
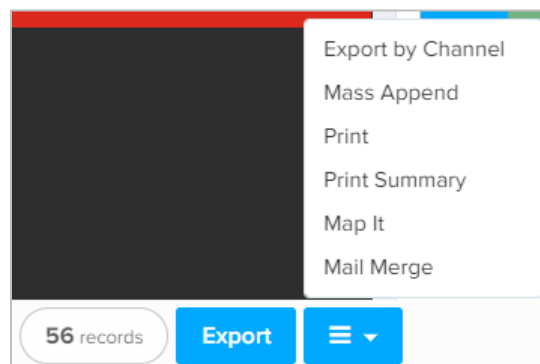


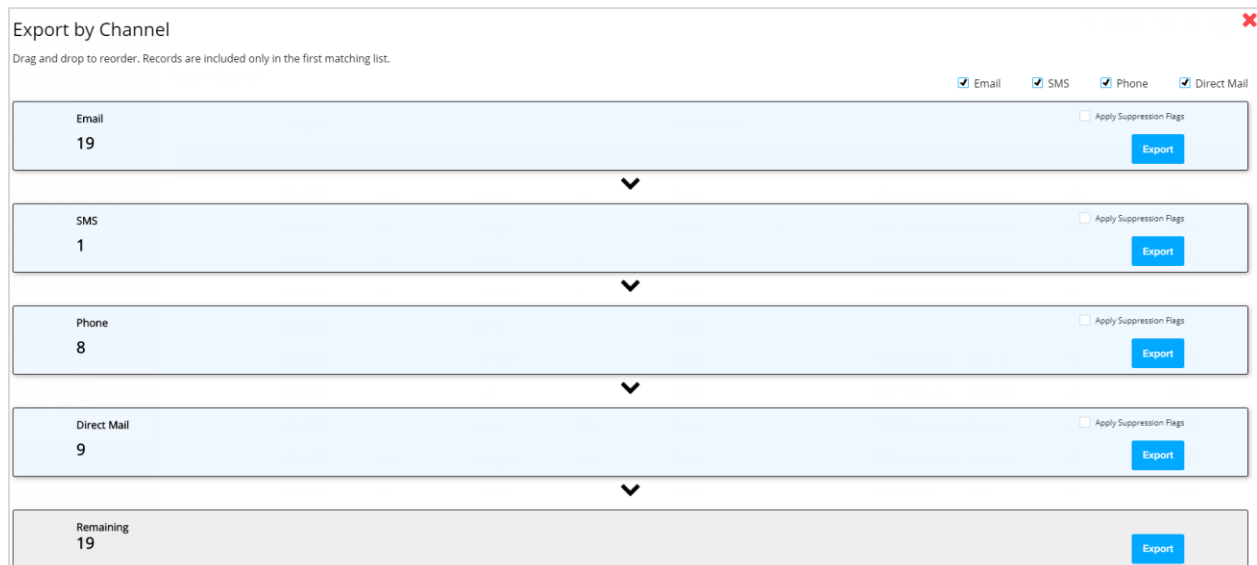
The **Export by Channel** feature, found within the **People Search** results menu, allows you to prioritize what form of communication you would like to use in reaching out to your donors and prospects.

How to use the Export by Channel Feature in People Search

1. Run the **People Search** query like normal. See the [Crimson 3 - People Search](#) guide for additional information.
2. Click the  button, to view additional export options as shown below:



3. Click on the **Export by Channel** option. This will open the advanced export option window.

A screenshot of the 'Export by Channel' window. It has a title bar with a close button. Below the title, there is a note: 'Drag and drop to reorder. Records are included only in the first matching list.' On the right, there are checkboxes for 'Email', 'SMS', 'Phone', and 'Direct Mail', all of which are checked. Below this, there is a list of channels, each with a count and an 'Export' button. The channels are: 'Email' (19), 'SMS' (1), 'Phone' (8), 'Direct Mail' (9), and 'Remaining' (19). Each channel row has a dropdown arrow and an 'Apply Suppression Flags' checkbox.

4. Here, you can view each list to be exported by communication channel:

- **Emails** – Records with a valid form of email address
- **SMS** – Records with mobile phone #'s

- **Phone** – Records with home phone #'s
 - **Direct Mail** – Records with a complete mailing address
5. To change priority level for each communication channel, click and hold the channel. Then drag the channel up or down and let it go. After each change in priority, all channels will automatically update the final counts of records to be exported

The screenshot shows a window titled "Export by Channel" with a close button (X) in the top right corner. Below the title is the instruction: "Drag and drop to reorder. Records are included only in the first matching list." At the top right of the window, there are four checked checkboxes: "Email", "SMS", "Phone", and "Direct Mail".

The main content area contains five rows, each representing a channel or category:

- SMS:** Shows a count of 1. Includes an "Apply Suppression Flags" checkbox (unchecked) and an "Export" button.
- Email:** Shows a count of 19. Includes an "Apply Suppression Flags" checkbox (unchecked) and an "Export" button.
- Phone:** Shows a count of 8. Includes an "Apply Suppression Flags" checkbox (unchecked) and an "Export" button.
- Direct Mail:** Shows a count of 9. Includes an "Apply Suppression Flags" checkbox (unchecked) and an "Export" button.
- Remaining:** Shows a count of 19. Includes an "Export" button.

Each row is separated by a downward-pointing chevron (v) icon, indicating that the rows can be reordered by dragging.

- **Excluding Channels** – If you do not want to include a channel in your final lists for export, you can click on the checkbox next to the channel name in the top right corner of the window, and it will be excluded.
 - **Suppression of Flags** – Each channel also has an option to suppress specific **Flags** from being included in the final export. For example, you can suppress files marked with a “DNM – Do Not Mail” **Flag** from being exported for the Direct Mail channel. (Note: See [How to Create Suppression Flags for Advanced Export.](#))
6. Once you are done organizing your lists, you can click **Export** for each one. Please note, unique people records will not pull on more than one list. So in the example above, if a record has an email address, it will pull on that list and not the subsequent lists for each channel following it.
7. The **Remaining** section is for records that were not select by any channel.