

Lesson: Previous order suppression

In the search process, you can exclude records you have previously ordered through Data Select Network. This lesson will walk you through the step-by-step procedures for creating and using suppression files.



For an order to be suppressed, first it must be enabled for suppression. You can enable an order for suppression during the order process or after it has completed processing.

To enable orders for suppression:

Option 1- During the order process

1. In the first screen of the order process, click on the **Enable a Suppression File** hyperlink. This will open a new screen.

The screenshot shows the 'Place Order' screen. At the top, there are buttons for 'Edit Search Description' and 'Tips'. Below that, the search results are displayed: 'Search Result 2,020 records' and 'Search Description: LI0CAF0BK-30 EBD 5/15/07'. A red banner reads 'Please make following selections to calculate price:'. There are four radio button options: 'I want all 2,020 records from this search' (selected), 'I want to add records from previously saved searches', 'I want to limit my order to 2020 records', and 'I want only some records from a specific Stop Count produced to: 2020'. Below this is a 'Pricing' section with 'Default Pricing for EBD' and a 'Details' link. The 'Select Data Usage' section has three radio button options: 'Use One Time' (selected), 'Use Two Times', and 'Use Multiple Times', each with a 'Details' link. At the bottom, there is a text input field for a coupon code and a 'Continue' button with a right arrow. The 'Enable a Suppression File' link is circled in red.

2. Check the enable suppression file box and then click on the **Continue** button.

Tips 

Enable Suppression File

I want to enable (save) a suppression file of this order!

[Continue](#) 

Option 2 – Once the order has completed processing

1. Click on the **Previous Orders** button.
2. Click on the order number you want to enable for suppression. This will bring up the order details page.

My Account | Options | Contact Us

Start New Search | Download Orders | Previous Orders | Previous Activity | Account Preferences | Load Search by ID | Help

Previous Searches | Rerun Order | Log Out

Set Filter | Tips

Company: Default Registered
Recent Orders For User: Jane Doe (JaneDoe123)

Del	Order #	User ID	List	# Records	Last Modified	Order Cost (\$)	Order Status	Complete Order	Track Shipment
	U1744197	JANEDOE123	Consumer Database	6000	05/15/07 Tue 6:06P	\$450.00	Shipped		
	U1743165	JANEDOE123	Consumer Database	5000	05/15/07 Tue 10:51A	\$425.00	Shipped		
	U1743132	JANEDOE123	Consumer Database	5000	05/15/07 Tue 10:41A	\$425.00	Shipped		

[Delete selected order\(s\)](#)

3. Under the *Suppression* heading on the orders detail page, click on **“Click here to enable.”** You will see a pop up box that confirms your order was added to the suppression queue.

Order # : U1744197

Ordered By		Ordered For	
JaneDoe123 - Jane Doe Default Registered 949 West Bond LINCOLN, NE 68521 Phone: Ext. Fax: PO: test		Default Registered 949 West Bond LINCOLN, NE 68521 402-458-5373 christine.frohlich@experian.com	

List ID	List #	Total Records	Limited By	To	Ke
4305297	JaneDoe123 - 3	197187	Global Nth	6000	

Shipment

Ship To	Media Type	For
Jane Doe Default Registered Fax: E-mail: jane.doe@experian.com	Internet File Delivery Password: 36566HXS35 File: U1744197_1_UP.ZIP	For

Suppression

Status: Order processed but not suppression enabled. Click [here](#) to enable.

[View/Edit Campaign](#)

Existing Campaign: (Arrow points to this field)

New Campaign:

Make available to JaneDoe123 only All users at Default Re

Do-Not-Call Usage

Phone related Columns

To suppress previous orders from current search:

1. In the count query process, click the **Suppression** tab. The main window for suppressing searches opens.
2. Click on the **Suppress Orders** button. The window for suppressing previous orders opens.
3. Enter the order numbers you want to suppress in entry boxes provided. If you don't know the order numbers, you can look them up with the Look Up function. After you have entered the order numbers to be suppressed, you can continue to make criteria

Suppress Orders					

Clear All

selections or simply click on the **Get Total, Reports, or Order** button.

Order Number Lookup

In the window for suppressing orders, click on **Look Up**. Select the check boxes corresponding to the orders you want to suppress. Only previous orders that have been enabled for suppression and are less than a year old will be displayed in this window. Click on **Add Selected Codes**. The order codes that you have selected are then displayed in the text boxes in the main window for suppressing orders.

My Account	Geography	Selections	Mailing / Phone Options	Suppression	Contact Us
Start New Search	Suppress Orders	Suppress Counts	Suppress Users	Suppress Current	Help
Previous Searches					Log Out
					Tips
Choose desired codes, then click "Add Selected Codes" button					
Select	Description				
<input type="checkbox"/>	U1743132				
<input type="checkbox"/>	U1743165				
<input type="checkbox"/>	U1744197				
Add Selected Codes			Clear All Selections		