## 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.

## **Clipboard 1:**

Active, Reachable Alumni who participated in Student Senate (pulled from Student Activity Report).

- Bob Smith, Lives in Ohio
- Shelly Worthington, Lives in Ohio
- Monica Miller, Lives in Idaho
- Peter Monroe, Lives in Michigan

## Clipboard 3: After Using Exclude Function

Active, Reachable Alumni who participated in Student Senate who are not in the CLE Alumni Chapter.

- Monica Miller, Lives in Idaho
- Peter Monroe, Lives in Michigan

## **Clipboard 2:**

Active, Reachable Alumni who are part of the CLE Alumni Chapter (pulled from Geocode Lookup Report).

- Bob Smith, Lives in Ohio
- Shelly Worthington, Lives in Ohio
- Frank Struts, Lives in Ohio