

CWRU Advance: Clipboard Exclude Function

The 'exclude' function can be used when you want to subtract one clipboard list from another. For example, let's say you've pulled a list of active, reachable alumni who have participated in Student Senate (Clipboard 1) and from that list you want to exclude anyone who falls into the Cleveland Alumni Chapter (Clipboard 2).

1. Pull your Student Senate list using the Student Activity Report in Canned Reports
2. Save this list (Clipboard 1)
3. Pull your CLE Alumni Chapter list using Geocode Lookup Report in Canned Reports
4. Save this list (Clipboard 2)
5. Open Clipboard 1 – Click Exclude – Open Clipboard 2
6. You are left with a list of active, reachable alumni who participated in Student Senate who are not in the CLE Alumni Chapter.

