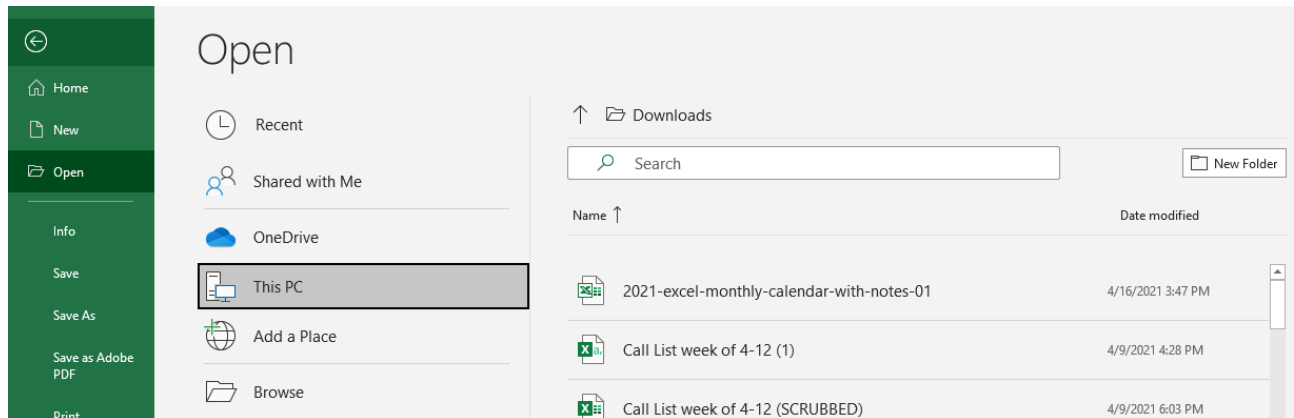
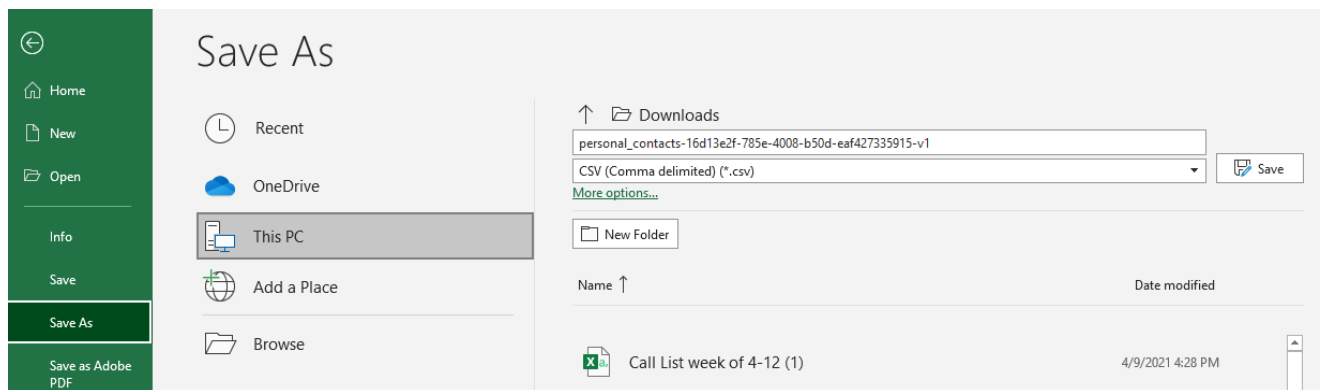


How to SCRUB Your Call List

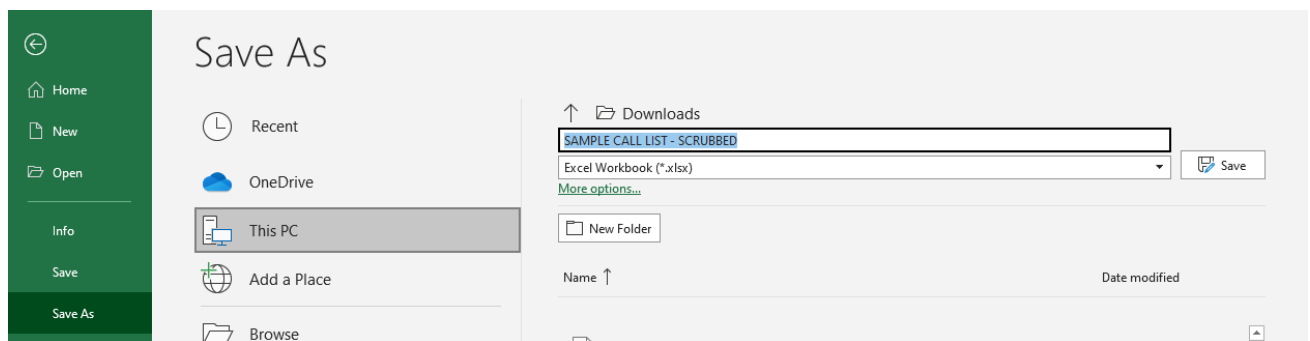
VERY IMPORTANT - All of your data needs to be in an excel spreadsheet FIRST (if you have a txt or csv file there are easy ways to convert these documents into an excel spreadsheet by simplifying Opening the file in an Excel.



This is what you should see when you click on SAVE AS:



CHANGE the file type from CSV or TXT to Excel Spreadsheet and rename if necessary - See Below:

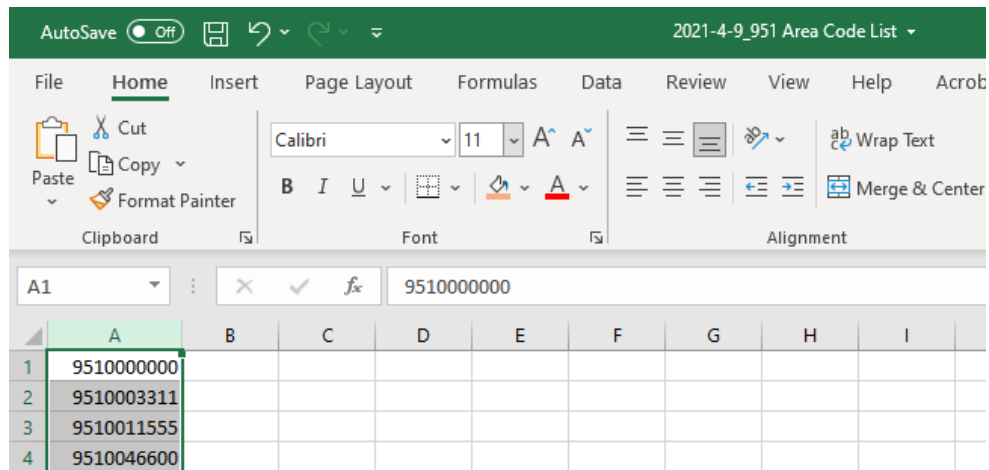


Below is a step by step guide to scrubbing your list against the Do Not Call List Registry's List

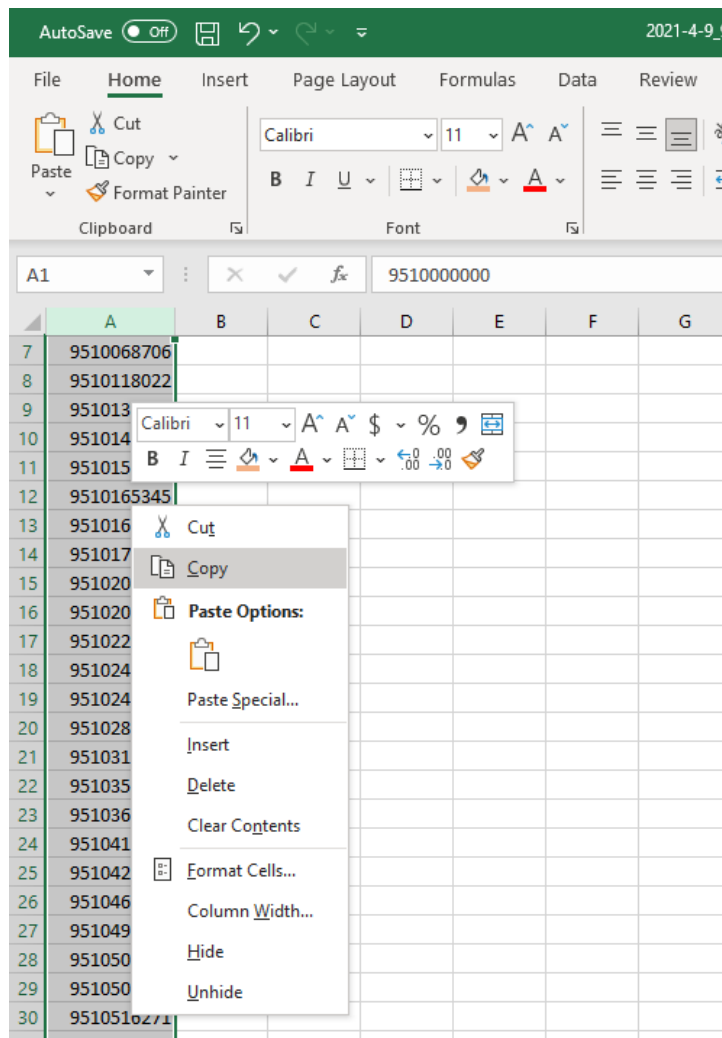
1. Open your Call List in Excel
2. Go to www.Bentongroup.org and click on the DO NOT CALL LIST Button:
3. Download all the files you need based on Area codes on your list
4. Open one of the Excel spreadsheet for the DNC List. For example - based on the contacts in this sample I opened up the DNC List for the 951 Area Code.
5. Copy the column A by:
 - a. Click on Column A to select the column

How to SCRUB Your Call List

- b. Click on Copy

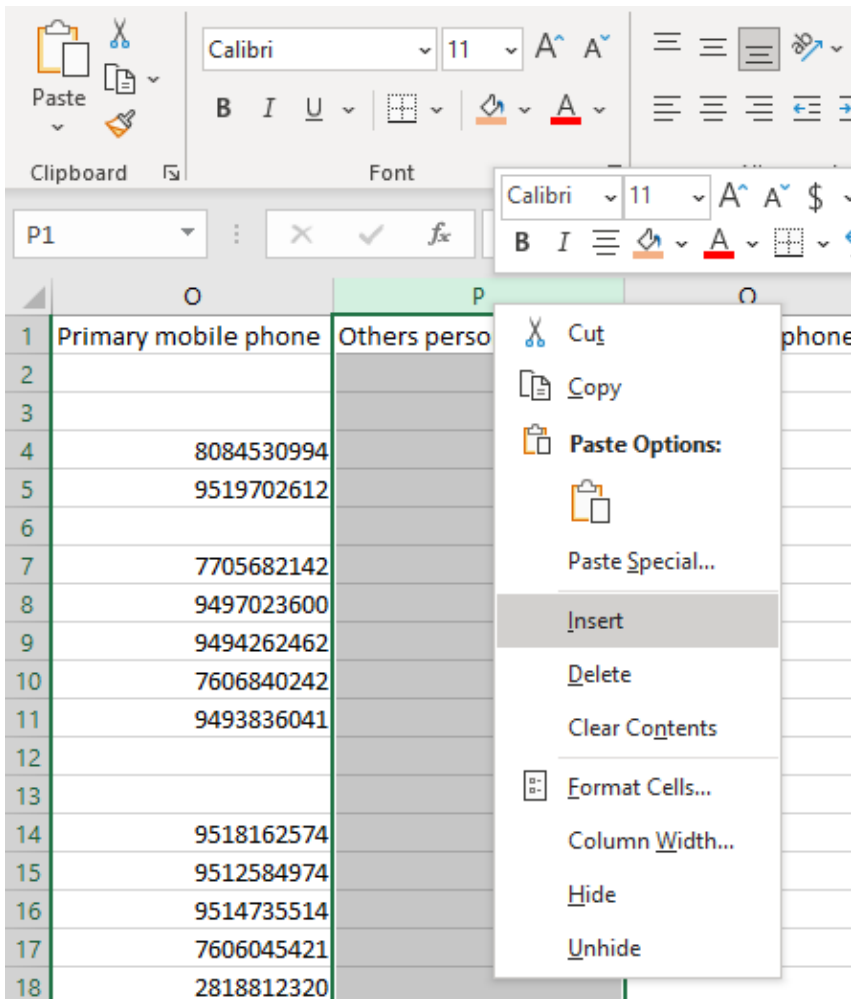


- c. OR Right-click to Copy



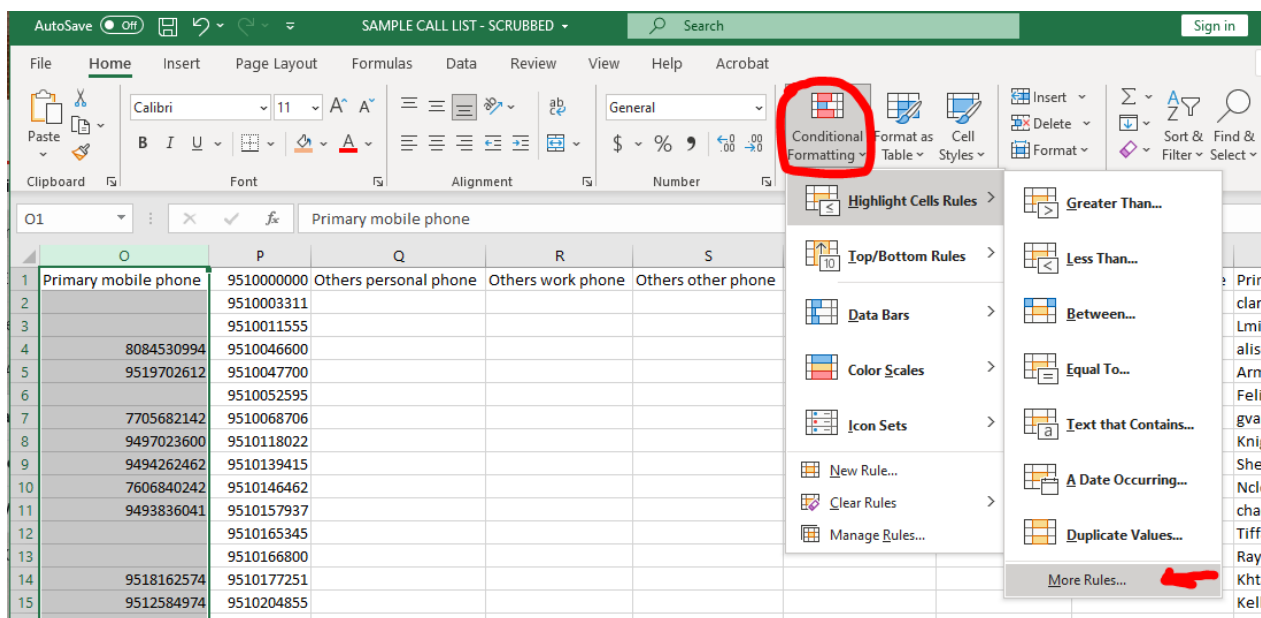
6. Insert a new column in your worksheet next to the column of numbers you want to scrub and paste the copied data from 'Column A' into the new empty column in your spreadsheet

How to SCRUB Your Call List



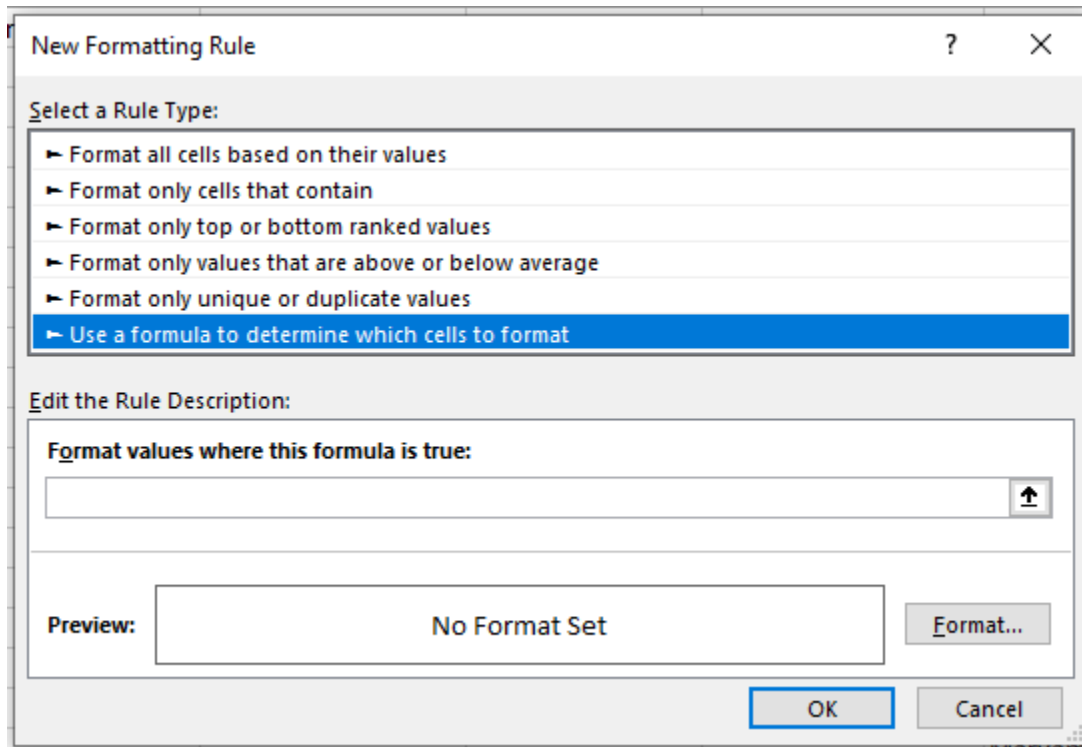
	O	P	
1	Primary mobile phone	9510000000	Otl
2		9510003311	
3		9510011555	
4	8084530994	9510046600	
5	9519702612	9510047700	
6		9510052595	
7	7705682142	9510068706	
8	9497023600	9510118022	
9	9494262462	9510139415	
10	7606840242	9510146462	
11	9493836041	9510157937	
12		9510165345	
13		9510166800	
14	9518162574	9510177251	
15	9512584974	9510204855	
16	9514735514	9510205220	
17	7606045421	9510225808	

- Click to highlight the Column that has the phone numbers that need to be scrubbed, click on 'conditional formatting' then click on 'Highlight Cells Rules' and then scroll down to 'More Rules' and click - see below:

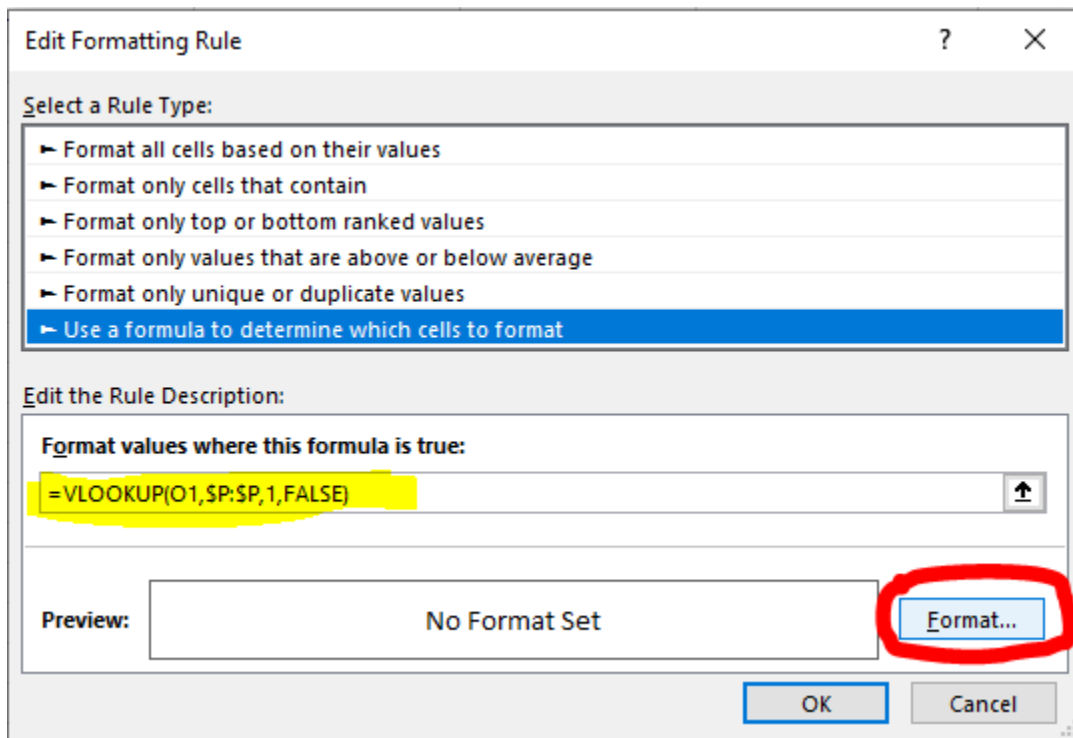


How to SCRUB Your Call List

8. The following Dialogue box will appear, then please select the 'Use a formula to determine which cells to format'. See image below:

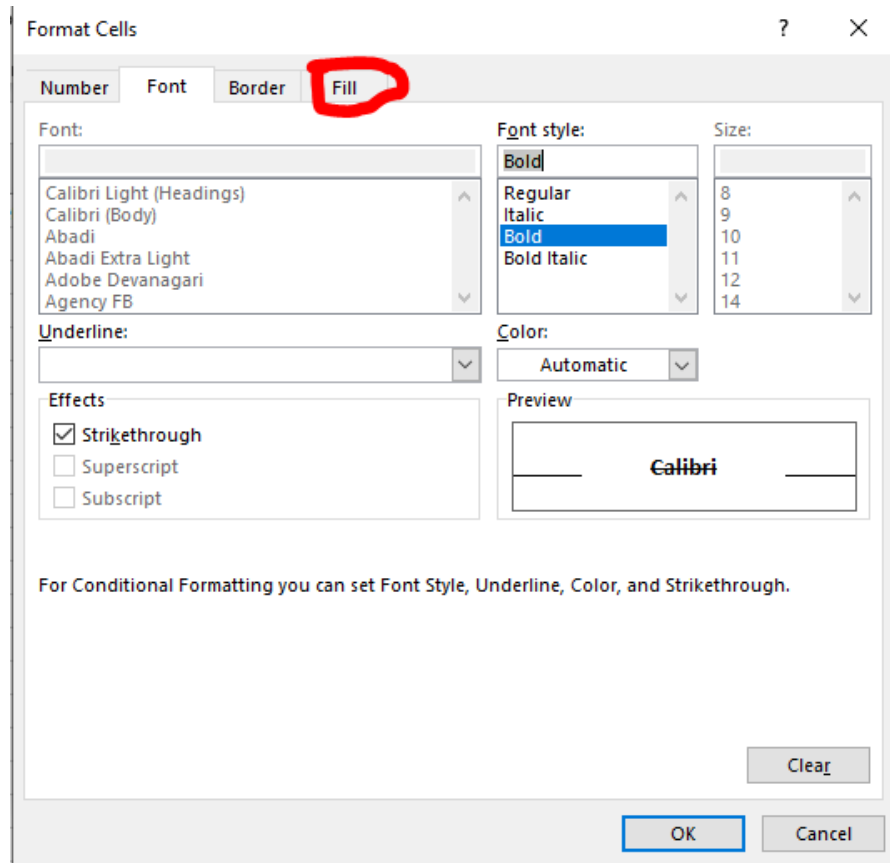


9. Insert the following formula `=VLOOKUP(K1,$AC:$AC,1,FALSE)` into the box highlighted in yellow and set the format of the cells that will be highlighted by clicking on the circled button in the image below:

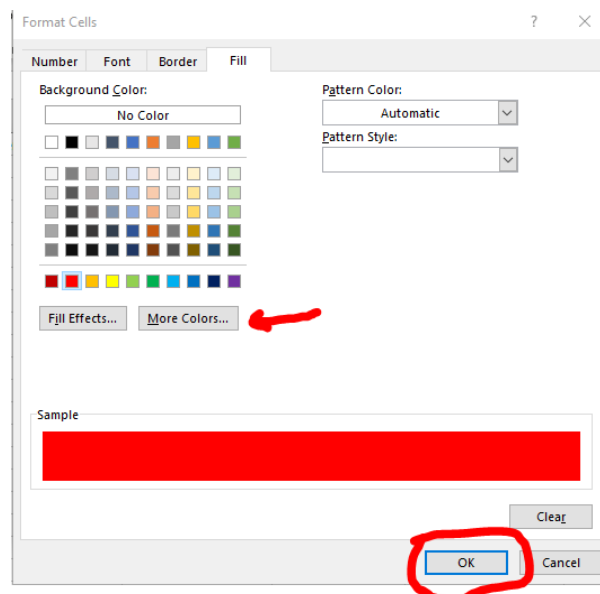


How to SCRUB Your Call List

10. The following dialog box will appear. Be sure to select strikethrough and any font style changes here, as shown in the image below, then click on the 'Fill' Tab:

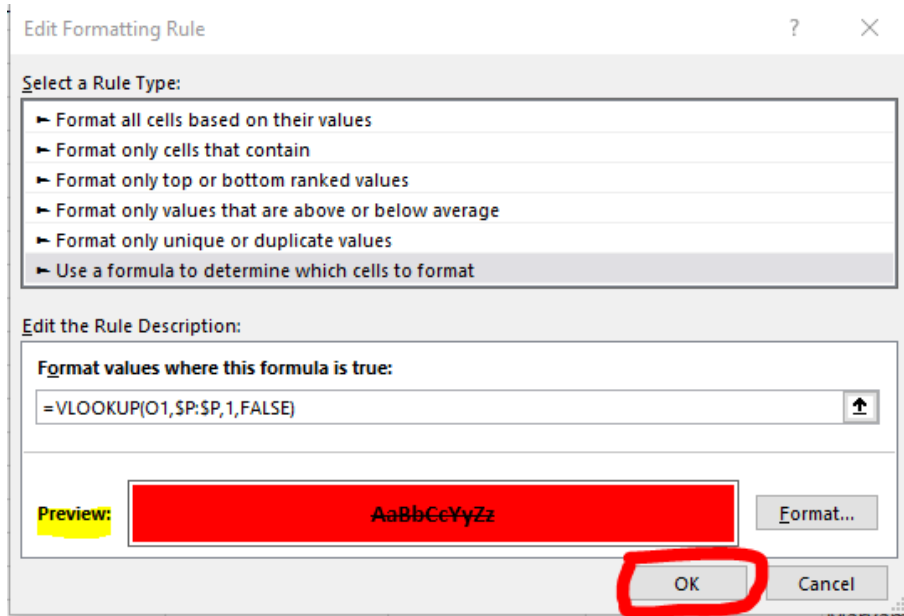


11. Once the dialog box appears as below, be sure to now change the color to let you know which numbers should not be called as they appear on the DNC. If you want more color options feel free to click on the button shown next to the red arrow. If your color choice is complete then click on the 'OK' button circled below as well:



How to SCRUB Your Call List

12. This will take you back to the dialog box for editing the formatting Rule. If the preview window looks good to you click 'OK' again, as the image shows below:



13. Once you have clicked 'OK' you should see any numbers that are on the DNC formatted exactly as shown in your preview box. Please see image of sample below:

The screenshot shows an Excel spreadsheet titled 'SAMPLE CALL LIST - SCRUBBED'. The spreadsheet has columns O, P, Q, R, and S. Column O is labeled 'Primary mobile phone', P is 'Others personal phone', Q is 'Others work phone', R is 'Others other phone', and S is 'Others other phone'. The data in column P is formatted with a red background and black text, matching the preview in the previous image.

	O	P	Q	R	S
1	Primary mobile phone	9510000000	Others personal phone	Others work phone	Others other phone
2		9510003311			
3		9510011555			
4	8084530994	9510046600			
5	9519702612	9510047700			
6		9510052595			
7	7705682142	9510068706			
8	9497023600	9510118022			
9	9494262462	9510139415			
10	7606840242	9510146462			
11	9493836041	9510157937			
12		9510165345			
13		9510166800			
14	9518162574	9510177251			
15	9512584074	9510204855			
16	9514735514	9510205220			
17	7606045421	9510225808			
18	2818812320	9510240510			
19		9510248038			
20	9518526453	9510289092			
21	8585682994	9510316523			
22	9518167233	9510353535			
23		9510362008			
24		9510418665			
25	9515512078	9510422961			
26	9519734096	9510468280			
27	3139699724	9510496051			
28		9510500184			
29		9510500465			
30	2146491530	9510516271			
31		9510536346			
32	8589991169	9510536515			
33	7147274708	9510546908			
34	9515518335	9510556110			
35	8585399222	9510562799			
36	6199904596	9510592671			
37		9510598658			
38	9516402507	9510616445			

How to SCRUB Your Call List

14. Repeat steps 4 - 13 for each Area Code you would like to use. Fun tip, the spreadsheet slows down after 3 full columns of DNC List - See Below:

	O	P	Q	R	S	T
85	7602227303	9511683043	7600998562	9490411506		
86	3233778943	9511707777	7601001888	9490414055		
87	9514618363	9511724325	7601012399	9490416372		
88	9518376001	9511771640	7601092323	9490418523		
89	9515336058	9511788978	7601181154	9490418939		
90	8589648978	9511792738	7601185305	9490422361		
91	8184978101	9511795790	7601217788	9490424024		
92	9512397323	9511801111	7601221131	9490424470		
93	7604708260	9511818062	7601224060	9490443083		
94	6198661359	9511862961	7601252929	9490444175		
95	9513780684	9511874318	7601455137	9490454279		
96	3097371549	9511901587	7601528283	9490458227		
97	6143270400	9511994585	7601587034	9490460706		
98	9518167848	9512000000	7601640154	9490461482		
99	9515413409	9512000001	7601715103	9490461933		
100	9515027011	9512000011	7601716868	9490474839		
101	9517754261	9512000013	7601717633	9490480070		
102	9519732781	9512000016	7601729595	9490483983		
103	9517754262	9512000017	7601745151	9490485215		
104	9512876233	9512000019	7601761752	9490508058		
105	9512876233	9512000021	7601898163	9490508795		
106	8587749199	9512000023	7601901969	9490511826		
107	8583445477	9512000024	7601942642	9490518268		
108	9515750231	9512000031	7602000001	9490520555		
109	9514534676	9512000032	7602000003	9490530496		
110	6196471782	9512000034	7602000004	9490558987		
111	7608852907	9512000035	7602000005	9490562992		
112	6198614102	9512000037	7602000006	9490597205		
113	8584421718	9512000039	7602000007	9490598152		
114	9516910853	9512000045	7602000011	9490598801		
115		9512000046	7602000012	9490601999		
116	9492901285	9512000050	7602000014	9490607295		
117	3104870882	9512000053	7602000016	9490610569		
118	7148582938	9512000056	7602000017	9490615802		
119	9515149664	9512000060	7602000018	9490618841		
120	9514730773	9512000063	7602000019	9490631369		
121	7604199113	9512000066	7602000020	9490639390		

Also you can adjust the formula to match against your new columns simply by understanding the following:

=VLOOKUP(O1,\$P:\$P,1,FALSE)

O1 is simply the column where you data that needs to be scrubbed lives so it can be changed to any column simply change the letters in front of the '1'

\$P:\$P is the column where the data for the DNC list exists - to change this column simply change ONLY the letter to reflect which column the DNC List is copied to. For example if the DNC list data is in column N then this portion of the formula should read \$N:\$N.

EVERYTHING ELSE STAYS THE SAME. :)

GOOD LUCK and feel free to email with any questions.