

Version 4.0

When creating your user defined lists under the Lists & Labels, you have the ability to use filter statements to quickly create a list based on common field values.

The field names referenced in the statements below are taken directly from the Field Descriptions for Contacts. A complete listing for the Contacts database is included in the Field Descriptions section on the Reports screen.

Below are some sample filter statements for you to use as guides:

Equals:

state="PA"
donations=1000

Begins With:

city="Phi"

Not Equal To:

state#"PA"

Greater Than:

zip>"10000"
donations>50

Between:

zip>"10000" and zip<"20000"

Contains:

"delphia"\$city
"610"\$phoneh

Does Not Contain:

!"610"\$phoneh

AND Statement:

state="PA" and city="Philadelphia"

OR Statement:

state="PA" or state="WA"

Complex Statement:

state="PA" and (city="Sayre" or city="Exton")

Check Box fields:

Fields like A-List and B-list are actually numeric fields. If the box is empty, the value is 0. If the box has a checkmark in it, the value is 1.

The exception to this is the ACTIVE field.

0= empty
1= active and
2= Inactive

Since these lists are available as fixed lists, the most likely use in a filter statement would be to combine the two into one user defined list using the following statement:

alist=1 and blist=1

Dates:

CTOD() – changes characters to dates

lastdonate=ctod("08/14/2002")

DTOC() – changes dates to characters

DTOC(lastmailed)<"08/14/2002"

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!