

One way of building a filter that will find all contacts turning 70½ years old in the current year, is to build a filter that will find all contacts with a seventieth birthday during the latter half of the previous year or the first half of the current year.

This example will demonstrate how to build a filter that will look seventy years in the past to find all contacts with an actual date of birth in the latter half of 1935 or the first half of 1936. All contacts meeting this criterion will turn 70½ years old during the year 2006.

To build a filter that will search for all contacts turning 70½ during the year of 2006:

- Select **Office Setup** in the main menu and then select **Filters**.
- In the **Search Filters** screen, click **Add**.
- Select the **Contact-Individual** category. Click **OK**.
- In the **Filter Setup** screen, click the **Add** button in the **Filter Items** section.
- In the **Filter Criteria** screen, select the **Personal** table in the **Tables Available** section and the **DOB** (Date of Birth) column in the **Columns Available** section.

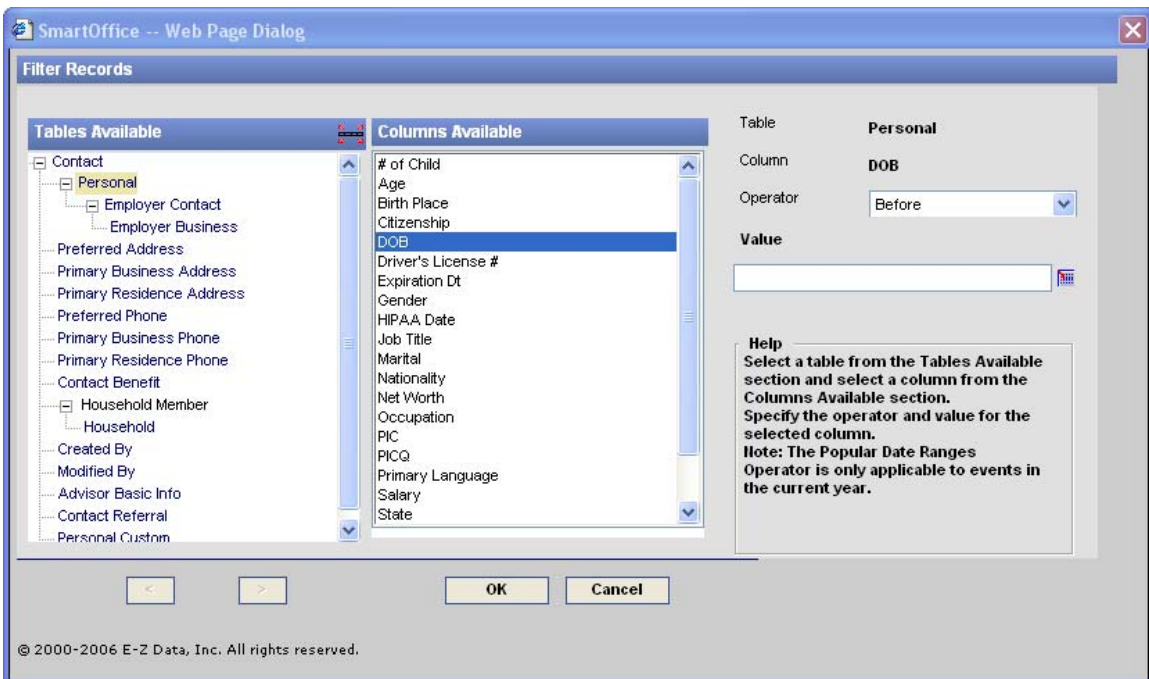


Figure 1: The Filter Criteria window (DOB column selected)

- Select the **Advanced** operator in the **Operator** field drop down.
- In the **Filter Records** window, select the **Date Range Operations** condition in the **Select Conditions to Apply** section.

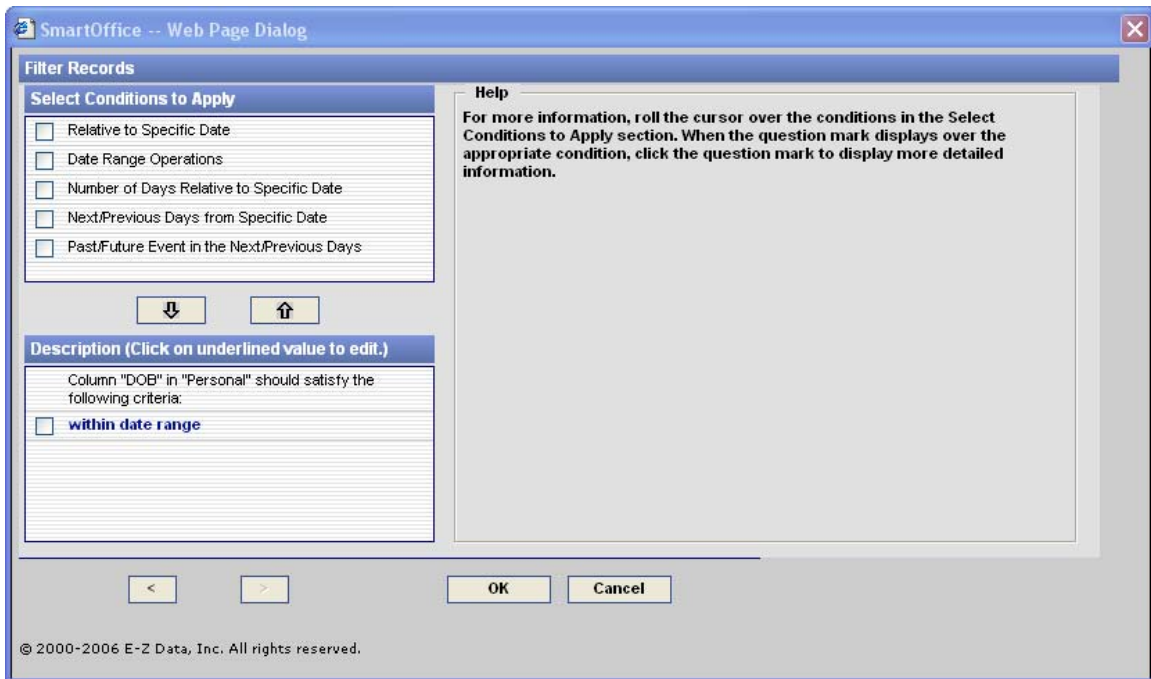


Figure 2: The Filter Records Window

- Click the **Down Arrow** to move the condition into the **Description** section.
- Click the condition hyperlink (**within date range**) to create the filter description.
- Click the **Calendar** button to the right of the **From** field and use the **Calendar** tool to set **July 1, 1935** as the beginning of the range.
- Click the **Calendar** button to the right of the **To** field and use the **Calendar** tool to set **June 30, 1936** as the end of the range. This range will find all contacts turning 70 years old in the latter half of 2005 or the first half of 2006, effectively generating a list of contacts turning 70½ years old during the year 2006.
- Click **OK**.
- Filter description selections will be reflected in the **Descriptions** section of the **Filter Records** screen.
- If the filter description is correct, click **OK**.
- Give the filter a name and a description in the **Filter Setup** screen.
- Click **OK**.

The new filter can now be employed in a Contact search or as part of dynamic report to find all contacts turning 70½ in the year 2006.