



### What is it?

Once you've created a list you may want to refine your search by adding or removing people with certain traits or tags. The Remove People function allows you to further refine your existing search results. Only people with the characteristics you specify will be removed from the list.



### When to use it?

Use Remove People in one of several situations, including:

- Your initial search captured too many names for your intended purpose.
- You want to weed certain types of people out of an existing search – for example, people who have been contacted recently, people who asked to be removed from a contact list, or records that have been tagged with a specific Activist Code.
- You want to contact a subset of an existing search – for example, women or people of a certain age range.



### How to use it?

Using this function is simple. Load your existing search or list then click the Remove People icon at the top of the page. Define your search according to the people you want to remove from your list, and press 'Search.' You can then save the resulting list or refine it further by removing more people.



### Expert Tips:

- Think carefully about the difference between Remove and Narrow. For example, if you want to call only women, removing men will leave everyone who has not been tagged as a man which may leave some men on the list because their sex is not designated in the database. Narrowing to women assures only women are on the list, but may remove some women whose sex also isn't in the database. Which function you use depends on which records you are satisfied with remaining in your list.
- Logic plays a key role in list refinement. If you want to remove people contacted in the past week, you click Remove People and then define the search to *include* those people because you are defining the people you want to remove.
- If your Add People step presented undesirable results, you can use the Restore function to restore the previous version of the list and try again. Restore is available for newly created lists of less than 500,000 records.

