

How do I know what fields can be used to create a Filter Statement within Lists & Labels?

Version 4.0

Within Lists & Labels, you may create up to 80 User Defined Lists. You may either manually check a contact onto a User Defined List, or you may create a filter, or Boolean, statement to populate the list. When you are creating a filter within Lists & Labels, you must use only the fields that are contained within the main Contacts database; all of these fields, including their definitions, may be found by running the Contacts Field Descriptions report from the Report screen. Below is a listing of the field label, term, type, and size, if applicable. The “Contacts Field Labels” column contains field labels as seen within the Contacts database. The “Field Names for Filters” column contains the terms to be used to create a filter, or Boolean, statement. The “Field Type (& Size)” column indicates the characteristics of the field. To better understand these characteristics, we have provided a key at the end of the list.

Contacts Field Labels	Field Name for Filters	Field Type (& Size) ¹
A list	alist	n(1)
Activity#	activityno	n(2)
Activities, programs & events attended	activity	memo
Address History	addrhist	memo
Address change date	addrchg1	date
Address type primary	addtype1	c(10)
Address type secondary	addtype2	c(10)
Address1	address1	c(50)
Address2	address2	c(50)
Affiliations	affiliate	memo
Alternate billing address	billadd1	memo
Alternate billing email	billemail	c(50)
Alternate billing maildate 1	bmaildate1	c(5)
Alternate billing maildate 2	bmaildate2	c(5)
Alternate billing phone	billphone	c(25)
Available Saturday	volstat	logical
Available Thursday	volthur	logical
Available Tuesday	voltue	logical
Available Wednesday	volwed	logical
B list	blist	n(1)
Bill to Member	billmember	n(1)
Billing Address (selectable)	billadd1	memo
Birthday	birthday	date
Campaign#	campaigno	n(6)
Cell Phone	phonecell	c(25)
Children & other relationships	relations	memo
City	city	c(30)
Company	company	c(50)
Complimentary dues	duescomped	logical
Country	country	c(30)
County	county	c(30)
Current Solicitor	solicitor2	c(30)
Date Joined	started	date
Dates & places of birth and death	dates	memo
Dear (casual)	dear2	c(60)
Dear (formal)	dear	c(60)
Dear (selectable)	billname	c(60)

Deceased	deceased	logical
Deceased date	decdate	c(15)
Docent	docent	n(1)
Donation Matching Policy	matchnotes	memo
Donations	donations	n(10,2)
Donations in 2001	donate2001	n(9,2)
Donations in 2002	donate2002	n(9,2)
Donations in 2003	donate2003	n(9,2)
Donations in 2004	donate2004	n(9,2)
Donations in 2005	donate2005	n(9,2)
Donations in 2006	donate2006	n(9,2)
Donations in 2007	donate2007	n(9,2)
Donations in 2008	donate2008	n(9,2)
Donations in 2009	donate2009	n(9,2)
Donations in 2010	donate2010	n(9,2)
Dues Amount	dues	n(9,2)
Dues Paid	duespaid	n(12,2)
Dues amount change date	duesupdate	date
Dues paid in 2001	dues2001	n(9,2)
Dues paid in 2002	dues2002	n(9,2)
Dues paid in 2003	dues2003	n(9,2)
Dues paid in 2004	dues2004	n(9,2)
Dues paid in 2005	dues2005	n(9,2)
Dues paid in 2006	dues2006	n(9,2)
Dues paid in 2007	dues2007	n(9,2)
Dues paid in 2008	dues2008	n(9,2)
Dues paid in 2009	dues2009	n(9,2)
Dues paid in 2010	dues2010	n(9,2)
Education	education	memo
Email	email	c(50)
Emergency contact	volcontact	memo
Employee	employee	n(1)
Employer, Occupation	occupation	memo
Fax#	faxno	c(25)
Field 1	udf1	c(75)
Field 2	udf2	c(75)
Field 3	udf3	c(85)
Field 4	udf4	date
Field 5	udf5	n(10,2)
Field 6	udf6	n(10,2)
Firstname	firstname	c(30)
Follow-up-date	fudate	date
Follow-up-type	futype	c(10)
Group	group	c(30)
Home Phone	phoneh	c(25)
Hours and availability details	volavail	memo
Id#	idno	n(6)
Imagefile	imagefile	c(40)
In Kind Donation	inkind	memo
In Kind Donation date	inkindate	date
In Kind Donation type	inkindtype	c(30)
In Kind Donation value	inkindval	n(13,2)
In Kind total	inkindtot	n(13,2)
Include on overdue list	active	n(1)
Income Level	income	c(18)

Industry	industry	c(30)
Interests	interests	memo
Interval	interval	c(20)
Largest donation	maxdonate	n(12,2)
Largest donation date	maxdate	date
Largest dues payment	maxdues	n(10,2)
Last Donated	lastdonate	date
Last donation amount	lastdonamt	n(10,2)
Last donation tax deductible amount	lastdonded	n(10,2)
Last dues paid amount	lastdueamt	n(10,2)
Last dues tax deductible amount	lastdueded	n(10,2)
Last mailing	lastmailed	datetime
Last paid	lastpaid	date
Lastname	lastname	c(40)
Maiden name	maidenname	c(50)
Mail & Contact Log	contact	memo
Maildate1	maildate1	c(5)
Maildate2	maildate2	c(5)
Mailing Lists	lists	memo
Marital status	marstatus	c(12)
Membership Name	membername	c(50)
Membership#	memno	n(6)
Membership# (old)*	memberno	c(10)
Name & Title	greeting	c(50)
Nicknames or alias	othername	memo
Notes	notes	memo
Number of Employees	noemployee	n(6)
Original Solicitor	solicitor1	c(30)
Other#	otherno	c(10)
Paid thru	nextdue	date
Places/areas of residence	residence	memo
Planned Giving Information	pgiving	memo
Pledge amount	pledge	n(10,2)
Potential Pledge Amount	potential	n(12,2)
Prior dues amount	duesupdown	n(9,2)
Prospect rating	rating	c(25)
Publications	published	memo
Secondary Address change date	addrchg2	date
Secondary Address1	xaddress1	c(50)
Secondary Address2	xaddress2	c(50)
Secondary Cell/Pager	xphonecell	c(25)
Secondary City	xcity	c(30)
Secondary Country	xcountry	c(30)
Secondary County	xcounty	c(30)
Secondary Fax#	xfaxno	c(25)
Secondary Home Phone	xphoneh	c(25)
Secondary State	xstate	c(20)
Secondary Work Phone	xphonew	c(25)
Secondary Zip	xzip	c(13)
Secondary billing address	billadd2	memo
Sex	sex	c(6)
Skills & work preferences	volskills	memo
Spouse	spouse	c(30)
Spouse Id#	spouseidno	n(6)
State	state	c(2)
Stopmail	stopmail	n(1)

Student	student	n(1)
Subtype (Membership)	subtype	c(20)
Title	title	c(40)
Titles and honors	titles	memo
Type (Membership)	type	c(20)
Updated	updated	datetime
Updatedby	updatedby	c(25)
Use alternate billing address	altbilling	logical
Volunteer	volunteer	n(1)
Volunteer available Friday	volfri	logical
Volunteer available Monday	volmon	logical
Volunteer available Sunday	volsun	logical
Volunteer available from	volstart	date
Volunteer available until	volend	date
Volunteer status	volstatus	c(12)
Website	website	c(60)
Work Phone	phonew	c(25)
Zip	zip	c(13)

*Membership# (old) transferred from PastPerfect version 3.5. This field is not used in version 4.0.

¹ Understanding Field Type (& Size):

c	This indicates a character field and may contain alphanumeric information, as well as punctuation and spaces.
n	This indicates a numeric field and may only contain numeric information when writing a filter, but may be represented by numbers, a checkbox, or a radio button within the program.
(#)	The number indicated within a parenthesis indicates the maximum number of keystrokes allowed within the indicated field. For example, n(2) indicates two numerals are allowed within the field, while c(10) indicates that ten alphanumeric characters, including spaces and punctuation are allowed within the field.
(#,#)	This type of number is particular to numeric fields containing a decimal. The first # indicates the maximum number of keystrokes within the field, <i>this number includes the decimal</i> . The second # indicates how many decimal places are automatically included within this field. For example, n(10,2) contains nine place holders and one decimal, seven numbers occur before the decimal and two appear after the decimal. The maximum number that could be contained within this example is "9999999.99".
n(1)	This indicates the use of either checkboxes or radio buttons in the Contacts database.
Logical	This indicates the use of checkboxes in the Contacts database. Please note: if a field is logical, then the filter statement would be written using a True(.t)/False(.f.) designation. For example, a list containing all deceased contacts would contain the filter: deceased=.t.
Memo	This field may contain an unlimited amount of alphanumeric information, as well as punctuation and spaces. Please note: when creating a filter statement using a memo field, you will want to use the "Contains text" symbol (\$), so that your filter will search anywhere within that field.
Date	This type of field will only be populated using the date style that is indicated on your General Information screen. Please note: when creating a filter statement using a date field you will generally need to use ctod("mm/dd/yyyy") in conjunction with your field name and condition.

For more tips about writing Filter Statements, please view the FAQ – Contact Management Questions section. If you have any questions, please contact our Support Office at 1-800-562-6080. Thank you for using PastPerfect!