

1. In your marketing effort, click on the exclusions tab, then click **add** selections to exclude.

Direct Marketing Efforts

### ASRV - Leslie's Test Marketing Effort

Overview				Status		History	
Template:	Simple Email Template			Status:	Counts generated	Setup started:	4/10/2018
Effort ID:	11,330	Owner:	Leslie K West	Segments:	1	Counts generated:	4/10/2018 ✓
Appeal:	TCOB18	Budget:	\$0.00	Packages:	1	File exported:	4/10/2018 ✓
Due date:		Total expenses:	--	Segment quantity:	--	Activated:	--
Launch date:	3/6/2018	Expected revenue:	--	Seed quantity:	3 (3 seeds x 1 package)	Refreshed:	--
Description:				Total quantity:	--		

Summary Segments Univers **Exclusions** Effort Settings Basic Information Revenue Revenue Pivot Table

#### Contact rule exclusions

Exclude constituents with the following solicit codes:

Solicit code	Locked
Do Not Email	
Do Not Email - TCOB - Business	
Do Not Solicit	
Do Not Solicit - TCOB - Business	
No University Contact	

Consider exclusions as of: Today

**Selections to exclude (0)** Add More ▾

<input checked="" type="checkbox"/>	Name	Description	Record type ▴	Locked
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2. Search for the name of the selection you want to exclude and choose the appropriate result.

#### Marketing Selection Search

Name:  Site:

Description:  Record type:

Category:  ☐ Match all criteria exactly

**Results (2 records found)**

Name	Record type	Cat...	Current as of ▾	Records	Site	Description
CDAG - Ex - FY18 Household Opportunities (Ad-hoc Que...	Constituent		3/6/2018	4792		all active opport
CDAG - Ex - FY18 Opportunities (Ad-hoc Query)	Constituent		3/6/2018	2936	Annual Giving	QUALIFYING INI