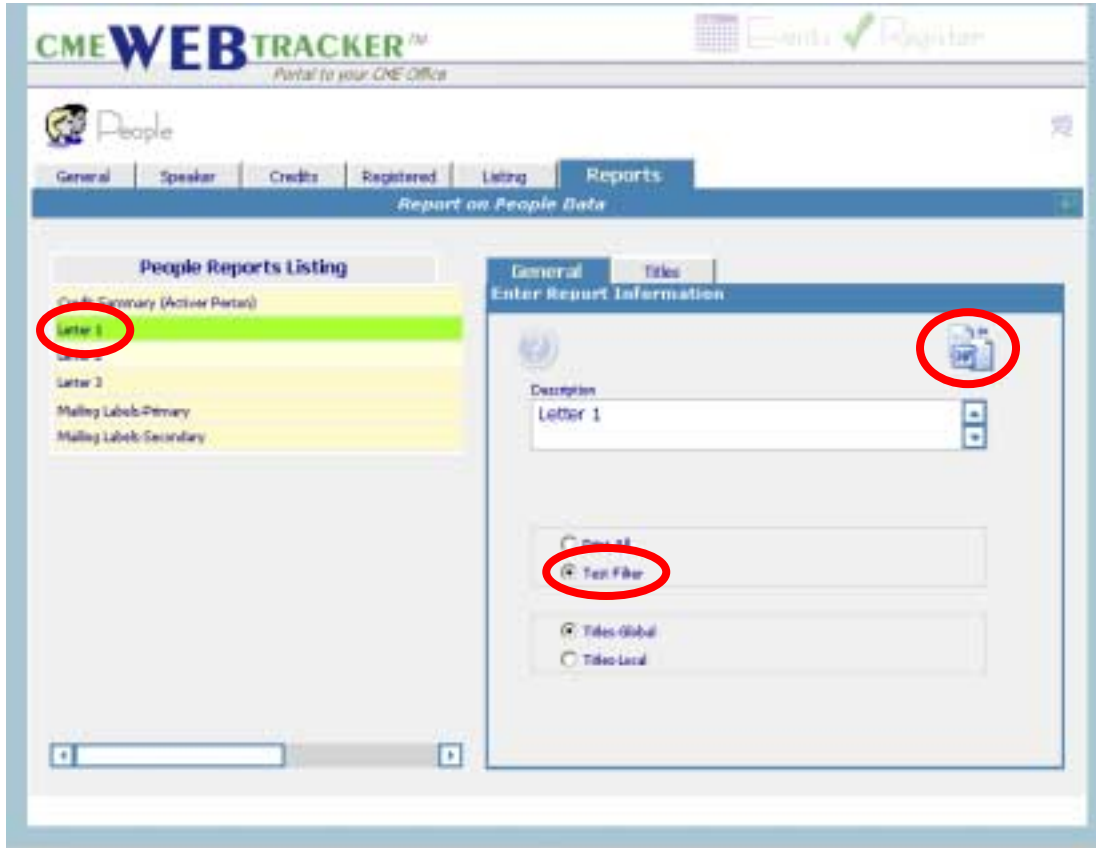
The screenshot shows the CMEWEBTRACKER™ interface. At the top, there are navigation tabs: General, Speaker, Credits, Registered, Listing, and Reports. The 'Reports' tab is highlighted with a red circle. Below the tabs, there is a search filter for '(City)not blank' and a page indicator showing 'Page # 2' out of '94 Pages'. The main content is a table with the following columns: ID, First Name, Last Name, Title, Gender, and Affiliation. The table contains 18 rows of data, with the first row highlighted in green.

ID	First Name	Last Name	Title	Gender	Affiliation
1039	Guy	Attiah	MD	M	Your Health
2426	Marshal	Austin	PA	M	Your Health
1040	William	Austria	R.N.	M	Your Health
1042	Joseph	Aumann	MD	M	Your Health
1045	Robert A.	Badr	MD	M	Your Health
2526	Priscilla	Bagley		M	Your Health
1046	Eric	Bailey	MD	M	Your Health
1047	Joseph	BaldOliver	MD	M	Your Health
1049	Cheryl	Baker	MD	M	Your Health
1048	Roy	Baker, Jr.	MD	M	Your Health
1051	Thomas	Bailey	CRNA	M	Your Health
1052	C.	Baltazar	MD	M	Your Health
1053	Lawrence	Baronas	MD	M	Your Health
1054	Charlene	Barker	MD	M	Your Health
1055	Joshua	Barker	MD	M	Your Health
1056	Leonard	Barnes	R.N.	M	Your Health
2602	Gary	Barnett	MD	M	Your Health

Fig. D

Tutorial

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](#)