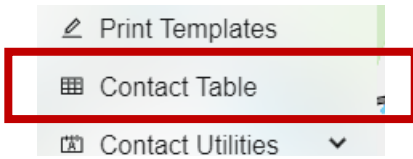


- Click Contact Table on the left



- The Contact Table Window opens

The screenshot shows a window titled 'Contact Table 16/16' with a search bar and buttons for 'Filter', 'Sort', and 'Add Contact'. Below the search bar is a 'Find Duplicates' link. The main content is a table with the following columns: Edit, Ter No., Type, Name, Address, Unit, Lang, Phone, Email, Updated, Publisher, Notes, and Conf. Notes.

Edit	Ter No.	Type	Name	Address	Unit	Lang	Phone	Email	Updated	Publisher	Notes	Conf. Notes
<input type="checkbox"/>		Bible Study	test link function 01 10 cedarSH NY	10 Cedar Street, Sleepy Hollow, NY 10591								
<input type="checkbox"/>		No Trespassing	ttest 02 0 garfieldlll aar02 TAR02	10 Garfield Place, Thornwood NY 10532								
<input type="checkbox"/>	SWEST-01	Do Not Call	Test Test	103 Park Lane, West Harrison, NY 10604							These are notes	
<input type="checkbox"/>	TAR-01	Bible Study	test PT	10 Cedar Street, Tarrytown, NY 10591	12							
<input type="checkbox"/>	TAR-01	Referral	test test for video	15 Cedar Street, Tarrytown, NY 10591								

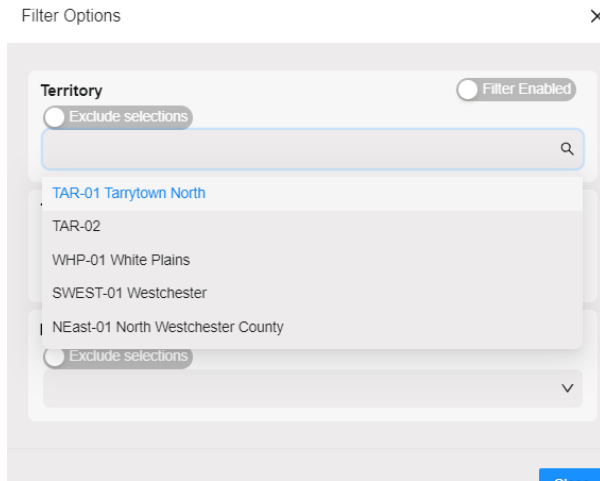
- Click **Filter** on the Contact Table window



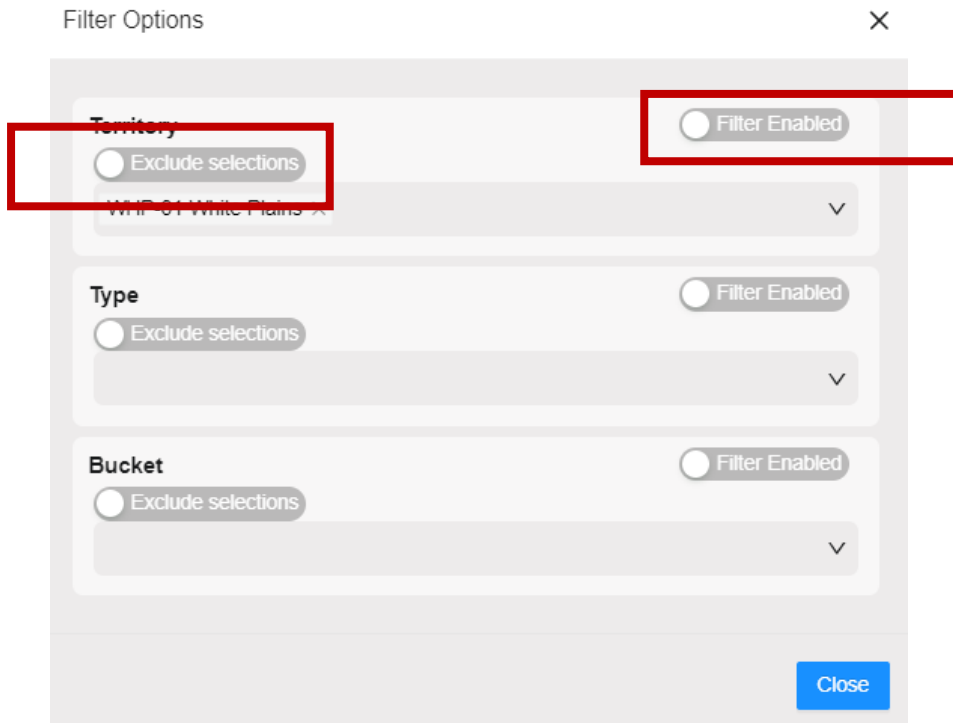
- The **Contact Filter** window opens. Click in the **down arrow** in the Territory section.

The screenshot shows a 'Filter Options' dialog box with three sections: 'Territory', 'Type', and 'Bucket'. Each section has a radio button for 'Filter Enabled' and 'Exclude selections', followed by a dropdown menu. The dropdown arrow in the 'Territory' section is highlighted in a red box. A 'Close' button is at the bottom right.

- A listing of territories displays



- Select one or more territories to filter on and press **enter**
- Click **Filter Enabled** to enable the filter
- Click **Exclude Selections** to exclude from display the territories listed



- Click **Close**

*[End of document]*