

Query for Marketable Profiles

To be included in the Email Marketing Programs, ClientBase profiles must have the following:

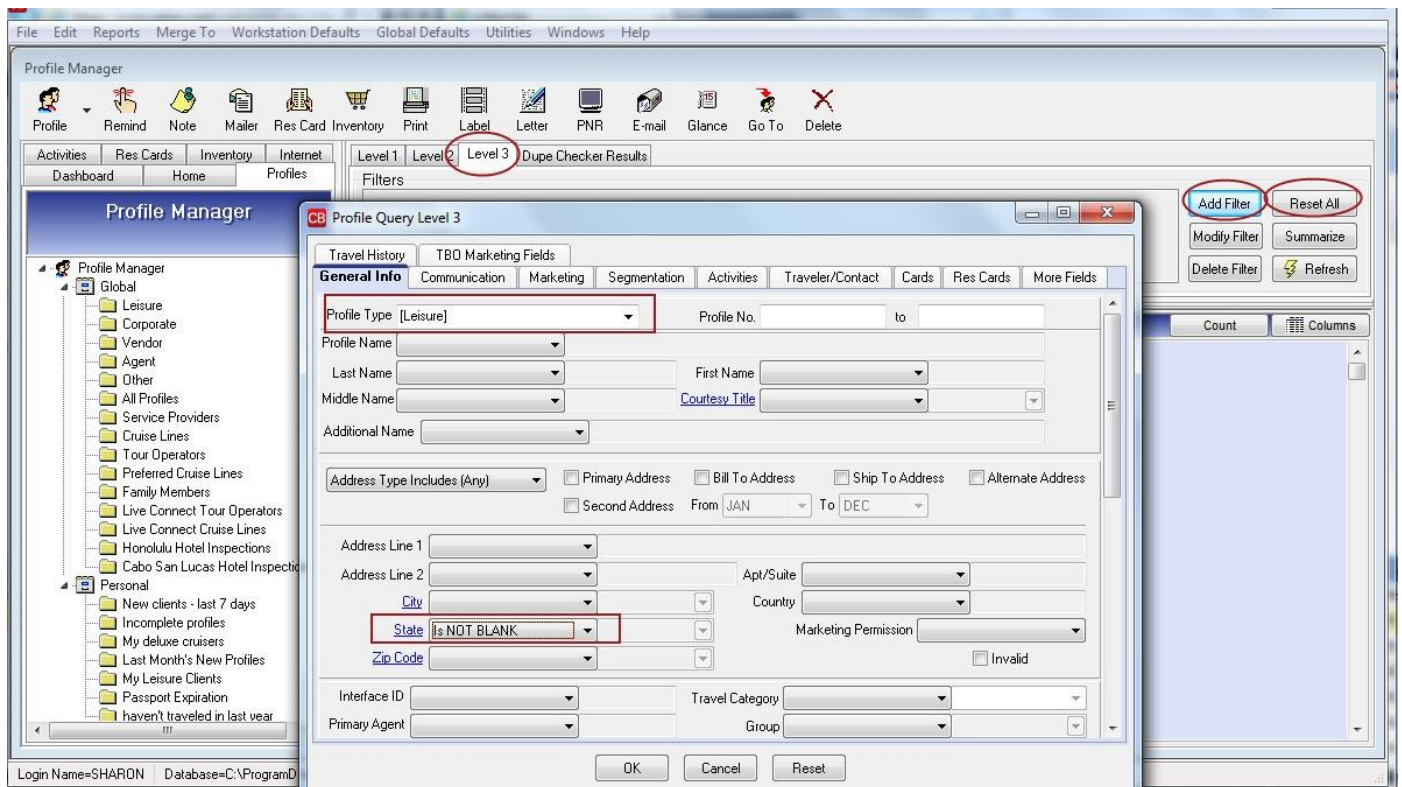
- Email address with Marketing Permission checked *yes*
- Minimum of a 2-letter state code in the address field. (Due to Seller of Travel regulations)

From the Profile Manager – choose the Level 3 query tab

- Click Reset All – Reset all level 3 filters? – Select Yes
- Click on Add Filter

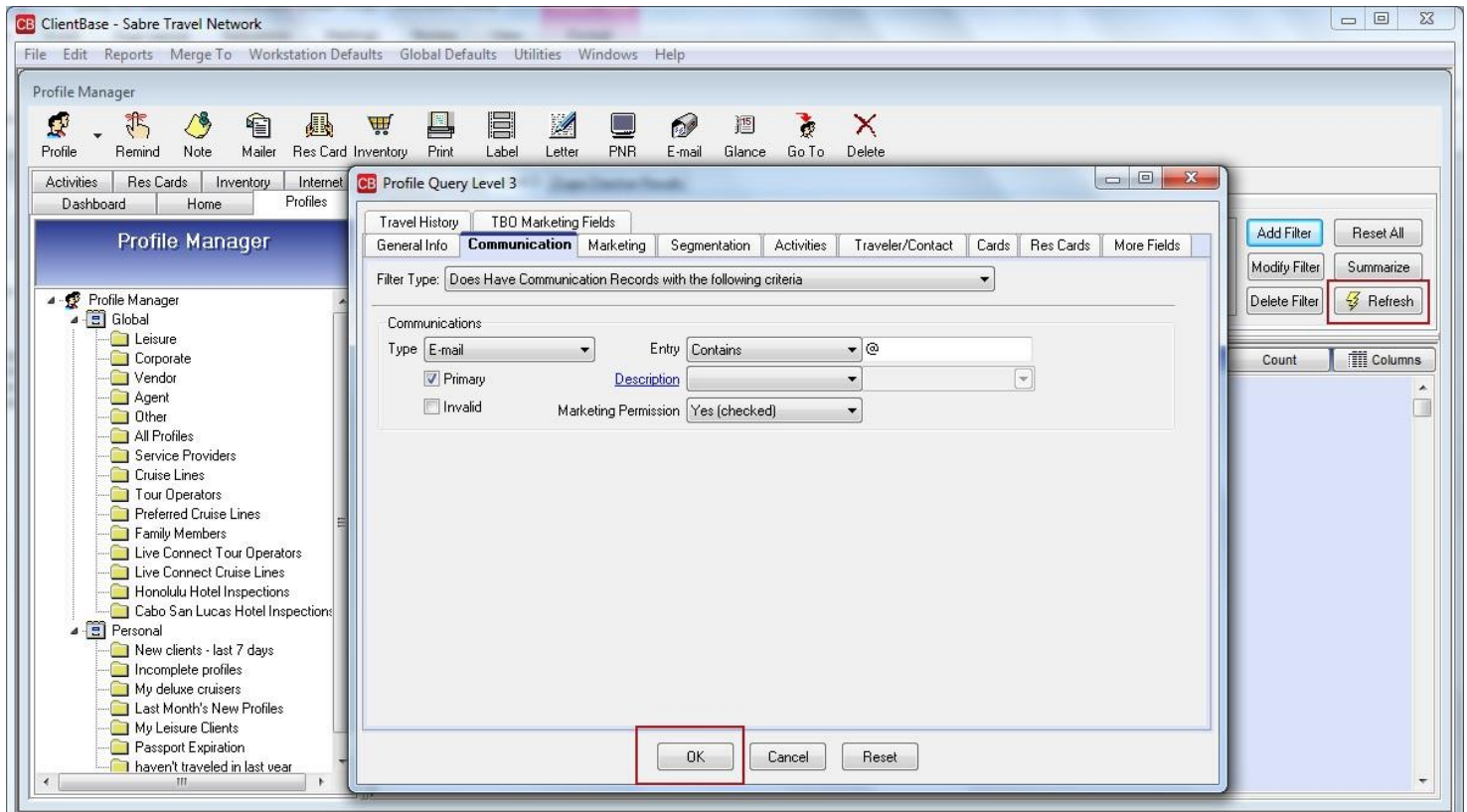
General Info tab

- Select Profile Type - Leisure
- State box – select 'Is NOT BLANK'

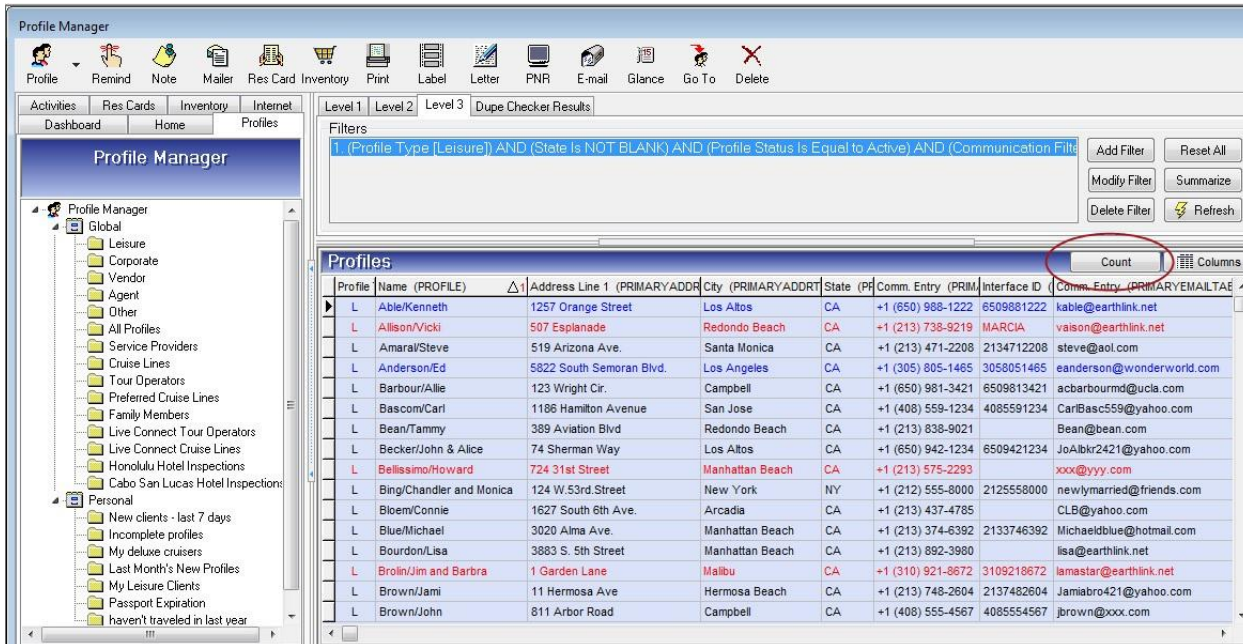


Communications Tab

- Filter Type
 - Select **Does Have Communication Records with following criteria**
- Communications Type
 - Select **Email**
 - Check the Primary box
- Entry box
 - From drop down menu select **Contains**
 - Next to the Entry box type in the @ sign.
- Marketing Permission box
 - From drop down menu select **Yes (checked)**
- Click **OK**
- Click *Refresh*



- Click Count to see how many profiles are in the query results



- To save this query as a query folder
 - Click on File
 - Save Query As, Select Personal or Global
 - Name the Folder
 - Click OK

