

List Builder

<i>Speech</i>	<i>Cursor Actions</i>
List Builder lets you build a specific list of contacts by dragging and dropping them into this window.	Show Contacts List. Open up List Builder and drag to right of the screen.
Perhaps you want to build a contact list that includes your board members and any donors who have given in the last week. To find your board members, open the contacts list,	Go back to Contacts list.
and search by contact type, board members.	Search Contact Type: Board Member.
Select all the contacts,	Select All.
and drag them into the Build Contacts List window.	Drag into List Builder.
To find donors who have given in the past week, open the donations list	Go to Donations.
and search for donations received beginning a week ago.	Search start date a week ago.
Select all those donations and drag them into the Build Contact List window.	Drag into List Builder.
If you want to exclude specific contacts from your list, like John Smith and Jane Doe , click to select them, then click remove.	Click to select contacts, then click Remove.
Now you have a customized contact list built from searches in different lists.	
When you're done building your list, click Select All	Select All.
then click Show Contacts. This shows the selected contacts in the contacts list window.	Show Contacts. Point to Title "Contacts."
You now have all the power of the contacts list window including the ability to send emails, create customized letters, and print labels, and more	Hover over buttons.
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