

Instructions to send a list of in-county expired subscribers for a specific date range to Circulation Solutions for telemarketing.

## File

### Export List to Excel

Once you have the Excel document on your screen, you can delete the columns that are not needed and sort the data to only see the in-county expired records. Then you can delete the records that you DO NOT want to send to Circulation Solutions.

Always send to Circulation Solutions the following columns intact:

- First Name
- Last Name
- Address 1
- Address 2
- City
- State
- ZIP
- Phone
- NP Status ID

The screenshot shows the 'File' menu open, with 'Export List to Excel' highlighted. The main window displays a table of subscriber data. The table has the following columns: Name, Address, City, St, Zip, and Expires. The data is as follows:

| Name                | Address                    | City        | St | Zip   | Expires    |
|---------------------|----------------------------|-------------|----|-------|------------|
| RICHARD             | 714 ANDREA DR              | BEECH GROVE | IN | 46107 | 01/31/2002 |
| BRIAN               | 6497 SUGAR MAPLE RD        | CANNELTON   | IN | 47520 | 01/13/2007 |
| ER, EVA             | 1648 10TH ST APT 406       | TELL CITY   | IN | 47586 | 11/30/2007 |
| YVONNE              | 748 12TH ST                | TELL CITY   | IN | 47586 | 12/30/2007 |
| VON                 | PO BOX 22                  | OWENSBURG   | IN | 47453 | 01/31/2008 |
| DHN W               | PO BOX 76                  | GREENCASTLE | IN | 46135 | 03/27/2008 |
| DAVID               | PO BOX 74                  | HAWESVILLE  | KY | 42348 | 07/31/2008 |
| ISTI                | PO BOX 130                 | GREENTOWN   | IN | 46936 | 10/18/2008 |
| UREL                | 1202 12TH ST               | TELL CITY   | IN | 47586 | 11/30/2008 |
| DELLE               | 1884 E DEUCHERS RD         | LEAVENWORTH | IN | 47137 | 04/09/2009 |
| JON                 | 300 E STATE ROAD 45 46 BYP | BLOOMINGTON | IN | 47408 | 05/03/2009 |
| R, GARY             | 12375 N STATE ROAD 245     | LAMAR       | IN | 47550 | 05/31/2009 |
| RY, PATRICIA        | 9575 SWEETWATER RD         | TELL CITY   | IN | 47586 | 05/31/2009 |
| 13761 CARTER, WENDY | 3651 N MARLEON DR APT 207  | MUNCIE      | IN | 47304 | 05/31/2009 |
| 860 GIBSON, RICHARD | 11950 BRANCHVILLE RD       | BRANCHVILLE | IN | 47514 | 05/31/2009 |
| 1335 DYER, DEANNA   | 32 E KENNEDY ST            | CHRISNEY    | IN | 47611 | 05/31/2009 |
| 1769 CAIL, CODY     | 1350 N 12TH ST             | TERRE HAUTE | IN | 47807 | 05/31/2009 |
| 1396 FISCHER, OTTO  | 1101 21ST ST               | TELL CITY   | IN | 47586 | 05/31/2009 |

The status bar at the bottom of the window shows: Version 1.5.3 Build 6998, Site 1142 registered, Unprinted Renewals, and 14373 subscribers (4017 shown).