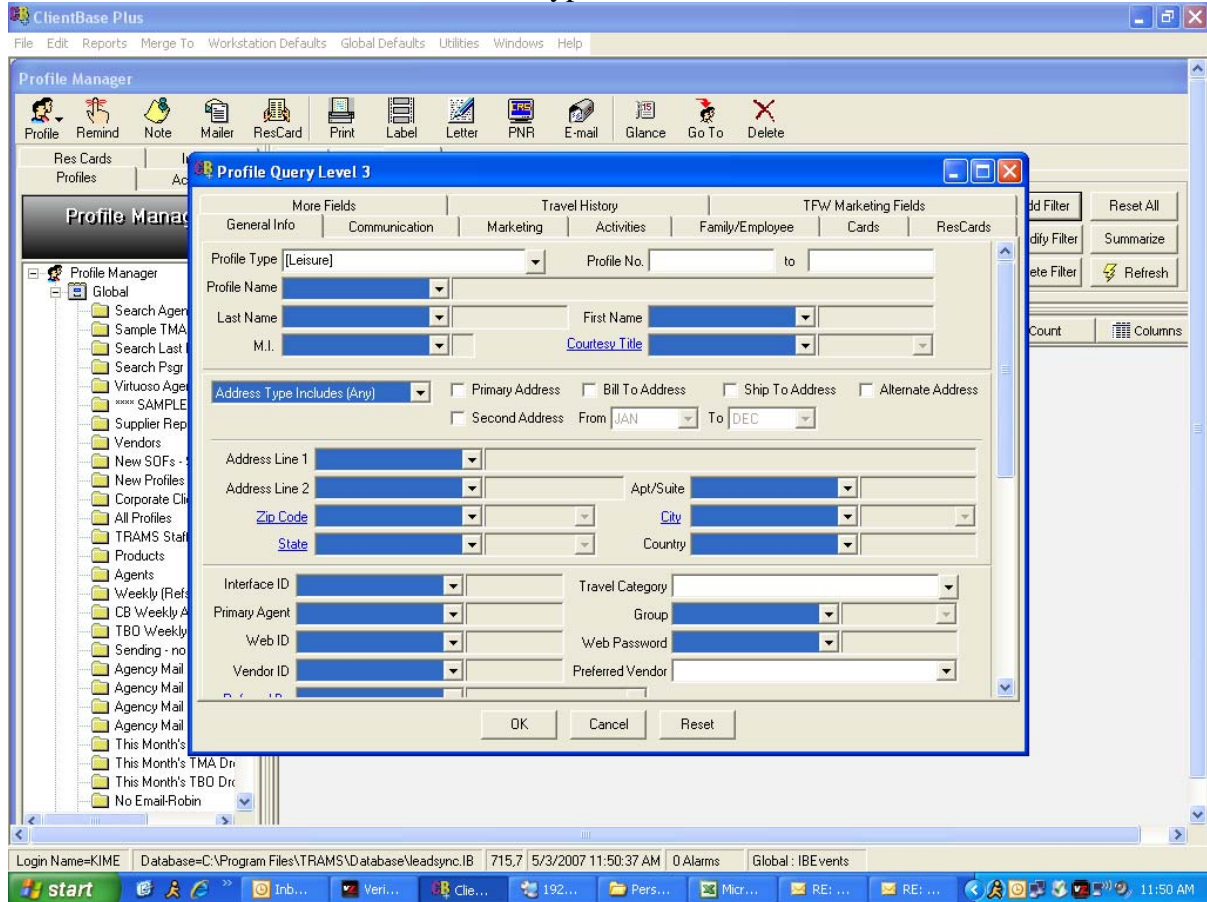


## Basic Query

Profile Manager – choose Level 3

Click on Add Filter – Make sure to Reset

General info – choose Leisure in Profile Type:



Click on **Communications Tab**

At Filter Type, choose **Does Have Communication Records with following criteria**

Under Communications:

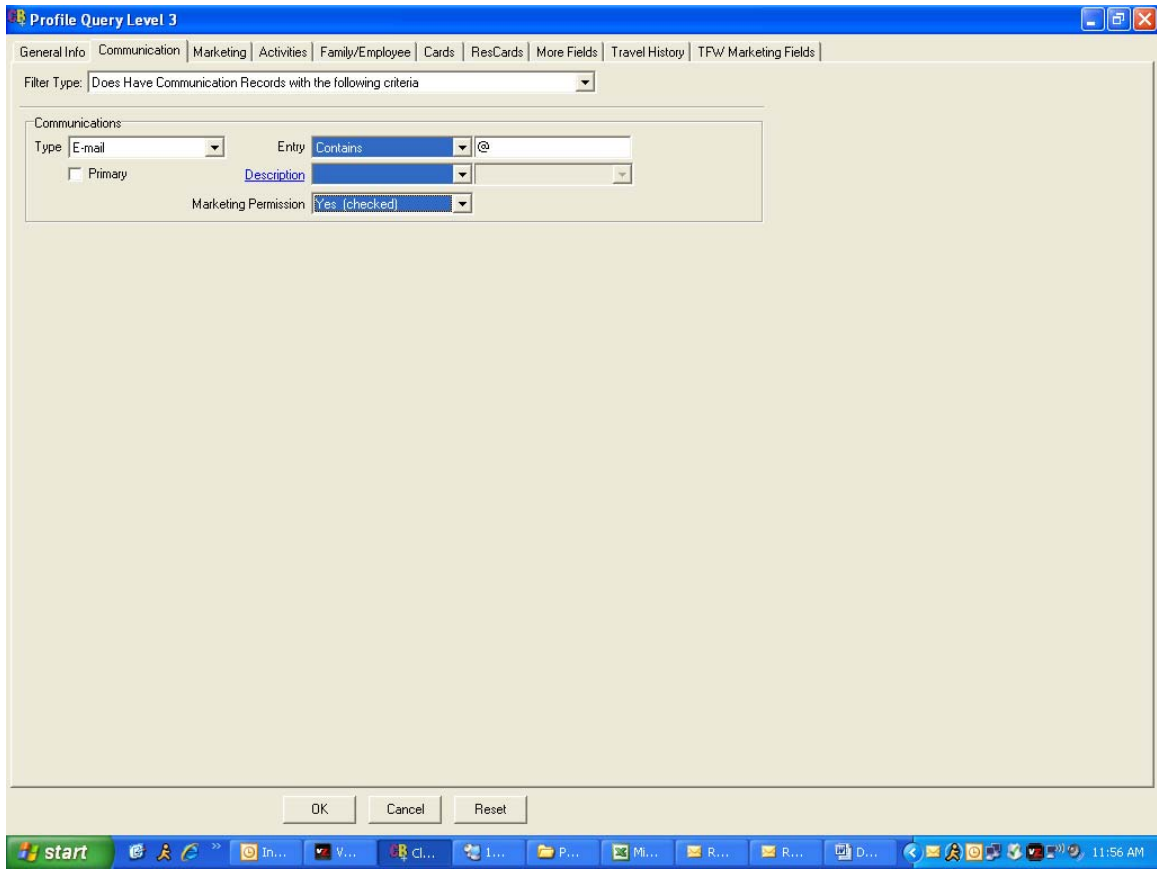
Type: **Email**

Entry: Drop down menu and scroll down to choose **Contains:**

Next to Entry the blank white box type in the @ sign.

Marketing Permission: Drop down the **Yes (permission Checked)**

Press OK – Then the Refresh button with the lightning bolt



**To Export follow the instructions:**

At the top tool bar inside of ClientBase drop down the File menu and choose Export  
 An Export Box will appear

**File Name:** with an empty white box is at the top. Click on the little grey square with the three dots. This is where the file will be exported to. So save it and name it in an area that you can find in a few minutes.

When you save it the Export Screen will be seen again.

There are two big boxes “Fields Available” and “Fields in Export File”

Bring over from “Fields Available” **PRIMARYEMAILTABLE.Communication Entry and Profile.Profile No.** to the right into the “Fields in Export File”

You do this by highlighting the entry and clicking on the > in the middle between the two sections.

Then to send the file via an email, open your email program and attach file and send.

