

## How to Uncheck Marketing Permission for Clients that Opt Out of Promotions:

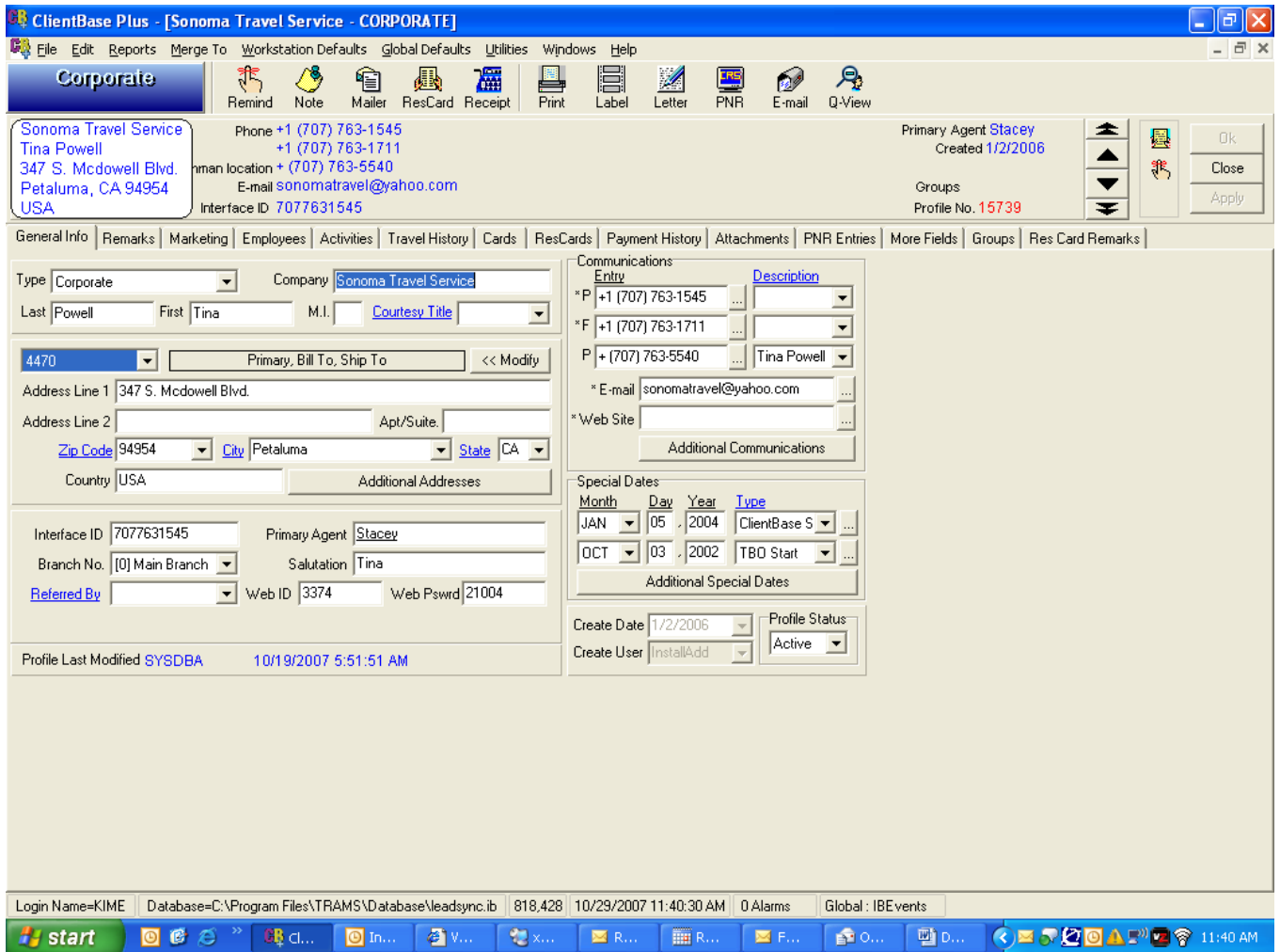
Query ClientBase by email:

The screenshot shows the ClientBase Plus application window. The title bar reads "ClientBase Plus". The menu bar includes "File", "Edit", "Reports", "Merge To", "Workstation Defaults", "Global Defaults", "Utilities", "Windows", and "Help". The toolbar contains icons for Profile, Remind, Note, Mailer, ResCard, Print, Label, Letter, PNR, E-mail, Glance, Go To, and Delete. The main window is divided into several sections:

- Profile Manager:** A tree view on the left showing a hierarchy of folders under "Global", including "Sample TMA Query", "Search Last Name-Email", "Search Psgr Last Name-Phone", "Virtuoso Agencies - Main Office", "SAMPLE SOFs (copy/past)", "Supplier Reqs", "Vendors", "New SOFs - Sun to Sat", "New Profiles", "All Profiles", "TRAMS Staff", "Products", "Agents", "Weekly (Refs)", "CB Weekly Announcements", "TBD Weekly Announcements", "Sending - no Contract", "Agency Mail - Carnival w/contr.", "This Month's CBP DroppedasL", "This Month's TMA DroppedasL", "This Month's TBD DroppedasL", "Princess participants", "Jumi - No TRAMS Products - D", "SV Canada Beta Testors", "WESTA - NEED Ssync", "CB SOFs", "TMA Not on CB for Jaime", and "CB Not on TMA for Jaime".
- Filters:** A section with "Level 1", "Level 2", and "Level 3" tabs. It contains two filter fields: "E-mail" with a dropdown menu and a text box containing "sonomatravel@yahoo.com", and "Last Name" with a dropdown menu and an empty text box. There are "Refresh" and "Reset" buttons.
- Profiles:** A table displaying search results. The table has columns: Profile N, Branch, (Primary), Name (PROFILE), Web Pas, City (PRIMARY), State, Address Line1 (PR), Communication Entry (PRIM), and Communication Er. One row is visible with the following data: Profile N: 15739, Branch: [0] Main Br, (Primary): Stacey, Name (PROFILE): Sonoma Travel Serv, Web Pas: 21004, City (PRIMARY): Petaluma, State: CA, Address Line1 (PR): 347 S. McDowell Bly, Communication Entry (PRIM): sonomatravel@yahoo.com, Communication Er: +1 (707) 763-154.

The status bar at the bottom shows "Login Name=KIME", "Database=C:\Program Files\TRAMS\Database\leadsync.ib", "836,412", "10/29/2007 11:39:25 AM", "0 Alarms", and "Global: IBEvents". The Windows taskbar at the very bottom shows the start button and various application icons.

Then open profile and click on the box with the three ... dots next to the email address. If you do not see the email address, click on Additional Communication. Then highlight the proper address and modify:



Then uncheck the marketing permission that is checked and click OK.

ClientBase Plus - [Sonoma Travel Service - CORPORATE]

File Edit Reports Merge To Workstation Defaults Global Defaults Utilities Windows Help

**Corporate** Remind Note Mailer ResCard Receipt Print Label Letter PNR E-mail Q-View

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Petaluma, CA 94954  
USA

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+1 (707) 763-1711  
Home location + (707) 763-5540  
E-mail sonomatravel@yahoo.com  
Interface ID 7077631545

Primary Agent Stacey  
Created 1/2/2006

Groups  
Profile No. 15739

General Info | Remarks | Marketing | Employment

Type Corporate  
Last Powell First Tina  
4470 Primary  
Address Line 1 347 S. Mcdowell Blvd.  
Address Line 2  
Zip Code 94954 City Petaluma  
Country USA  
Interface ID 7077631545  
Branch No. [0] Main Branch  
Referred By  
Profile Last Modified SYSDBA 10/19/07

**Communications**

PRIM	TYPE	COMMVALUE	DESCRIPTION	PERMITMARKET	SORTNO	NAM
Y	Phone	+1 (707) 763-1545		N	1	
Y	E-mail	sonomatravel@yahoo.com		Y	2	
Y	FAX				3	
N	Phone				8	
N	Phone				9	
N	E-mail				10	
N	FAX				11	
N	E-mail				12	
N	E-mail				13	Wor
N	E-mail				14	0 Pow

**Communication**

Passenger

Type E-mail  Profile's Primary

Entry sonomatravel@yahoo.com

Description

Marketing Permission

Ok Cancel

Add Modify Delete

Close

Login Name=KIME Database=C:\Program Files\TRAMS\Database\leadsync.ib 818,656 10/29/2007 11:41:26 AM 0 Alarms Global: IBEvents

start Cl... In... V... X... R... R... F... O... D... 11:41 AM