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Overview

This documents' purpose is to provide a way of deciding which build-in **report** will best suit your needs. There are a variety of **pre-programmed reports** in **Trail Blazer** that serve different purposes (i.e. walk lists, fundraising reports, call book reports, etc.).

This kb also includes brief details about what each report provides along with screenshots of the **configuration steps**, and *examples* of the **end results**.

There are **two ways** to access the built-in reports, these are shown in screenshots below:

Option No1 – **File > Reporting > Reports Preview...**

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

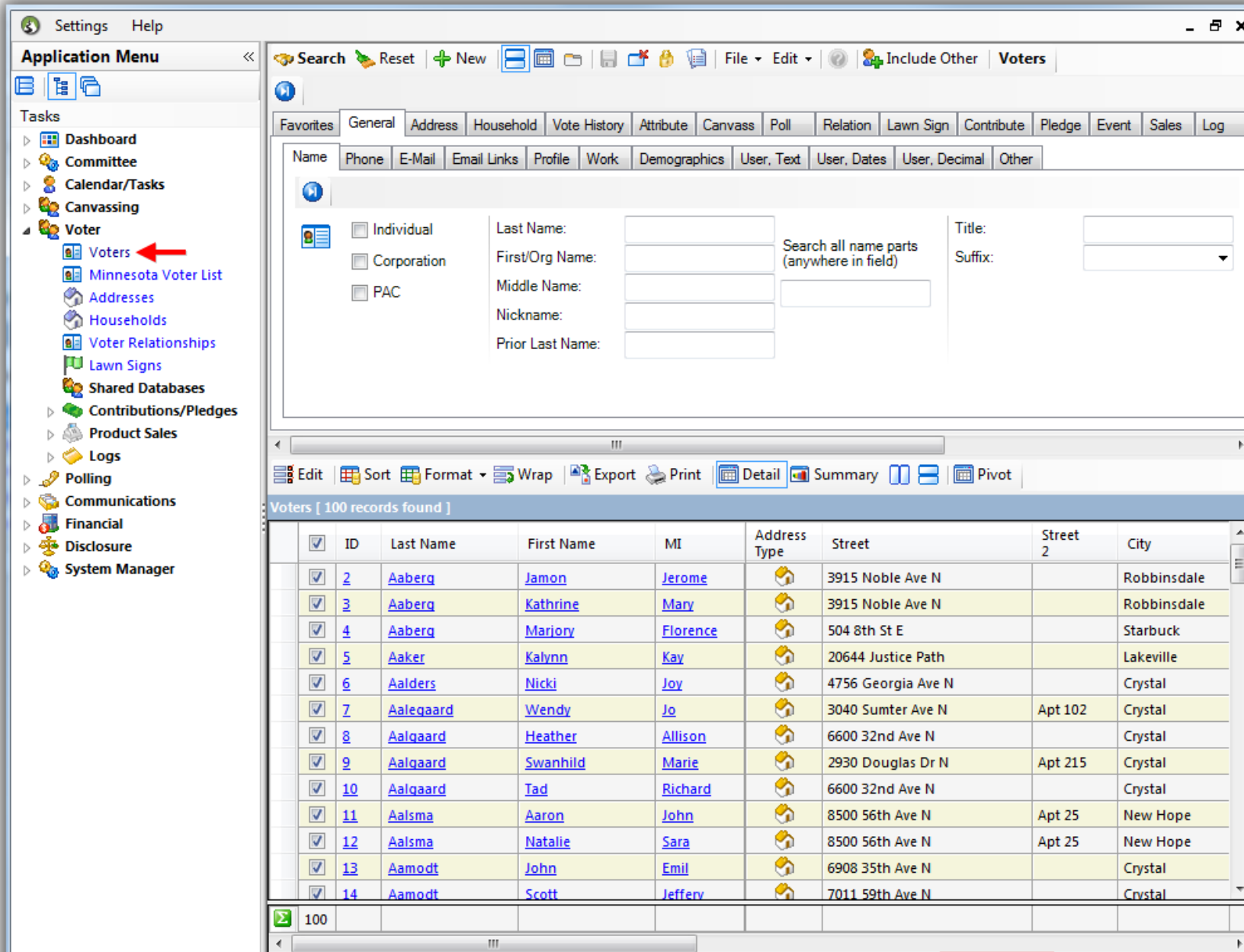
Option #1 for accessing the reports menu.

The screenshot shows the TrailBlazer interface with the 'File' menu open. The 'Reporting' sub-menu is selected, and the 'Reports...' option is highlighted. A red arrow labeled '1' points to the 'File' menu, '2' points to 'Reporting', and '3' points to 'Reports...'. A tooltip 'Preview report before printing' is visible over the 'Reports...' option.

ID	Last Name	First Name	MI	Address Type	Street	Street 2	City	State	Zip Code	Birth Date
2	Aaberg	Jamon	Jerome		3915 Noble Ave N		Robbinsdale	MN	55422	1/1/1971
3	Aaberg	Kathrine	Mary		3915 Noble Ave N		Robbinsdale	MN	55422	1/1/1965
4	Aaberg	Marjory	Florence		504 8th St E		Starbuck	MN	56381	1/1/1961

Option No2 – Click the **[Reports]** button in the lower-right of the Donor/Voter (Contacts) list

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

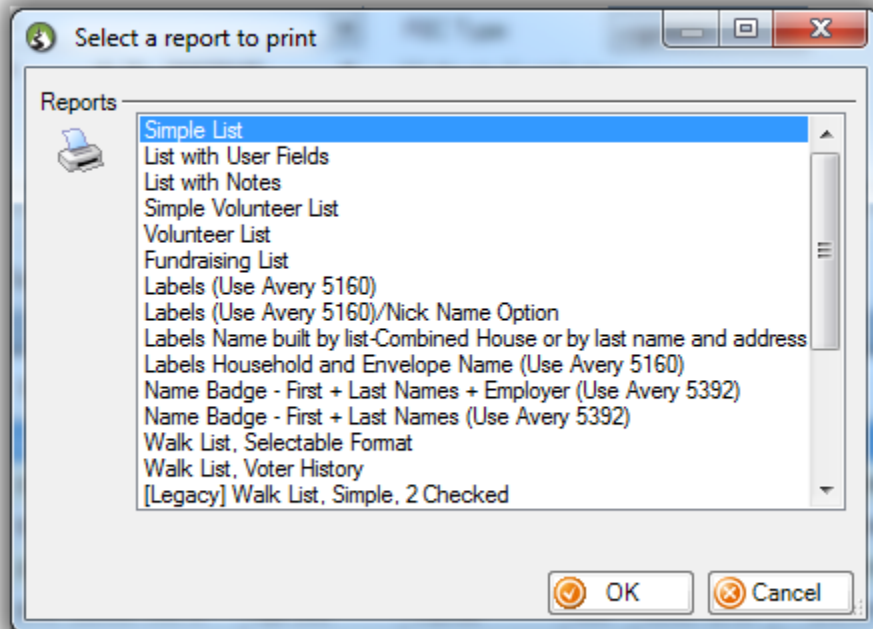


The screenshot displays the TrailBlazer application window. On the left is the 'Application Menu' with a tree view of tasks. The 'Voter' task is expanded, and 'Voters' is highlighted with a red arrow. The main window shows a 'Voters' report with a toolbar at the top containing 'Search', 'Reset', 'New', and 'File' (with a dropdown menu). Below the toolbar are tabs for various report categories: 'General', 'Address', 'Household', 'Vote History', 'Attribute', 'Canvass', 'Poll', 'Relation', 'Lawn Sign', 'Contribute', 'Pledge', 'Event', 'Sales', and 'Log'. The 'General' tab is active, showing a form for entering voter information. Below the form is a toolbar with 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot' options. The 'Print' button is highlighted with a red box. The main area displays a table of 100 records found, with the following data:


ID	Last Name	First Name	MI	Address Type	Street	Street 2	City
2	Aaberg	Jamon	Jerome		3915 Noble Ave N		Robbinsdale
3	Aaberg	Kathrine	Mary		3915 Noble Ave N		Robbinsdale
4	Aaberg	Marjory	Florence		504 8th St E		Starbuck
5	Aaker	Kalynn	Kay		20644 Justice Path		Lakeville
6	Aalders	Nicki	Joy		4756 Georgia Ave N		Crystal
7	Aalegaard	Wendy	Jo		3040 Sumter Ave N	Apt 102	Crystal
8	Aalgaard	Heather	Allison		6600 32nd Ave N		Crystal
9	Aalgaard	Swanhild	Marie		2930 Douglas Dr N	Apt 215	Crystal
10	Aalgaard	Tad	Richard		6600 32nd Ave N		Crystal
11	Aalsma	Aaron	John		8500 56th Ave N	Apt 25	New Hope
12	Aalsma	Natalie	Sara		8500 56th Ave N	Apt 25	New Hope
13	Aamodt	John	Emil		6908 35th Ave N		Crystal
14	Aamodt	Scott	Jeffery		7011 59th Ave N		Crystal

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Both options will bring up this menu:



Important: If you want to see a **print preview** of the report prior to print you'll **need** to use option **#1** (via the **File Menu > Print Preview**).

 **Tip:** Use the **Ctrl+F** hot key to jump to different sections of this article (example: “**#1**”, “**#2**” or “**Related Resources**”).

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Outline

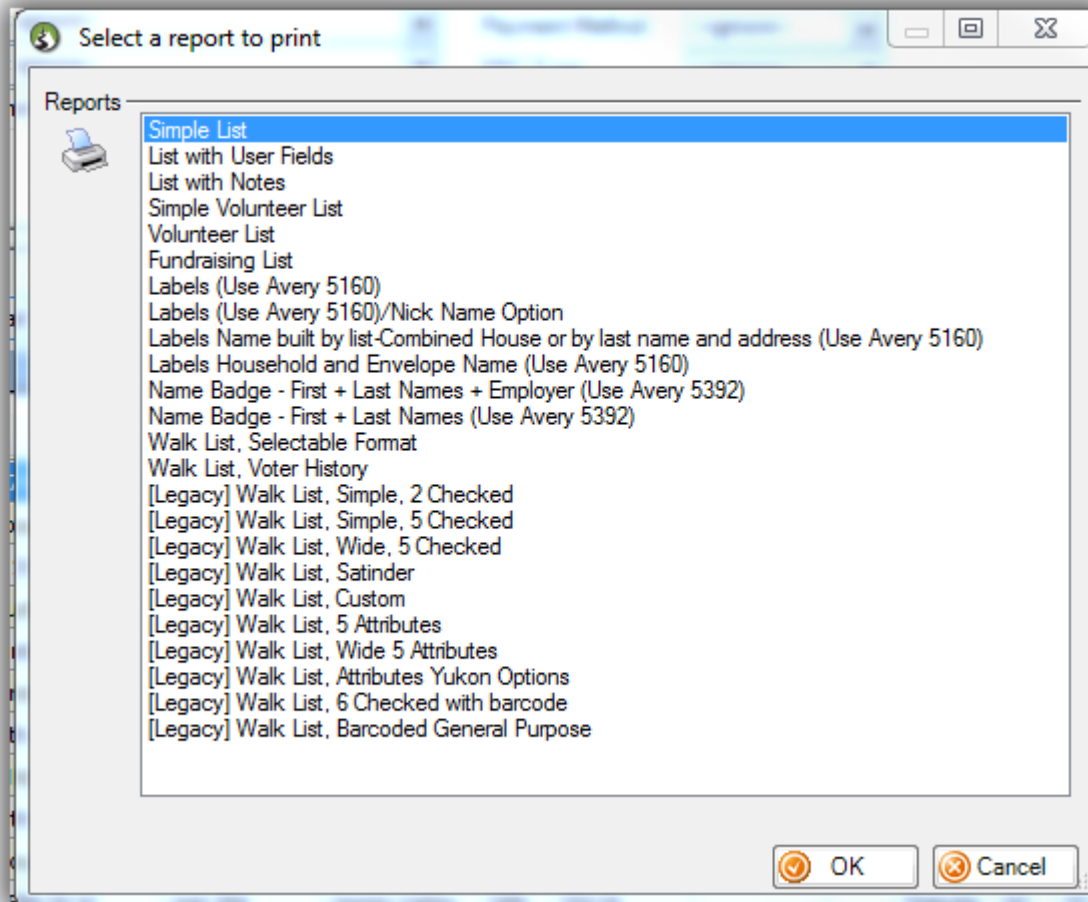
- #1** Simple List
- #2** List with User Fields
- #3** List with Notes
- #4** Simple Volunteer List
- #5** Volunteer List
- #6** Fundraising List
- #7** Labels (Use Avery 5160)
- #8** Labels (Use Avery 5160)/Nick Name Option
- #9** Labels Name built list-Combined House or by last name and address (Use Avery 5160)
- #10** Labels Household and Envelope Name (Use Avery 5160)
- #11** Name Badge – First + Last Names + Employer (Use Avery 5392)
- #12** Name Badge – First + Last Names (Use Avery 5392)
- #13** Walk List, Selectable Format
- #14** Walk List, Voter History
- #15** Related Resources

#1 – Simple List

The **Simple List** option will **sort** by **street address**. First by **house numbers** so all the same house numbers on different streets sort the same.

Img 1 of 2 – Selecting the Simple List option

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List



Img 2 of 2 – Example Print Preview

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Simple List

Print | Less | More | 1 | Print Settings

Voter List Date/Time: 1/9/2017 3:20 PM Pa

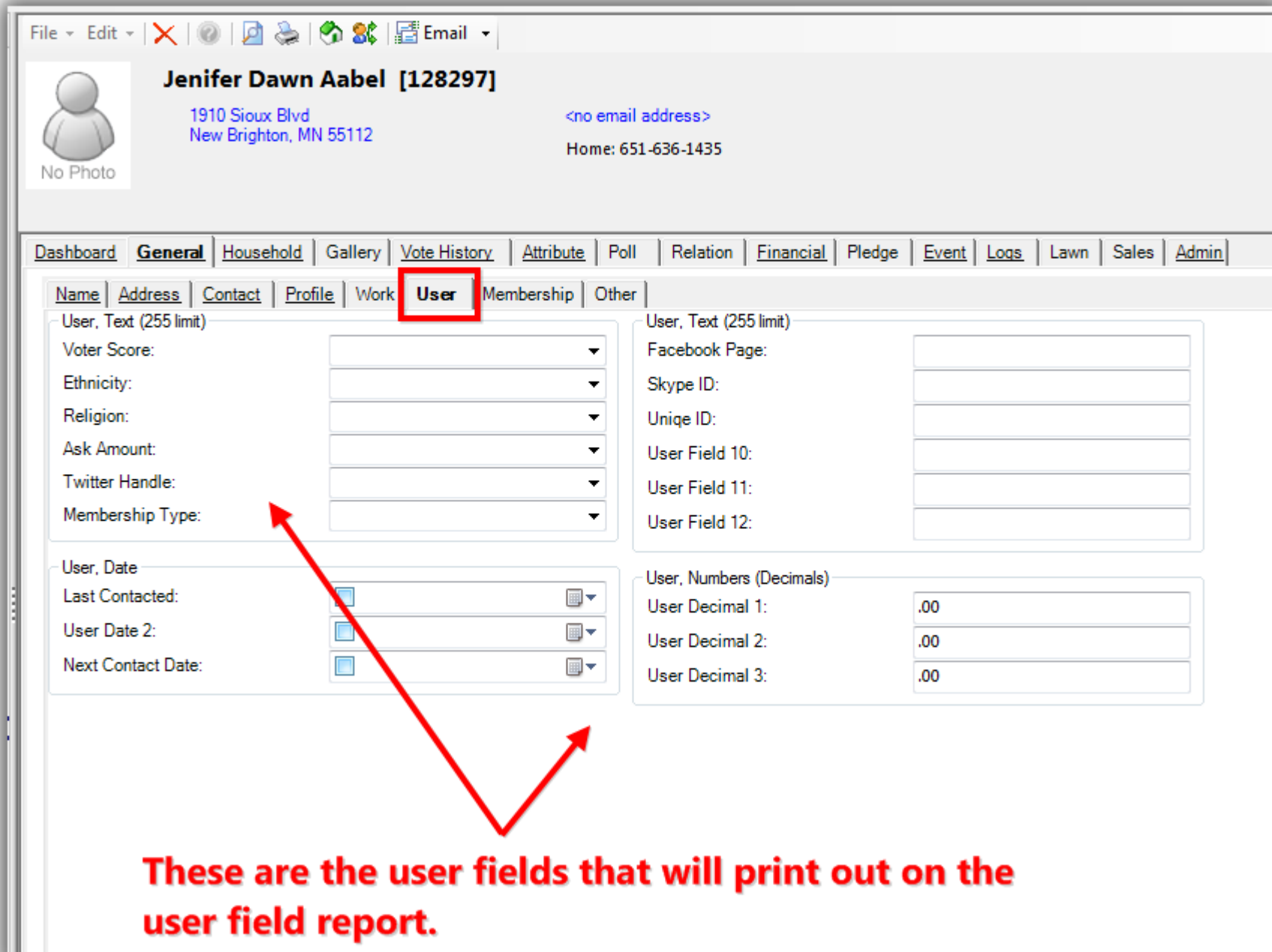
ID	Name	Street	City	St	Zip Code	Home Phone	Age	Party	E-Mail
132...	, Rich Pac	12526 270th Ave	Isle	MN	56342		-59		
128...	Aabel, Jenifer Dawn	1910 Sioux Blvd	New Brighton	MN	55112	651-636-1435	57	DEM	
4	Aaberg, Marjory Flore...	504 8th St E	Starbuck	MN	56381	763-218-4433	56	IND	
5	Aaker, Kalynn Kay	20644 Justice Path	Lakeville	MN	55044-5974	763-544-2914	40	REP	
7	Aalegaard, Wendy Jo	3040 Sumter Ave N, Apt 102	Crystal	MN	55427-2757	763-546-0725	40	REP	Wendy@Aalegaard.com
8	Aalgaard, Heather Alli...	6600 32nd Ave N	Crystal	MN	55427	763-521-7805	40	DEM	
14	Aamodt, Scott Jeffery	7011 59th Ave N	Crystal	MN	55428	763-208-6115	46	REP	
18	Aanerud-Vallis, Corlis...	2715 Hillsboro Ave N, Apt 1...	New Hope	MN	55427	763-535-9443	51	DEM	
46986	Aaron, Beverly	730 North Blvd	Baton Rouge	LA	70802		-59	IND	
128...	Abendroth, Michael F	300 Bayou Dr E	Tallulah	LA	71282	318-574-4337	47	REP	
128...	Abraham, Meriam	6569 158th St W, Apt 204	Apple Valley	MN	55124		-59	REP	
84	Abrahamson, Brett An...	2815 Jewel Ln N	Plymouth	MN	55447	763-587-9714	43	DEM	
93	Abts, Brian Francis	8701 61st Ave N	New Hope	MN	55428	763-531-0038	52	DEM	Brian@Abts.com
111	Ackerman, Glen Alan	4950 Bassett Creek Dr	Golden Valley	MN	55422	952-457-4784	46	DEM	
131...	Adams, Leticia	1597 87th Ave S	Minneapolis	MN	55402		-59		
210	Addy, Scott Andrew	1091 Piper Dr	New Brighton	MN	55112	763-234-8557	44	REP	
128...	Adolph, Henry Francis	94 Olympic Cir	Chanhassen	MN	55317-9468		-59	DEM	
128...	Afflitto, Albert	94 Olympic Cir	Chanhassen	MN	55317-9468		-59	REP	
128...	Afflitto, Janine	94 Olympic Cir	Chanhassen	MN	55317-9468		-59	REP	
131...	Agliano, Debra	1234 1st Ave E	Montpelier	VA	23192	321-321-3213	-59		debbie@aol.com
251	Ahl, Andrew James	4329 5th St NE	Columbia Hei...	MN	55421	763-300-1008	43	REP	
258	Ahles, Michael Alois	4325 Minnetonka Blvd, Apt 1	St Louis Park	MN	55416	952-465-2854	36	DEM	
273	Ahmann, Delores D	4710 58th Ave N, Apt 322	Crystal	MN	55429	763-537-8854	92	DEM	
405	Alfred, Tyrone Clark	2155 Brunswick Ave N	Golden Valley	MN	55422	763-546-4746	69	REP	
492	Allivato, Christina M	6517 45th Pl N	Crystal	MN	55428	763-537-1914	44	REP	
310	Al-Natour, Belal Must...	10605 44th Ave N, Apt D	Plymouth	MN	55442	763-577-9454	55	IND	
565	Amborn, Carolyn Marie	2716 Zane Ave N	Crystal	MN	55422	763-784-7739	53	DEM	
566	Amborn, William Paul	2716 Zane Ave N	Crystal	MN	55422	763-784-7739	60	DEM	
597	Amstutz, Carl Isaac	6527 Hampshire Pl	Golden Valley	MN	55427	763-544-7459	31	REP	
598	Amstutz, James Edwa...	6527 Hampshire Pl	Golden Valley	MN	55427	763-544-7459	59	DEM	
627	Ancier, Leeann A	8209 Northwood Pkwy	New Hope	MN	55427	763-542-8727	62	REP	Leeann@Ancier.com
630	Andera, Brent Lee Vic...	3611 Lancaster Ln N, Apt 104	Plymouth	MN	55441	763-544-7377	42	REP	
128...	Anderson, Andrew J	94 Olympic Cir	Chanhassen	MN	55317-9468		-59	REP	
30044	Anderson, Darcie Lvn	3073 305th Ave NE	Cambridge	MN	55008	763-691-1382	46	DEM	

#2 – List with User Fields

If you utilize [user fields](#) in your database to track **custom data points** (e.g. graduation year), this is a good report for you. It will print a small amount of information on the contacts in the list such as their name, address, and contact info, along with the user fields you select to print out.

Img 1 of 4 – Example Contact Record that has User Fields Present

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List



Jenifer Dawn Aabel [128297]
1910 Sioux Blvd
New Brighton, MN 55112
<no email address>
Home: 651-636-1435

Dashboard | **General** | Household | Gallery | Vote History | Attribute | Poll | Relation | Financial | Pledge | Event | Logs | Lawn | Sales | Admin

Name | Address | Contact | Profile | Work | **User** | Membership | Other

User, Text (255 limit)
Voter Score:
Ethnicity:
Religion:
Ask Amount:
Twitter Handle:
Membership Type:

User, Text (255 limit)
Facebook Page:
Skype ID:
Uniqe ID:
User Field 10:
User Field 11:
User Field 12:

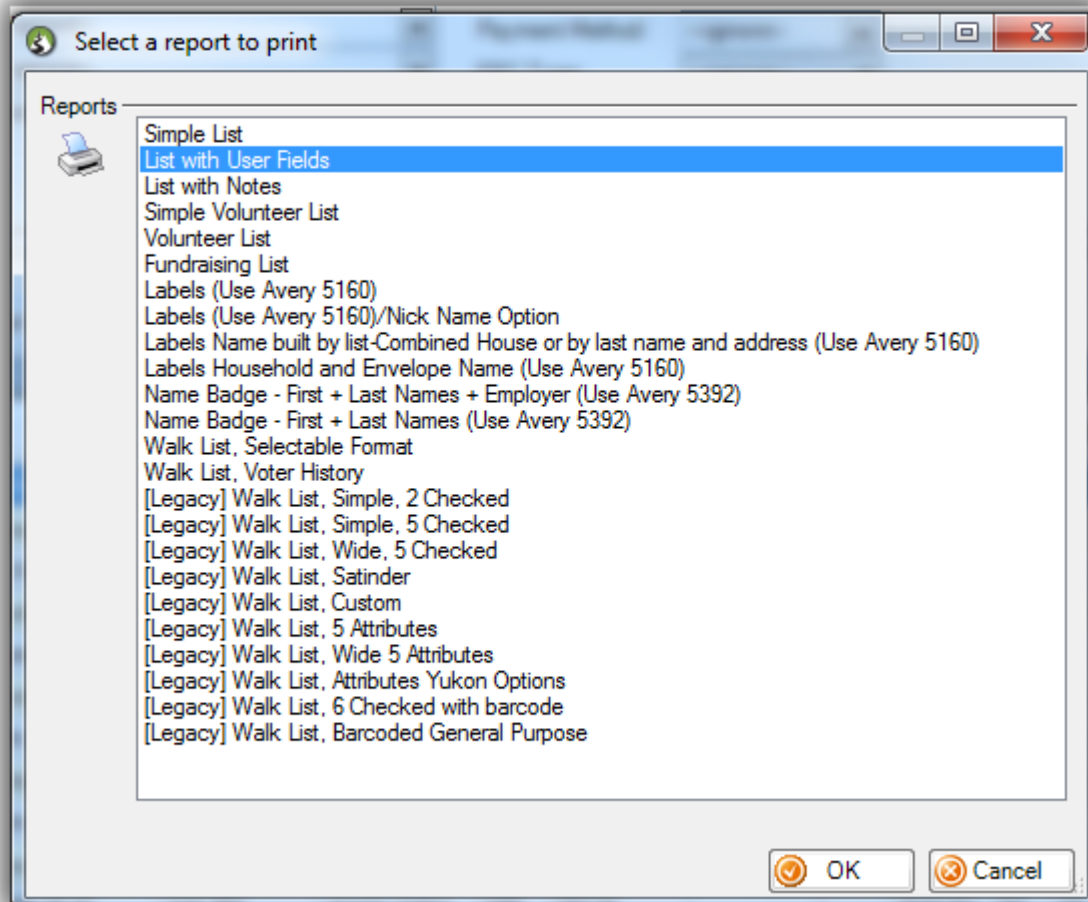
User, Date
Last Contacted:
User Date 2:
Next Contact Date:

User, Numbers (Decimals)
User Decimal 1:
User Decimal 2:
User Decimal 3:

These are the user fields that will print out on the user field report.

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 4 – Selecting the List with User Fields Report

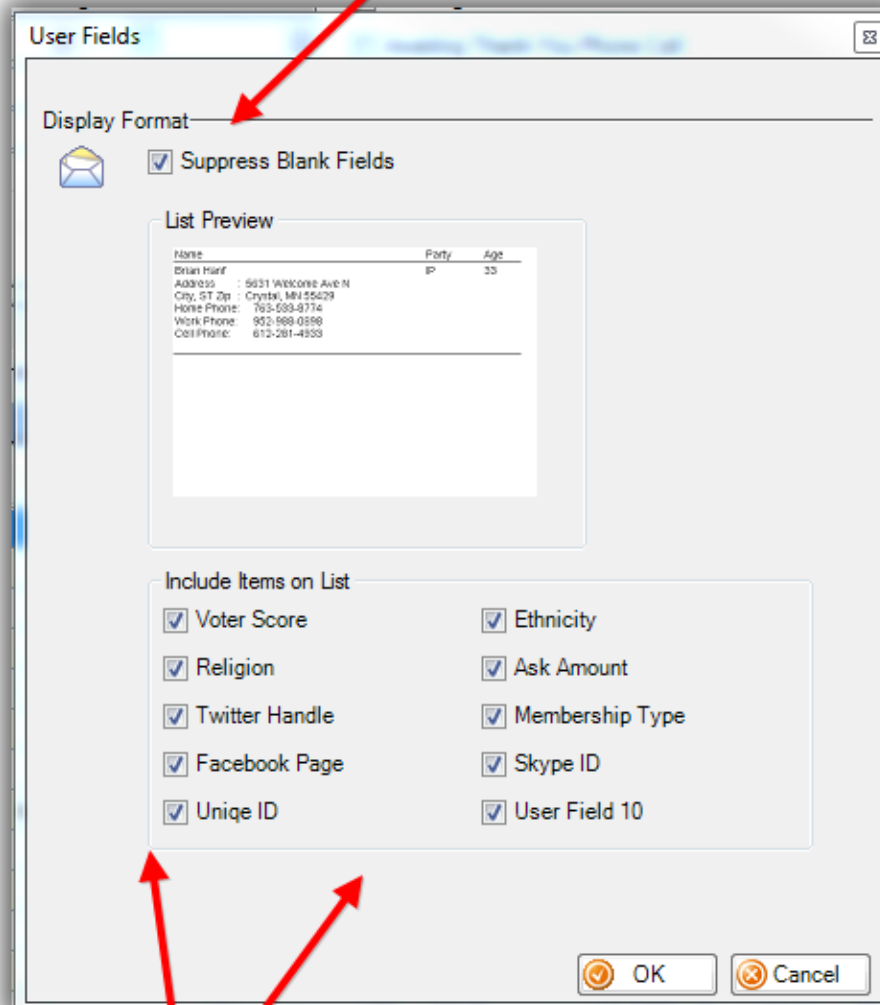


Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 3 of 4 – Configuring the Print Settings

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

***Optionally suppress blank user fields from the report.**



Display Format

Suppress Blank Fields

List Preview

Name	Party	Age
Brian Hunt	IP	33
Address : 5631 Wilkonia Ave N		
City, ST Zip : Crystal, MN 55429		
Home Phone: 763-893-8774		
Work Phone: 952-869-0898		
Cell Phone: 612-261-4939		

Include Items on List

Voter Score Ethnicity

Religion Ask Amount

Twitter Handle Membership Type

Facebook Page Skype ID

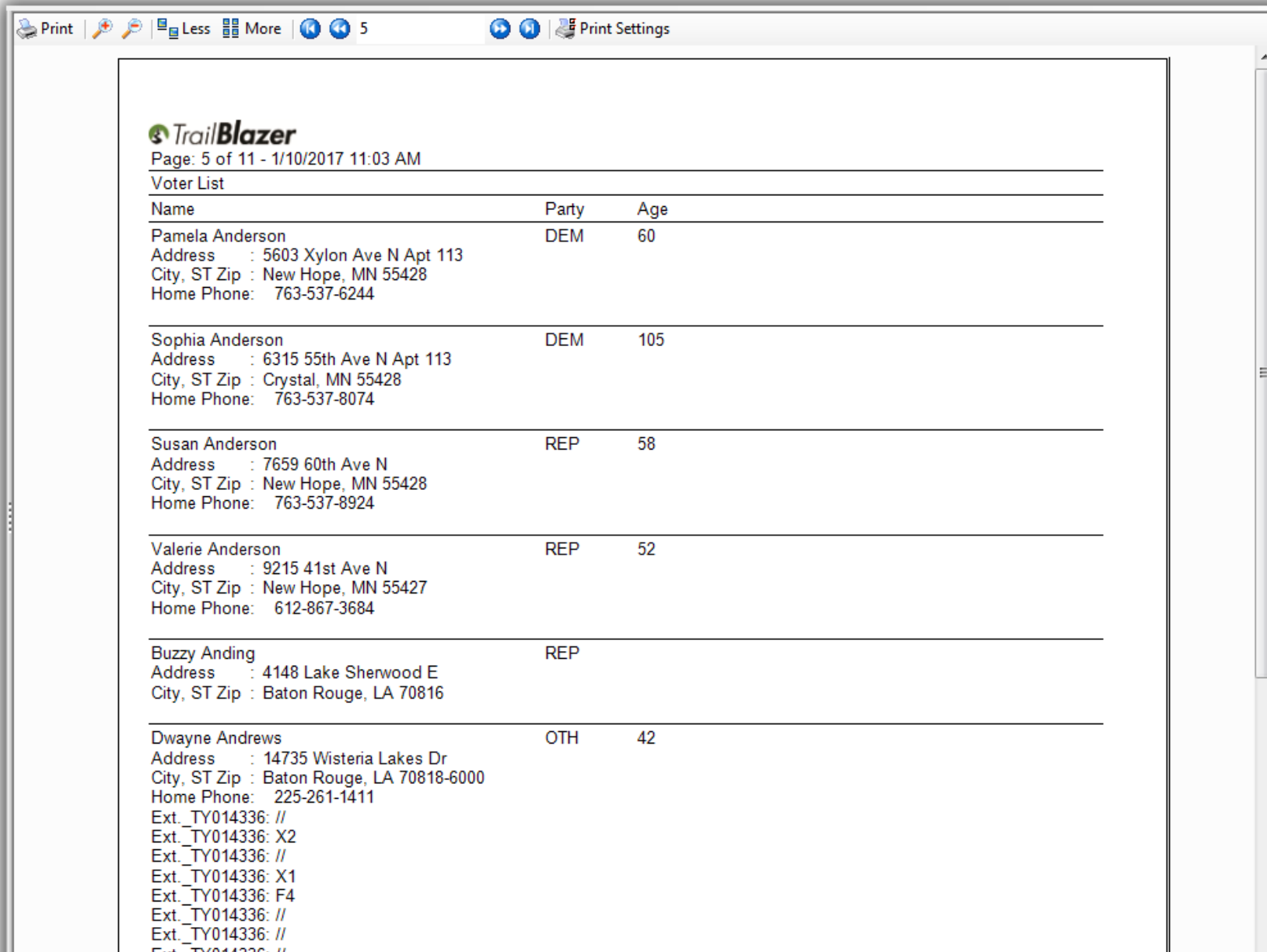
Unique ID User Field 10

OK Cancel

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 4 of 4 – Example Print Preview of the List with User Fields Report

Example Print Preview of the User Field Report



TrailBlazer
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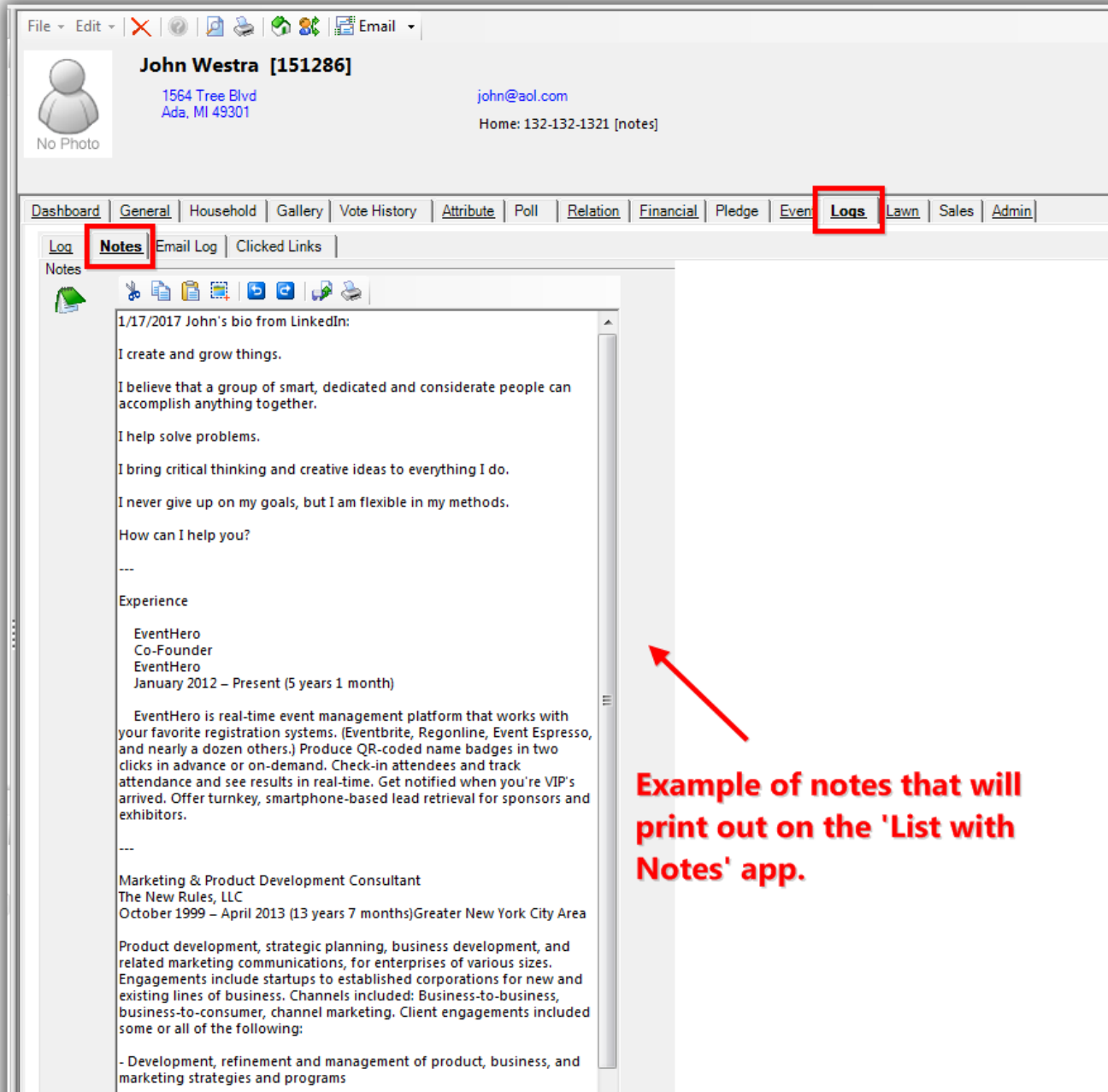
Voter List

Name	Party	Age
Pamela Anderson Address : 5603 Xylon Ave N Apt 113 City, ST Zip : New Hope, MN 55428 Home Phone: 763-537-6244	DEM	60
Sophia Anderson Address : 6315 55th Ave N Apt 113 City, ST Zip : Crystal, MN 55428 Home Phone: 763-537-8074	DEM	105
Susan Anderson Address : 7659 60th Ave N City, ST Zip : New Hope, MN 55428 Home Phone: 763-537-8924	REP	58
Valerie Anderson Address : 9215 41st Ave N City, ST Zip : New Hope, MN 55427 Home Phone: 612-867-3684	REP	52
Buzzy Anding Address : 4148 Lake Sherwood E City, ST Zip : Baton Rouge, LA 70816	REP	
Dwayne Andrews Address : 14735 Wisteria Lakes Dr City, ST Zip : Baton Rouge, LA 70818-6000 Home Phone: 225-261-1411 Ext._TY014336: // Ext._TY014336: X2 Ext._TY014336: // Ext._TY014336: X1 Ext._TY014336: F4 Ext._TY014336: // Ext._TY014336: // Ext._TY014336: //	OTH	42

#3 – List with Notes

The **List with Notes** report will print out whatever text is in the **'Notes' tab** of a contact record card:

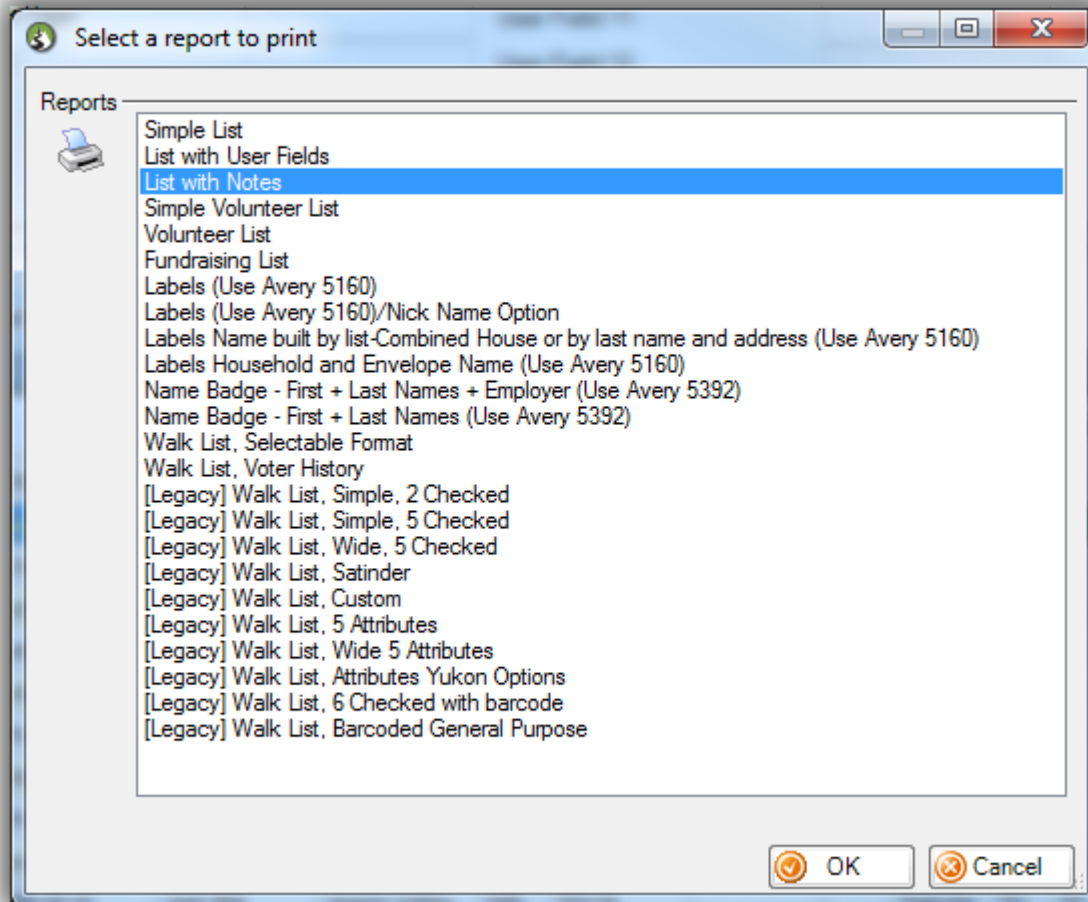
Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List



The screenshot shows a web application interface for a user profile. At the top, there is a navigation bar with various menu items: Dashboard, General, Household, Gallery, Vote History, Attribute, Poll, Relation, Financial, Pledge, Events, **Logs**, Lawn, Sales, and Admin. The **Logs** menu item is highlighted with a red box. Below the navigation bar, there is a user profile for John Westra [151286]. The profile includes a placeholder for a photo, the user's name, address (1564 Tree Blvd, Ada, MI 49301), email (john@aol.com), and home phone number (132-132-1321). Below the profile information, there is a sub-menu with options: Log, **Notes**, Email Log, and Clicked Links. The **Notes** option is highlighted with a red box. The main content area displays the user's notes, which include a bio from LinkedIn dated 1/17/2017. The bio text reads: "I create and grow things. I believe that a group of smart, dedicated and considerate people can accomplish anything together. I help solve problems. I bring critical thinking and creative ideas to everything I do. I never give up on my goals, but I am flexible in my methods. How can I help you? --- Experience EventHero Co-Founder EventHero January 2012 – Present (5 years 1 month) EventHero is real-time event management platform that works with your favorite registration systems. (Eventbrite, Regonline, Event Espresso, and nearly a dozen others.) Produce QR-coded name badges in two clicks in advance or on-demand. Check-in attendees and track attendance and see results in real-time. Get notified when you're VIP's arrived. Offer turnkey, smartphone-based lead retrieval for sponsors and exhibitors. --- Marketing & Product Development Consultant The New Rules, LLC October 1999 – April 2013 (13 years 7 months) Greater New York City Area Product development, strategic planning, business development, and related marketing communications, for enterprises of various sizes. Engagements include startups to established corporations for new and existing lines of business. Channels included: Business-to-business, business-to-consumer, channel marketing. Client engagements included some or all of the following: - Development, refinement and management of product, business, and marketing strategies and programs". A red arrow points to the 'Notes' section with the text "Example of notes that will print out on the 'List with Notes' app."

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

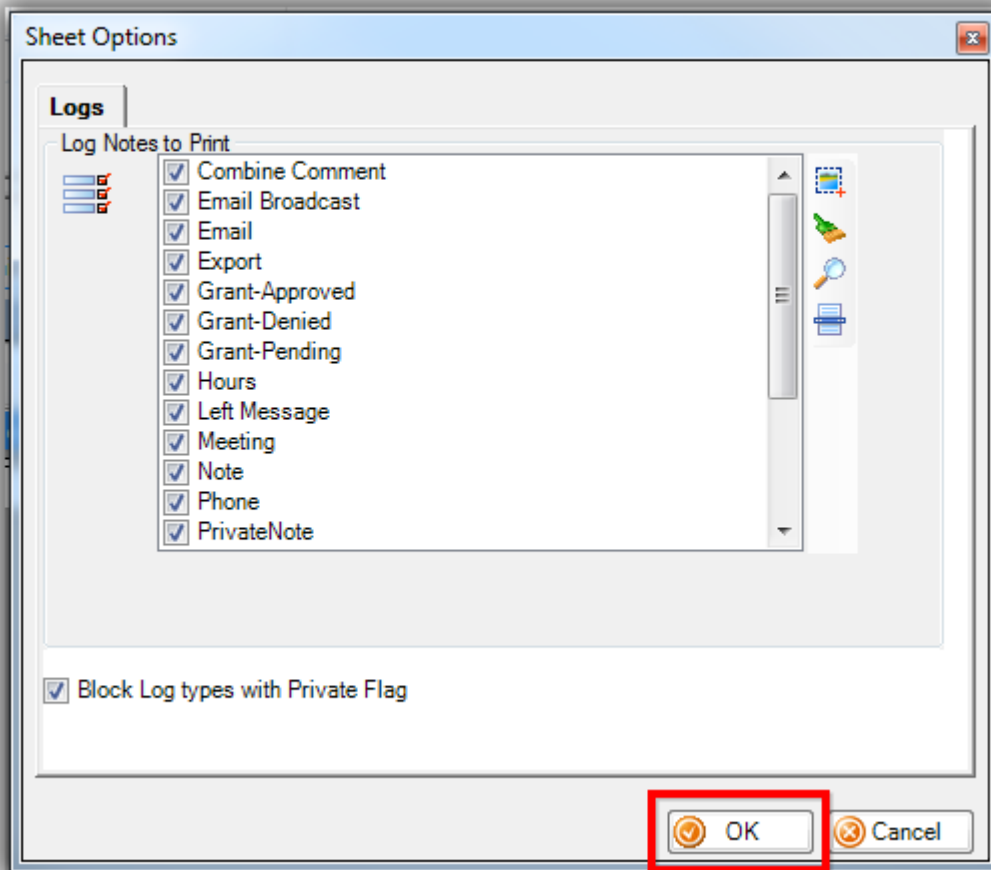
Img 1 of 3 – Selecting the List with Notes Report



Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 3 – Configuring your Options

Configuration screen for the List with Notes report.

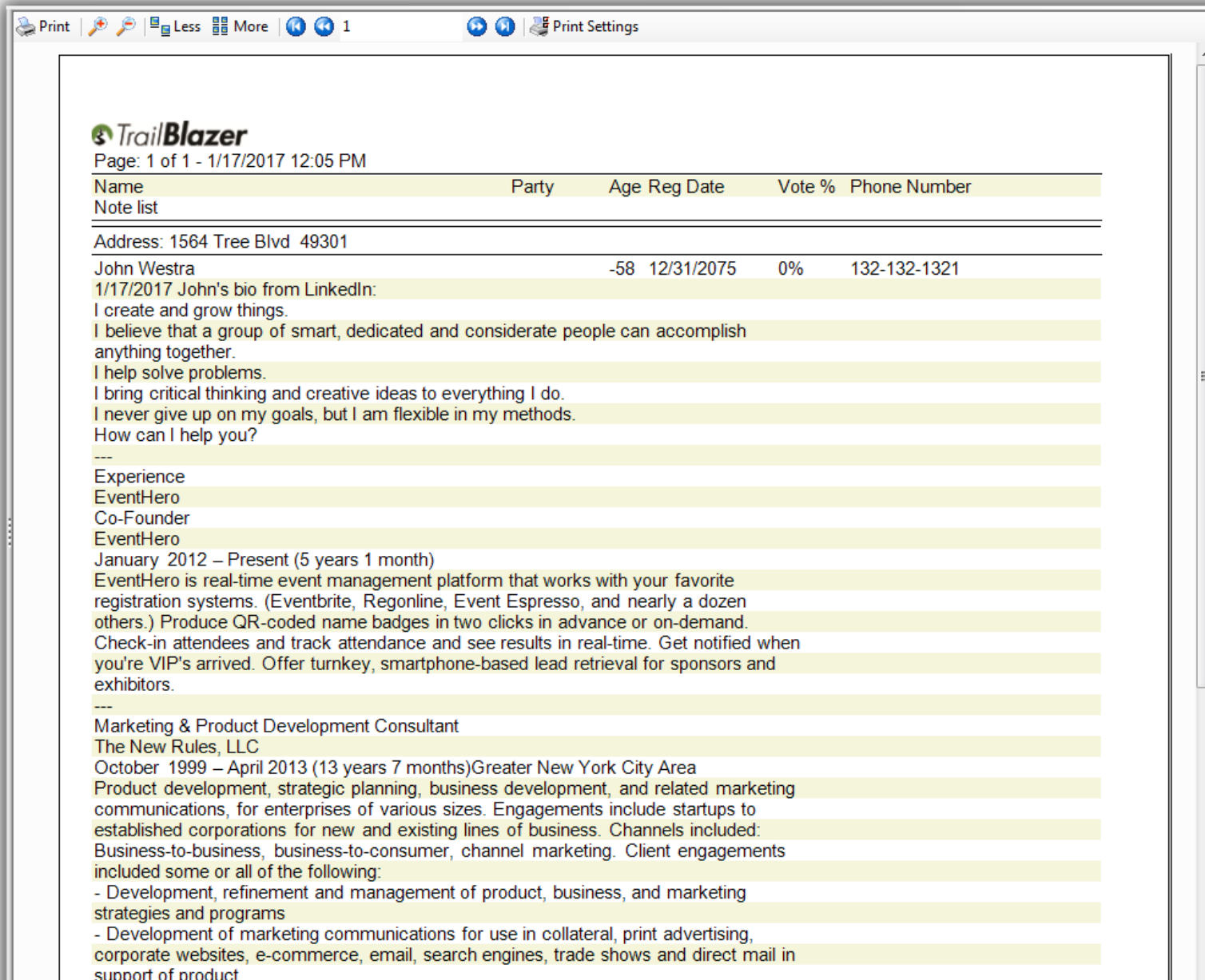


Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 3 of 3 – Example List with Notes Report

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the 'List with Notes' report for a single contact record.



The screenshot shows a print preview window with a toolbar at the top containing icons for Print, Less, More, and Print Settings. The report content includes the TrailBlazer logo, page information, a table header, a note list, and detailed contact information for John Westra.

TrailBlazer
Page: 1 of 1 - 1/17/2017 12:05 PM

Name	Party	Age	Reg Date	Vote %	Phone Number
Note list					
Address: 1564 Tree Blvd 49301					
John Westra		-58	12/31/2075	0%	132-132-1321

1/17/2017 John's bio from LinkedIn:
I create and grow things.
I believe that a group of smart, dedicated and considerate people can accomplish anything together.
I help solve problems.
I bring critical thinking and creative ideas to everything I do.
I never give up on my goals, but I am flexible in my methods.
How can I help you?

Experience
EventHero
Co-Founder
EventHero
January 2012 – Present (5 years 1 month)
EventHero is real-time event management platform that works with your favorite registration systems. (Eventbrite, Regonline, Event Espresso, and nearly a dozen others.) Produce QR-coded name badges in two clicks in advance or on-demand. Check-in attendees and track attendance and see results in real-time. Get notified when you're VIP's arrived. Offer turnkey, smartphone-based lead retrieval for sponsors and exhibitors.

Marketing & Product Development Consultant
The New Rules, LLC
October 1999 – April 2013 (13 years 7 months) Greater New York City Area
Product development, strategic planning, business development, and related marketing communications, for enterprises of various sizes. Engagements include startups to established corporations for new and existing lines of business. Channels included: Business-to-business, business-to-consumer, channel marketing. Client engagements included some or all of the following:
- Development, refinement and management of product, business, and marketing strategies and programs
- Development of marketing communications for use in collateral, print advertising, corporate websites, e-commerce, email, search engines, trade shows and direct mail in support of product

#4 – Simple Volunteer List

This report will print out [attributes](#) under the **volunteer** folder (*requires you have a volunteer folder created).

Img 1 of 3 – Example of Where the Report Pulls Attributes from

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

File Edit [Icons] Email

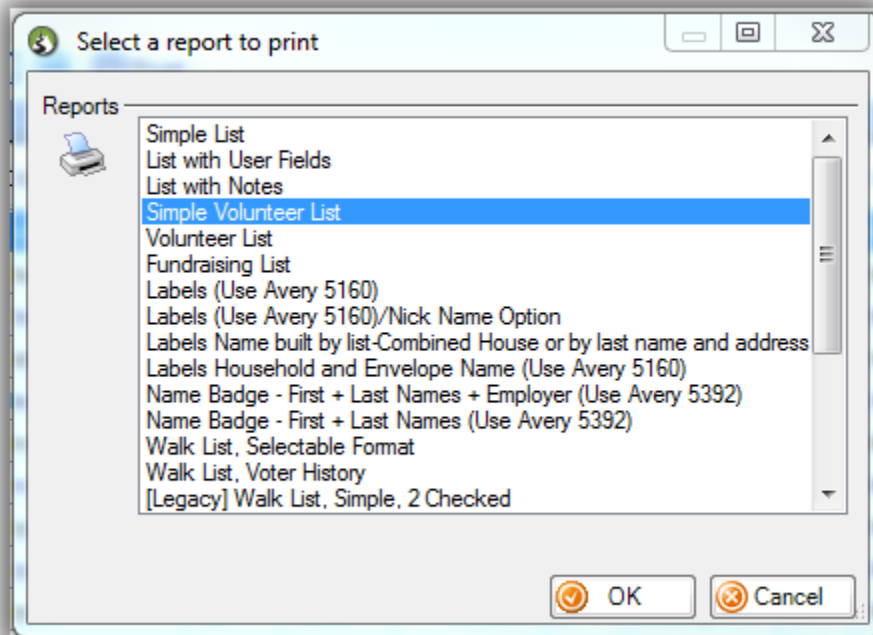
Isaiah Paine [128350]
 PO Box 10033
 Green Bay, WI 54307
 isaiah-is-boss@email.com
 <no phone number>

Dashboard | General | Household | Gallery | Vote History | **Attribute** | Poll | Relation | Financial | Pledge | Event | Logs | Lawn | Sales | Admin

Attribute	Yes	Date	Note / Value
[-] Contact Preference	<input type="checkbox"/>		
[-] Direct Mailings	<input type="checkbox"/>		
[-] Donor Level	<input type="checkbox"/>		
[-] Lawn Sign Requests	<input type="checkbox"/>		
[-] Mobile Canvassing Questions - Script No1	<input type="checkbox"/>		
[-] Not - Hidden/Archived Records	<input type="checkbox"/>		
[-] Place your order	<input type="checkbox"/>		
[-] Poll Watch - General 2018	<input type="checkbox"/>		
[-] Poll Watch - Primary 2016	<input type="checkbox"/>		
[-] Poll Watch - Primary 2018	<input type="checkbox"/>		
[-] Poll Watch - Runoff 2016	<input type="checkbox"/>		
[-] Social Networking	<input type="checkbox"/>		
[-] Source	<input checked="" type="checkbox"/>		
[+] Volunteers	<input checked="" type="checkbox"/>		
[-] Availability by Day of Week	<input type="checkbox"/>		
[-] Availability by Time of Day	<input type="checkbox"/>		
[-] Duties	<input checked="" type="checkbox"/>		
[-] Chauffeur	<input type="checkbox"/>		
[-] Check in Event Attendees	<input type="checkbox"/>		
[-] Data Entry	<input checked="" type="checkbox"/>		
[-] Film/Act in Commercials	<input type="checkbox"/>		
[-] GOTV 2 days prior	<input type="checkbox"/>		
[-] GOTV 3 days prior	<input type="checkbox"/>		
[-] Host an Event or Fundraiser	<input checked="" type="checkbox"/>		
[-] Making Phone Calls	<input type="checkbox"/>		
[-] Mobile Canvaser	<input type="checkbox"/>		
[-] Office Work	<input checked="" type="checkbox"/>		
[-] Precinct Captain	<input type="checkbox"/>		
[-] Stuff Envelopes	<input checked="" type="checkbox"/>		
[-] Walk Door to Door	<input type="checkbox"/>		
[-] Write Letters to the Editor	<input checked="" type="checkbox"/>		

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 3 – Selecting the Simple Volunteer List Report



Img 3 of 3 – Example Print Preview of the Simple Volunteer List

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the Simple Volunteer List.

Print | Less | More | 1 | Print Settings

Voter with Volunteer List Date/Time: 1/18/2017 9:32 AM Pa

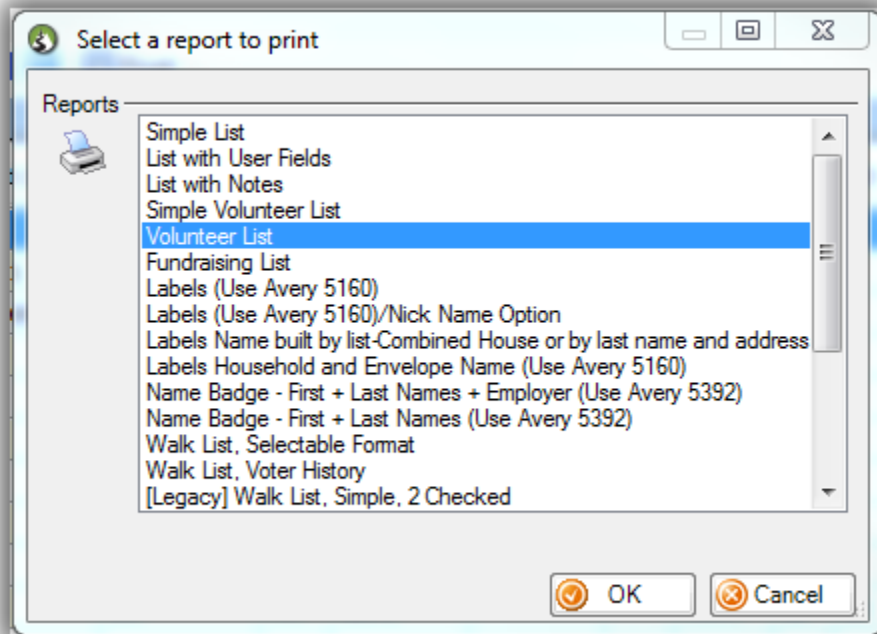
ID	Name	Street	City	St	Zip Code	Home Phone	Age	Party	E-Mail
2490	Baumgardner, Christine	3927 West Broadway, Apt 1...	Robbinsdale	MN	55422	763-537-1234	46	REP	Christine@Baumgardner.com
Making Phone Calls :: Walk Door to Door :: Host an event or fundraiser :: Write a letter to the editor :: ><									
8116	Crosbie, Charles James	13233 Revere Ln N	Champlin	MN	55316	763-537-4234	40	DEM	Charles@Crosbie.com
Making Phone Calls :: Walk Door to Door :: ><									
8117	Crosbie, Marcia	13233 Revere Ln N	Champlin	MN	55316	763-537-4234	37	DEM	Marcia@Crosbie.com
Making Phone Calls :: Walk Door to Door :: ><									
9587	Dooley, Tony C	4656 West Broadway	Robbinsdale	MN	55422	612-537-7234	43	REP	Tony@Dooley.com
Making Phone Calls :: Walk Door to Door :: ><									
14934	Haberle, Dawn Marie	7351 40th Ave N	New Hope	MN	55427	763-537-4234	49	DEM	Dawn@Haberle.com
Making Phone Calls :: Walk Door to Door :: Stuff Envelopes :: ><									
20511	Judovsky, Ginger Ton...	2526 Brookdale Ln N	Brooklyn Park	MN	55444	763-537-0234	43	DEM	Ginger@Judovsky.com
Making Phone Calls :: Walk Door to Door :: Stuff Envelopes :: ><									
20512	Judovsky, Steven Am...	2526 Brookdale Ln N	Brooklyn Park	MN	55444	763-537-0234	47	DEM	Steven@Judovsky.com
Making Phone Calls :: Walk Door to Door :: I Want A Yard Sign :: ><									
25801	Magstadt, Donald C	5748 Elmhurst Ave N	Crystal	MN	55428	763-537-5234	83	REP	Donald@Magstadt.com
Making Phone Calls :: Walk Door to Door :: I Want A Yard Sign :: ><									
28969	Moser, Amy Lynn	5307 Edgewood Ave N	Crystal	MN	55428	763-537-9234	48	DEM	Amy@Moser.com
Making Phone Calls :: Walk Door to Door :: I Want A Yard Sign :: Volunteering in a Campaign Office :: ><									
28986	Moser, Todd Lester	5307 Edgewood Ave N	Crystal	MN	55428	763-537-9234	53	DEM	Todd@Moser.com
Making Phone Calls :: Walk Door to Door :: Volunteering in a Campaign Office :: ><									
32727	Peterson, Bette Rae	100 Clydesdale Trl, Apt 325	Hamel	MN	55340	763-557-7234	94	DEM	Bette@Peterson.com
Making Phone Calls :: Walk Door to Door :: Volunteering in a Campaign Office :: ><									
32817	Peterson, Hewitt	100 Clydesdale Trl, Apt 325	Hamel	MN	55340	763-557-7234	95	REP	Hewitt@Peterson.com
Making Phone Calls :: Walk Door to Door :: Volunteering in a Campaign Office :: ><									
128...	Brittingham, Charles	602 Constitution Ave	Washington	DC	20002		-58	DEM	Charles@Brittingham.com
Stuff Envelopes :: ><									
128...	Paine, Isaiah	PO Box 10033	Green Bay	WI	54307		-58	REP	Isaiah@Paine.com
I Want A Yard Sign :: Volunteering in a Campaign Office :: Stuff Envelopes :: Host an event or fundraiser :: Write a letter to the editor :: ><									
128...	Sousa, Missi	4966 Euclid	Virginia Beach	VA	23462		-58	DEM	a@aol.com
Making Phone Calls :: I Want A Yard Sign :: Stuff Envelopes :: Write a letter to the editor :: ><									

#5 – Volunteer List

The Volunteer List report is essentially the same as the Simple Volunteer List with minor changes to the UI (user interface) on the final printout.

Img 1 of 2 – Selecting the Volunteer List Report

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List



Img 2 of 2 – Example Print Preview of the Volunteer List

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the Volunteer List report.

Print | Less | More | 1 | Print Settings

TrailBlazer
Page: 1 of 5 - 1/18/2017 9:36 AM

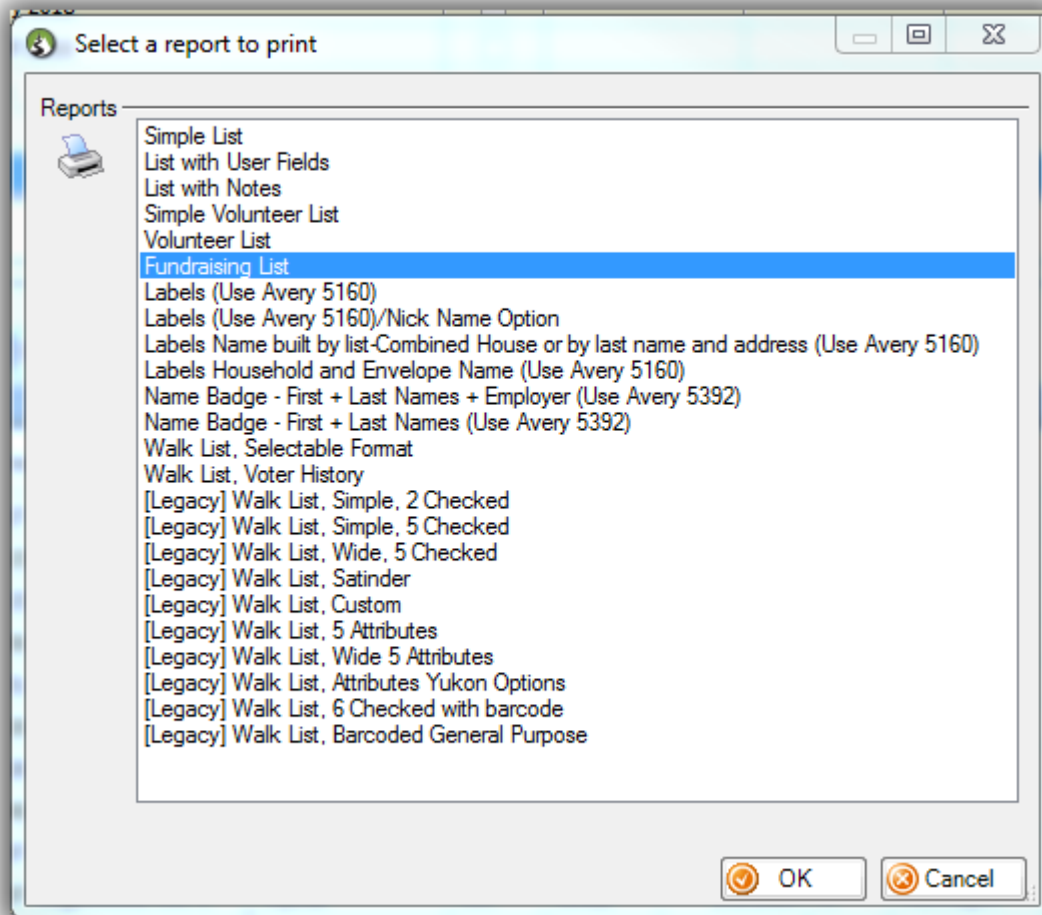
Name	Party	Home Number			
Jennifer Angelle 1234 Main St Breau Bridge, LA 70517 E-Mail: Jennifer@Angelle.com Volunteered- Write a letter to the editor End	REP	402-456-9876	Alt E-Mail:		
Christine Baumgardner 3927 West Broadway Apt 101 Robbinsdale, MN 55422 E-Mail: Christine@Baumgardner.com Volunteered- Making Phone Calls Walk Door to Door Host an event or fundraiser Write a letter to the editor End	REP	763-537-1234	Alt E-Mail:		
Peter Beck 1234 East St Waterloo, IA 50701 E-Mail: peter@aol.com		319-123-4567	Alt E-Mail:		
Andrew Boucher 1569 44th St E Charleston, SC 29492 E-Mail: and@gmail.com Phone - Alt 132-132-1321 note ..Cell Volunteered- Host an event or fundraiser End	Work	Alt E-Mail:	Fax	Work Fax	
Charles Brittingham 602 Constitution Ave Washington, DC 20002 E-Mail: Charles@Brittingham.com Volunteered- Stuff Envelopes End	DEM	Alt E-Mail:			
Elizabeth Broughton 1000 Dill St Virginia Beach, VA 23455 E-Mail: liddy@gmail.com		123-456-7111	Alt E-Mail: liddy@aol.com		
Jerald Burgess 1216 Jubail Dr Hinesville, GA 31313 E-Mail: Jerald@Burgess.com Volunteered- Walk Door to Door I Want A Yard Sign Host an event or fundraiser End	REP	912-876-3584	Alt E-Mail:		
Melissa Carman 123 Mission Rd San Diego, CA 92123 E-Mail: melissa@aol.com		212-555-5555	Alt E-Mail: melissa@gmail.com		
Brian Chapman 455 University Ave N Ste 204 Provo, UT 84601 E-Mail: brian@aol.com Phone - Alt 213-213-2132 2nd ..Cell	Work	Alt E-Mail: brian@gmail.com	Fax	Work Fax	
Jared Chicoine 6549 River Rd E Woodsville, NH 03785 E-Mail: jared@aol.com Phone - Alt 321-321-3213 note ..Cell	Work	Alt E-Mail:	Fax	Work Fax	
Gabe Crawford E-Mail: gabe@okqop.com		Alt E-Mail:			

#6 – Fundraising List

The Fundraising List report is very useful for providing a quick snapshot of each donors giving history in the list you [queried](#) for. It will provide the date and time of each donation.

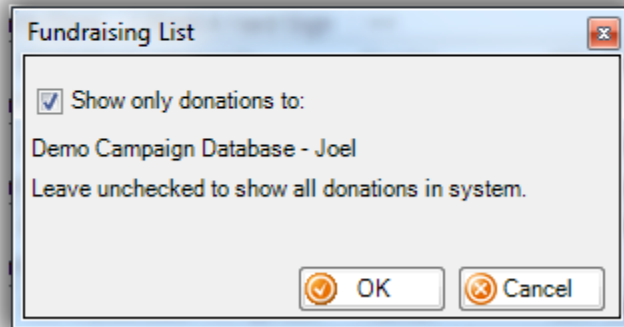
Img 1 of 3 – Selecting the Fundraising List Report

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List



Img 2 of 3 – Configuring the Report

If you have more than one committee record you can select them here.



Img 3 of 3 – Example Print Preview of the Fundraising List Report

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the Fundraising List report.

Print | Less | More | 1 | Print Settings

Fundraising List				Date/Time: 1/18/2017 9:51 AM Page: 1
Jennifer Angelle, 1234 Main St, Breaux Bridge, LA 70517, 402-456-9876				
01/06/2011	\$1,234.00	General 2012	Demo Campaign Database - Joel	
Christine Baumgardner, 3927 West Broadway, Robbinsdale, MN 55422, 763-537-1234				
03/13/2011	\$50.00	General 2012	Demo Campaign Database - Joel	
Peter Beck, 1234 East St, Waterloo, IA 50701, 319-123-4567				
01/06/2012	\$2,600.00	General 2012	Event:Mailer Code xm237 Demo Campaign Database - Joel	
11/23/2009	Event: Mailer Code xm237		Response: <none>	
Andrew Boucher, 1569 44th St E, Charleston, SC 29492, , (A) 132-132-1321				
07/25/2011	\$3,000.00	General 2012	Event:Fundraiser Dinner Demo Campaign Database - Joel	
10/12/2011	\$500.00	General 2012	Demo Campaign Database - Joel	
10/07/2020	Event: Fundraiser Dinner		Response: <none>	
Charles Brittingham, 602 Constitution Ave, Washington, DC 20002,				
12/08/2009	\$500.00	Primary 2010	Demo Campaign Database - Joel	
Elizabeth Broughton, 1000 Dill St, Virginia Beach, VA 23455, 123-456-7111				
03/12/2012	\$500.00	General 2012	Demo Campaign Database - Joel	
Jerald Burgess, 1216 Jubail Dr, Hinesville, GA 31313, 912-876-3584				
06/22/2010	\$2,400.00	General 2014	Demo Campaign Database - Joel	
06/22/2010	\$1,000.00	General 2014	Demo Campaign Database - Joel	
Melissa Carman, 123 Mission Rd, San Diego, CA 92123, 212-555-5555				
01/30/2012	\$2,600.00	General 2012	Event:Fundraiser Dinner Demo Campaign Database - Joel	

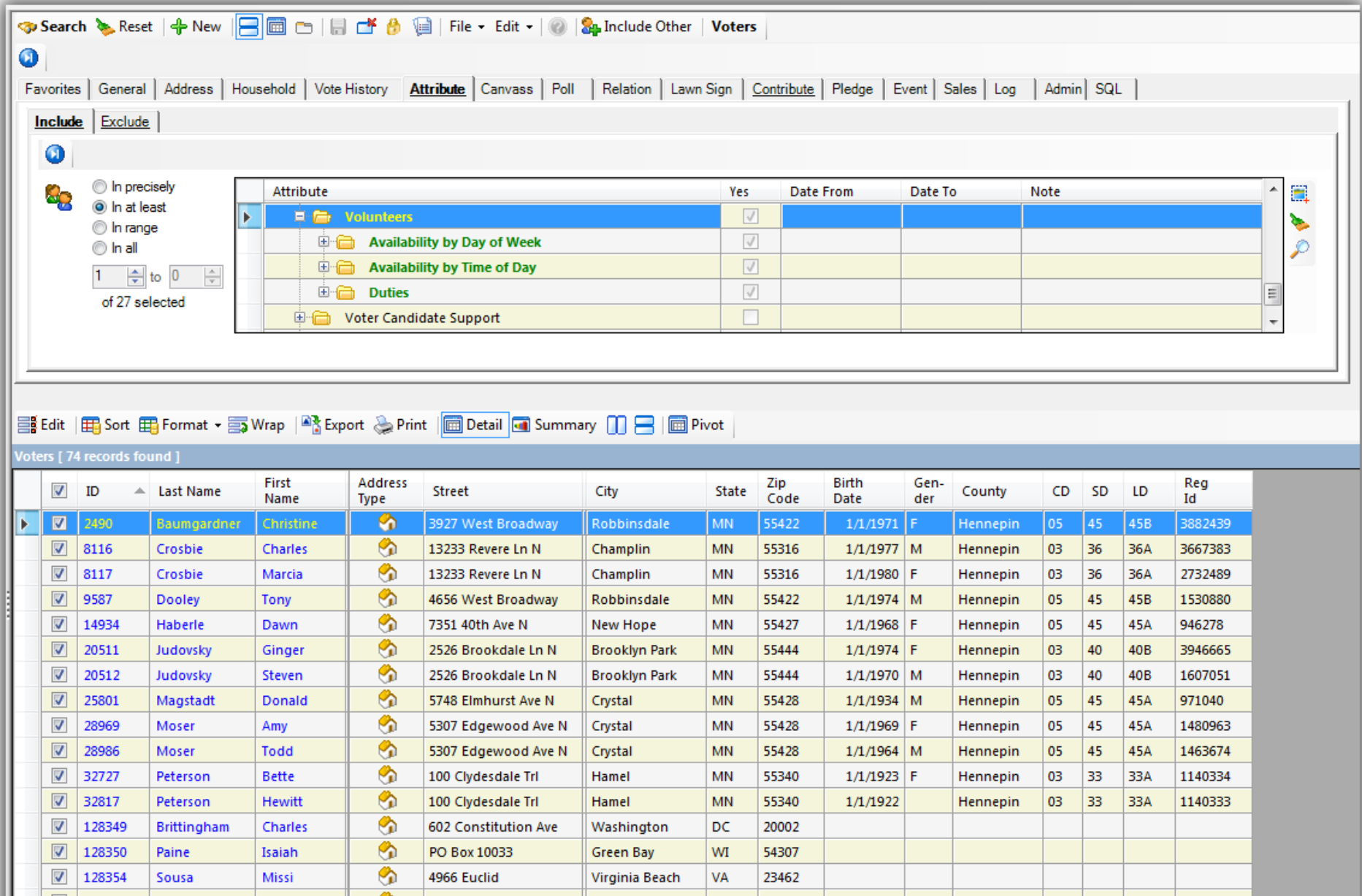
#7 – Labels (Use Avery 5160)

This “Report” isn’t really a report but is how you print mailing labels using the Avery 5160 mailing labels. If you don’t have this type of label paper you’ll need to [export](#) the list and run the mail-merge through something like [Microsoft Word](#). This option will print the contact’s **first name, last name**, and their **home address**.

Img 1 of 3 – Search for the List of Contacts to Print Labels for

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Build and run a search query for the contacts you want to print labels for.



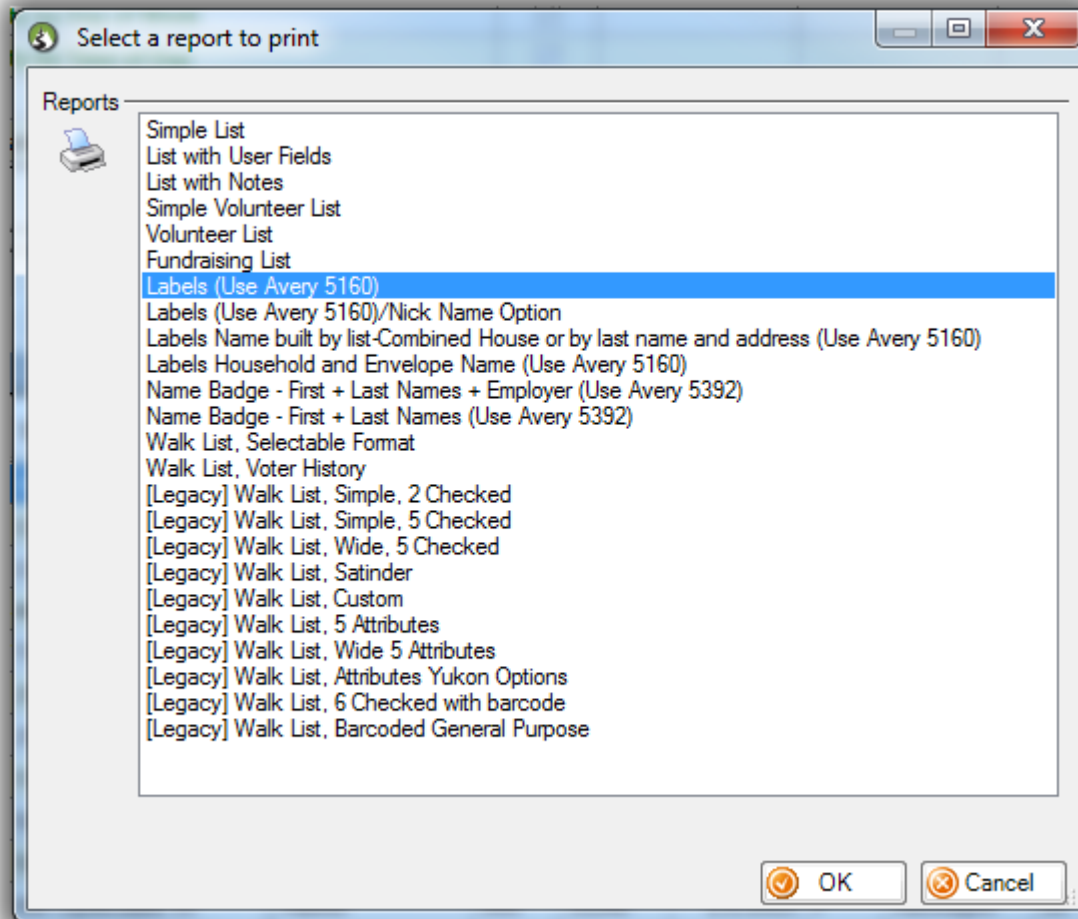
The screenshot shows the TrailBlazer software interface. At the top, there is a search bar with options like 'Search', 'Reset', 'New', and 'Include Other'. Below this is a navigation menu with tabs for 'Favorites', 'General', 'Address', 'Household', 'Vote History', 'Attribute', 'Canvass', 'Poll', 'Relation', 'Lawn Sign', 'Contribute', 'Pledge', 'Event', 'Sales', 'Log', 'Admin', and 'SQL'. The 'Attribute' tab is selected, and a sub-menu is open showing search criteria for 'Volunteers', 'Availability by Day of Week', 'Availability by Time of Day', 'Duties', and 'Voter Candidate Support'. The 'Volunteers' attribute is checked, and the search is set to 'In at least' 1 to 0 of 27 selected records.

Below the search criteria, there is a toolbar with options like 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. The main area displays a list of voters with 74 records found. The list includes columns for ID, Last Name, First Name, Address Type, Street, City, State, Zip Code, Birth Date, Gender, County, CD, SD, LD, and Reg Id.

ID	Last Name	First Name	Address Type	Street	City	State	Zip Code	Birth Date	Gender	County	CD	SD	LD	Reg Id
2490	Baumgardner	Christine		3927 West Broadway	Robbinsdale	MN	55422	1/1/1971	F	Hennepin	05	45	45B	3882439
8116	Crosbie	Charles		13233 Revere Ln N	Champlin	MN	55316	1/1/1977	M	Hennepin	03	36	36A	3667383
8117	Crosbie	Marcia		13233 Revere Ln N	Champlin	MN	55316	1/1/1980	F	Hennepin	03	36	36A	2732489
9587	Dooley	Tony		4656 West Broadway	Robbinsdale	MN	55422	1/1/1974	M	Hennepin	05	45	45B	1530880
14934	Haberle	Dawn		7351 40th Ave N	New Hope	MN	55427	1/1/1968	F	Hennepin	05	45	45A	946278
20511	Judovsky	Ginger		2526 Brookdale Ln N	Brooklyn Park	MN	55444	1/1/1974	F	Hennepin	03	40	40B	3946665
20512	Judovsky	Steven		2526 Brookdale Ln N	Brooklyn Park	MN	55444	1/1/1970	M	Hennepin	03	40	40B	1607051
25801	Magstadt	Donald		5748 Elmhurst Ave N	Crystal	MN	55428	1/1/1934	M	Hennepin	05	45	45A	971040
28969	Moser	Amy		5307 Edgewood Ave N	Crystal	MN	55428	1/1/1969	F	Hennepin	05	45	45A	1480963
28986	Moser	Todd		5307 Edgewood Ave N	Crystal	MN	55428	1/1/1964	M	Hennepin	05	45	45A	1463674
32727	Peterson	Bette		100 Clydesdale Trl	Hamel	MN	55340	1/1/1923	F	Hennepin	03	33	33A	1140334
32817	Peterson	Hewitt		100 Clydesdale Trl	Hamel	MN	55340	1/1/1922		Hennepin	03	33	33A	1140333
128349	Brittingham	Charles		602 Constitution Ave	Washington	DC	20002							
128350	Paine	Isaiah		PO Box 10033	Green Bay	WI	54307							
128354	Sousa	Missi		4966 Euclid	Virginia Beach	VA	23462							

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 3 – Selecting the Labels (Use Avery 5160) Report

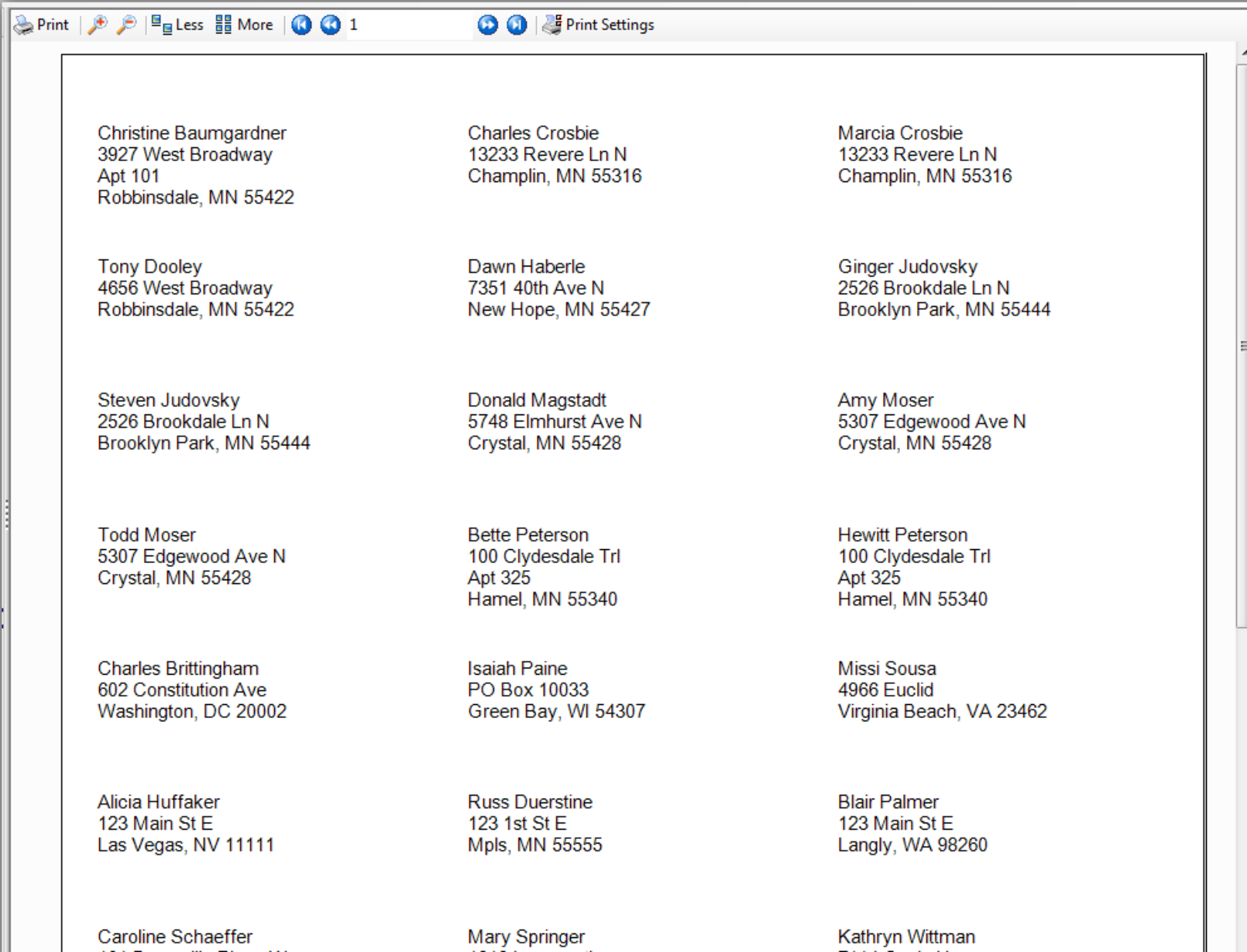


Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 3 of 3 – Example Print Preview of the Labels (Use Avery 5160) Report

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the Labels (Use Avery 5160) Report.



The screenshot shows a print preview window with a toolbar at the top containing icons for Print, Less, More, and Print Settings. The main content area displays a grid of 18 voter labels arranged in 6 rows and 3 columns. Each label contains the name and address of a voter.

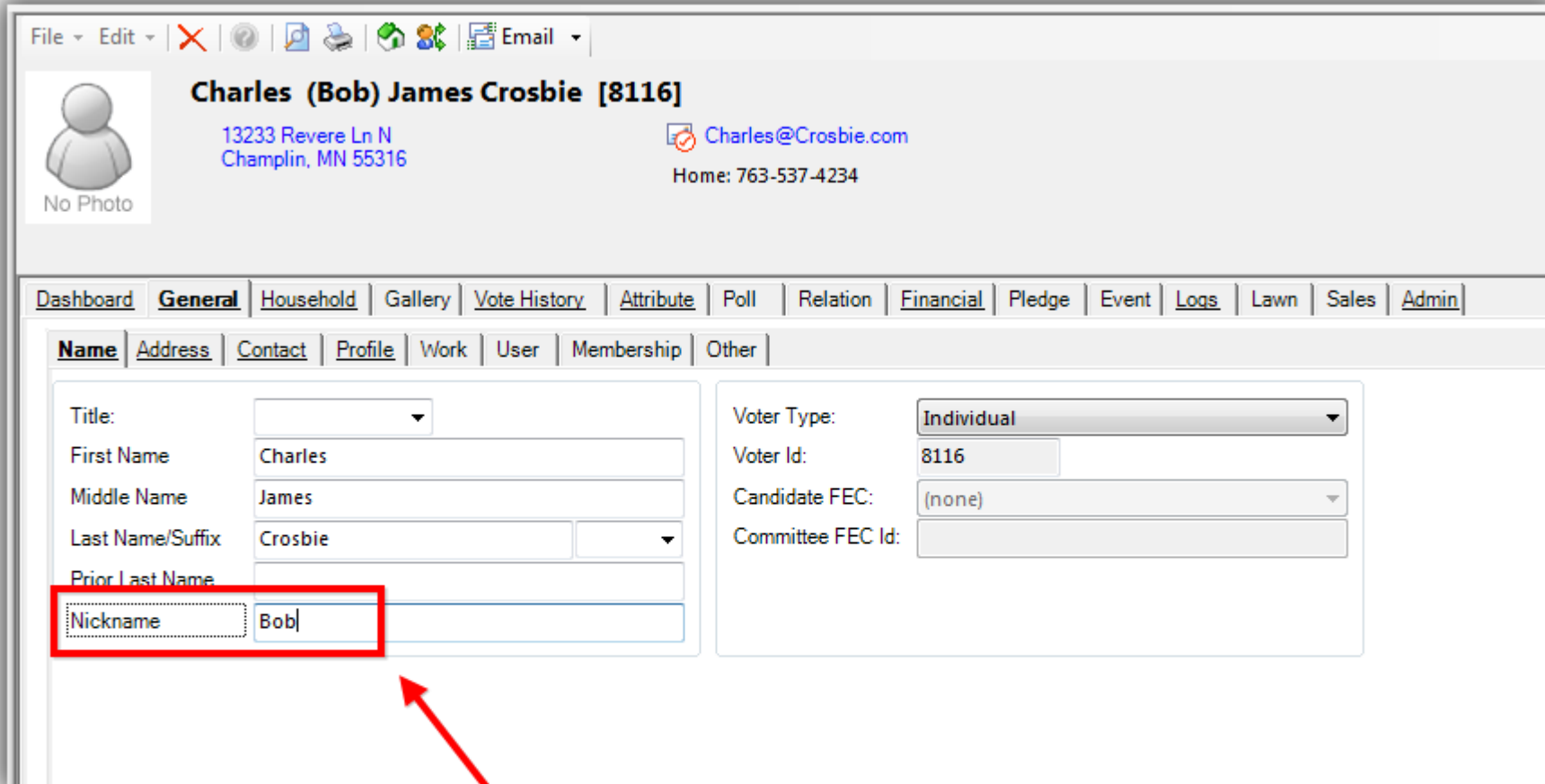
Christine Baumgardner 3927 West Broadway Apt 101 Robbinsdale, MN 55422	Charles Crosbie 13233 Revere Ln N Champlin, MN 55316	Marcia Crosbie 13233 Revere Ln N Champlin, MN 55316
Tony Dooley 4656 West Broadway Robbinsdale, MN 55422	Dawn Haberle 7351 40th Ave N New Hope, MN 55427	Ginger Judovsky 2526 Brookdale Ln N Brooklyn Park, MN 55444
Steven Judovsky 2526 Brookdale Ln N Brooklyn Park, MN 55444	Donald Magstadt 5748 Elmhurst Ave N Crystal, MN 55428	Amy Moser 5307 Edgewood Ave N Crystal, MN 55428
Todd Moser 5307 Edgewood Ave N Crystal, MN 55428	Bette Peterson 100 Clydesdale Trl Apt 325 Hamel, MN 55340	Hewitt Peterson 100 Clydesdale Trl Apt 325 Hamel, MN 55340
Charles Brittingham 602 Constitution Ave Washington, DC 20002	Isaiah Paine PO Box 10033 Green Bay, WI 54307	Missi Sousa 4966 Euclid Virginia Beach, VA 23462
Alicia Huffaker 123 Main St E Las Vegas, NV 11111	Russ Duerstine 123 1st St E Mpls, MN 55555	Blair Palmer 123 Main St E Langly, WA 98260
Caroline Schaeffer	Mary Springer	Kathryn Wittman

#8 – Labels (Use Avery 5160)/Nick Name Option

This report is essentially the same as the regular labels report but *if* there is a nickname present it will print out instead of the first name.

Img 1 of 3 – Example Contact Record with a Nickname which Prints Out on this Label Option

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List



File Edit | X | ? | [Icons] | Email

Charles (Bob) James Crosbie [8116]

13233 Revere Ln N
Champlin, MN 55316

Charles@Crosbie.com
Home: 763-537-4234

No Photo

Dashboard **General** Household Gallery Vote History Attribute Poll Relation Financial Pledge Event Logs Lawn Sales Admin

Name Address Contact Profile Work User Membership Other

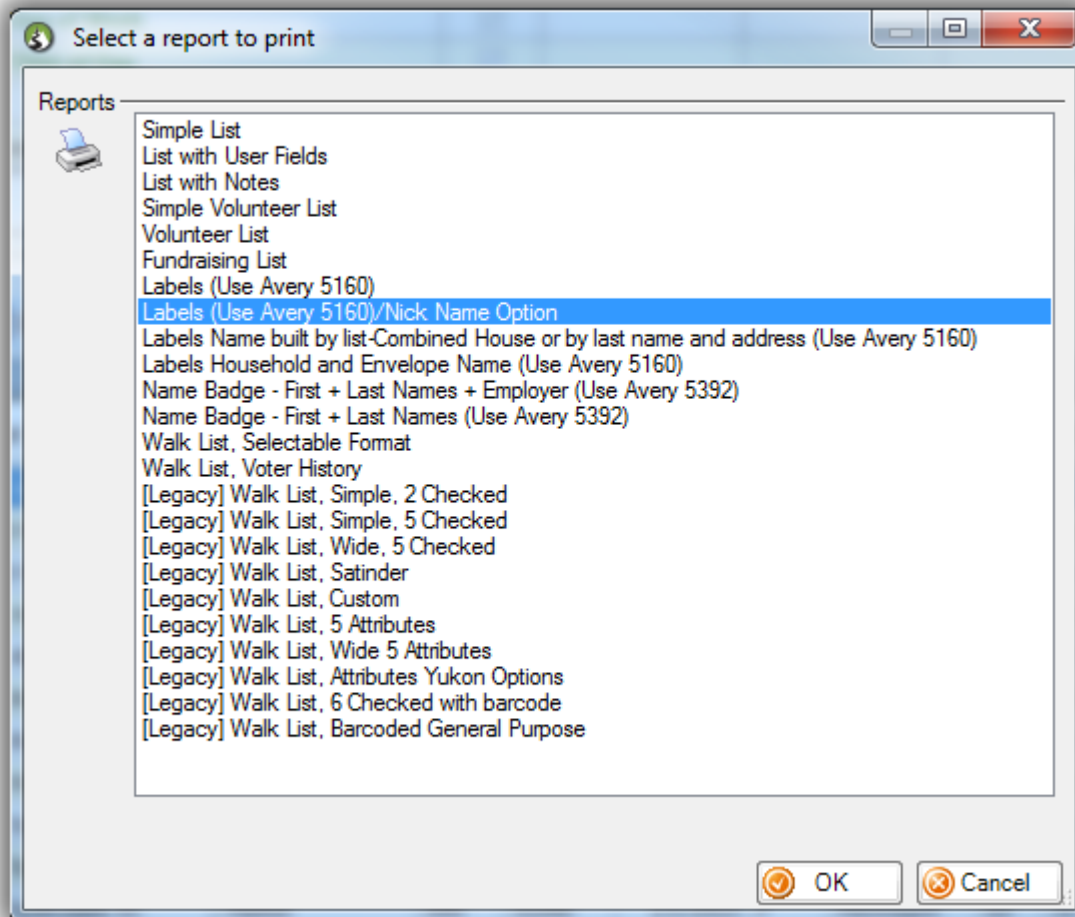
Title: [Dropdown]
First Name: Charles
Middle Name: James
Last Name/Suffix: Crosbie [Dropdown]
Prior Last Name: [Text]
Nickname: Bob

Voter Type: Individual [Dropdown]
Voter Id: 8116
Candidate FEC: (none) [Dropdown]
Committee FEC Id: [Text]

On the Labels (Use Avery 5160)/Nick Name Option report this merge field will take the place of the first name if it exists.

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 3 – Selecting the Labels (Use Avery 5160)/Nick Name Option Report



Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 3 of 3 – Example Print Preview

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the Labels (Use Avery 5160)/Nick Name Option report.

Print | Less | More | 1 | Print Settings

Records that have a nickname present will print out instead of the first name.

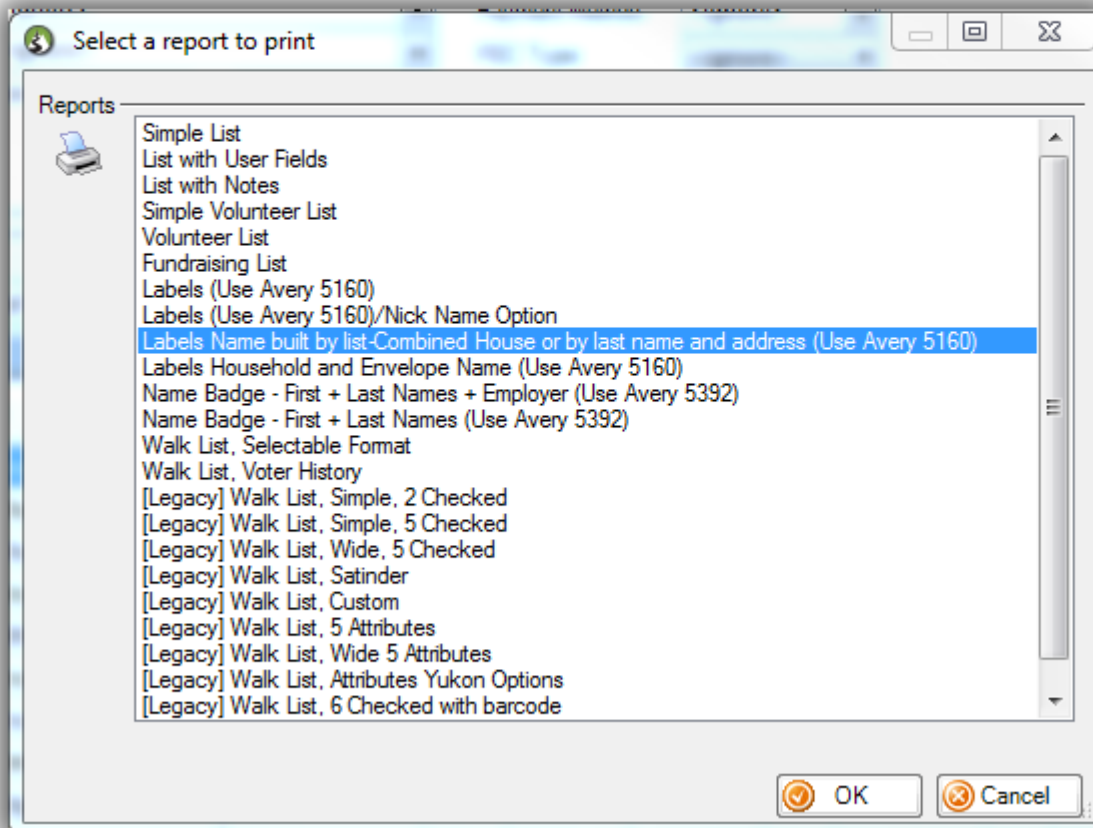
Chrissy Baumgardner 3927 West Broadway Apt 101 Robbinsdale, MN 55422	Bob Crosbie 13233 Revere Ln N Champlin, MN 55316	Marcia Crosbie 13233 Revere Ln N Champlin, MN 55316
Tony Dooley 4656 West Broadway Robbinsdale, MN 55422	Dawn Haberle 7351 40th Ave N New Hope, MN 55427	Ginger Judovsky 2526 Brookdale Ln N Brooklyn Park, MN 55444
Steven Judovsky 2526 Brookdale Ln N Brooklyn Park, MN 55444	Donald Magstadt 5748 Elmhurst Ave N Crystal, MN 55428	Amy Moser 5307 Edgewood Ave N Crystal, MN 55428
Todd Moser 5307 Edgewood Ave N Crystal, MN 55428	Bette Peterson 100 Clydesdale Trl Apt 325 Hamel, MN 55340	Hewitt Peterson 100 Clydesdale Trl Apt 325 Hamel, MN 55340
Charles Brittingham 602 Constitution Ave Washington, DC 20002	Isaiah Paine PO Box 10033 Green Bay, WI 54307	Missi Sousa 4966 Euclid Virginia Beach, VA 23462
Alicia Huffaker 123 Main St E Las Vegas, NV 11111	Russ Duerstine 123 1st St E Mpls, MN 55555	Blair Palmer 123 Main St E Langly, WA 98260
Caroline Schaeffer	Mary Springer	Kathryn Wittman

#9 – Labels Name built list-Combined House or by last name and address (Use Avery 5160)

This “report” will print labels for the list you queried for and provides options to address the family or the heads of household.

Img 1 of 3 – Selecting the “Report”

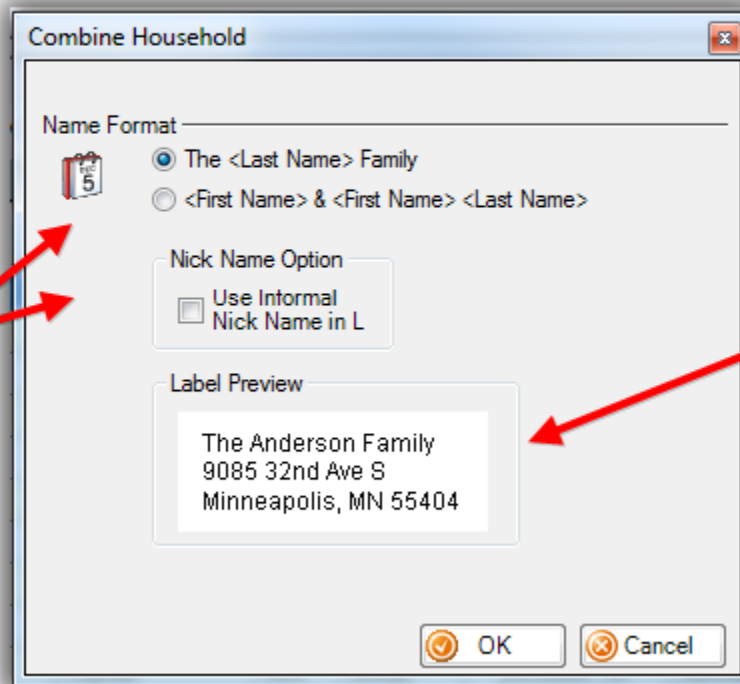
Selecting the Labels Name built by list-Combined House or by last name and address (Use Avery 5160) report.



Img 2 of 3 – Configuring your Options

Configuring the 'Labels Name built list-Combined House or by last name and address (Use Avery 5160) report.

**Configure your
preferences.**

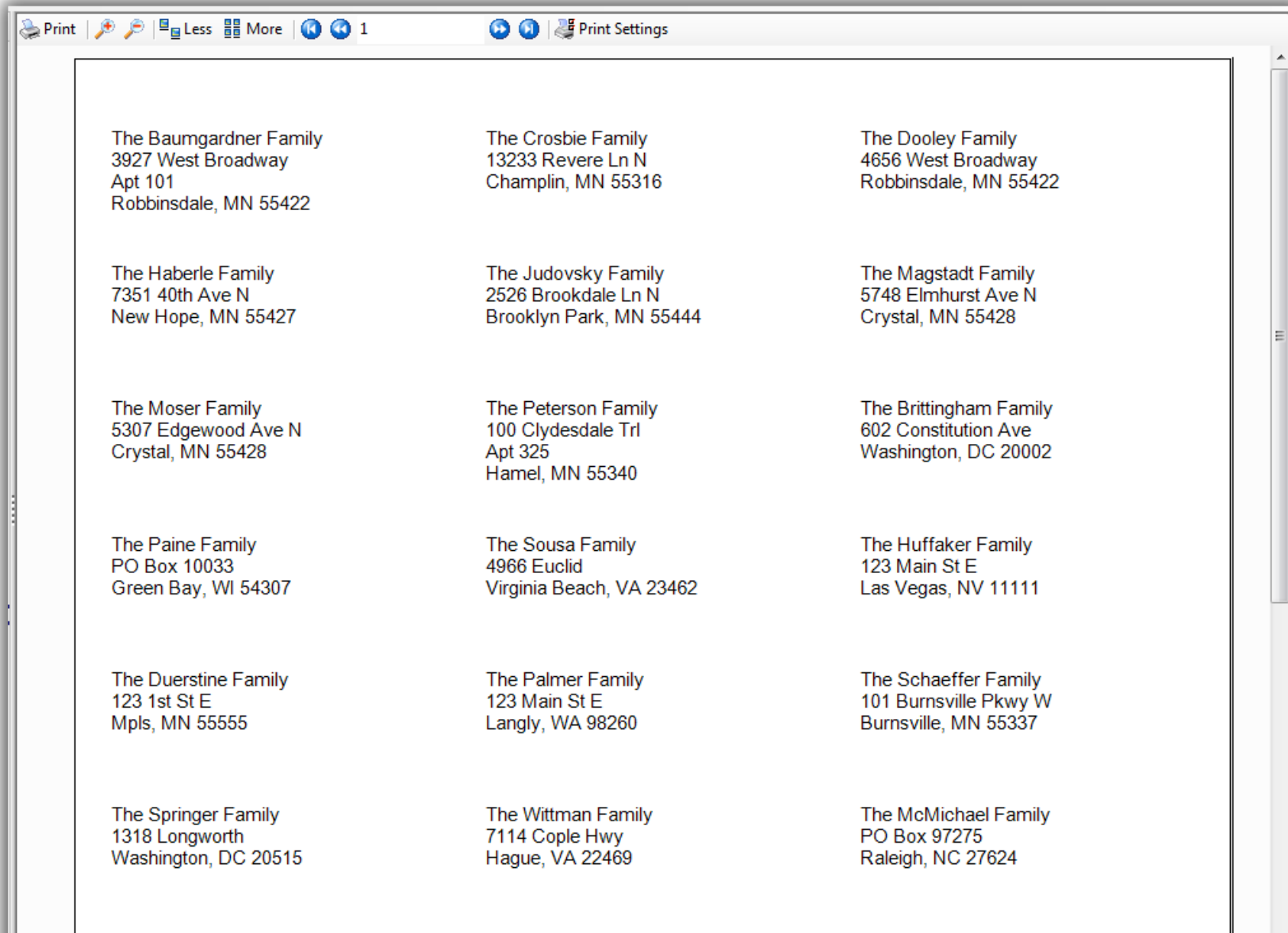


Print preview.

Img 3 of 3 – Example Print Preview

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the 'Labels Name built list-Combined House or by last name and address (Use Avery 5160) report.'



The screenshot shows a print preview window with a toolbar at the top containing icons for Print, Less, More, and Print Settings. The main content area displays a list of family names and addresses arranged in a 3x6 grid. The window title bar shows '1' and 'Print Settings'.

The Baumgardner Family 3927 West Broadway Apt 101 Robbinsdale, MN 55422	The Crosbie Family 13233 Revere Ln N Champlin, MN 55316	The Dooley Family 4656 West Broadway Robbinsdale, MN 55422
The Haberle Family 7351 40th Ave N New Hope, MN 55427	The Judovsky Family 2526 Brookdale Ln N Brooklyn Park, MN 55444	The Magstadt Family 5748 Elmhurst Ave N Crystal, MN 55428
The Moser Family 5307 Edgewood Ave N Crystal, MN 55428	The Peterson Family 100 Clydesdale Trl Apt 325 Hamel, MN 55340	The Brittingham Family 602 Constitution Ave Washington, DC 20002
The Paine Family PO Box 10033 Green Bay, WI 54307	The Sousa Family 4966 Euclid Virginia Beach, VA 23462	The Huffaker Family 123 Main St E Las Vegas, NV 11111
The Duerstine Family 123 1st St E Mpls, MN 55555	The Palmer Family 123 Main St E Langly, WA 98260	The Schaeffer Family 101 Burnsville Pkwy W Burnsville, MN 55337
The Springer Family 1318 Longworth Washington, DC 20515	The Wittman Family 7114 Cople Hwy Hague, VA 22469	The McMichael Family PO Box 97275 Raleigh, NC 27624

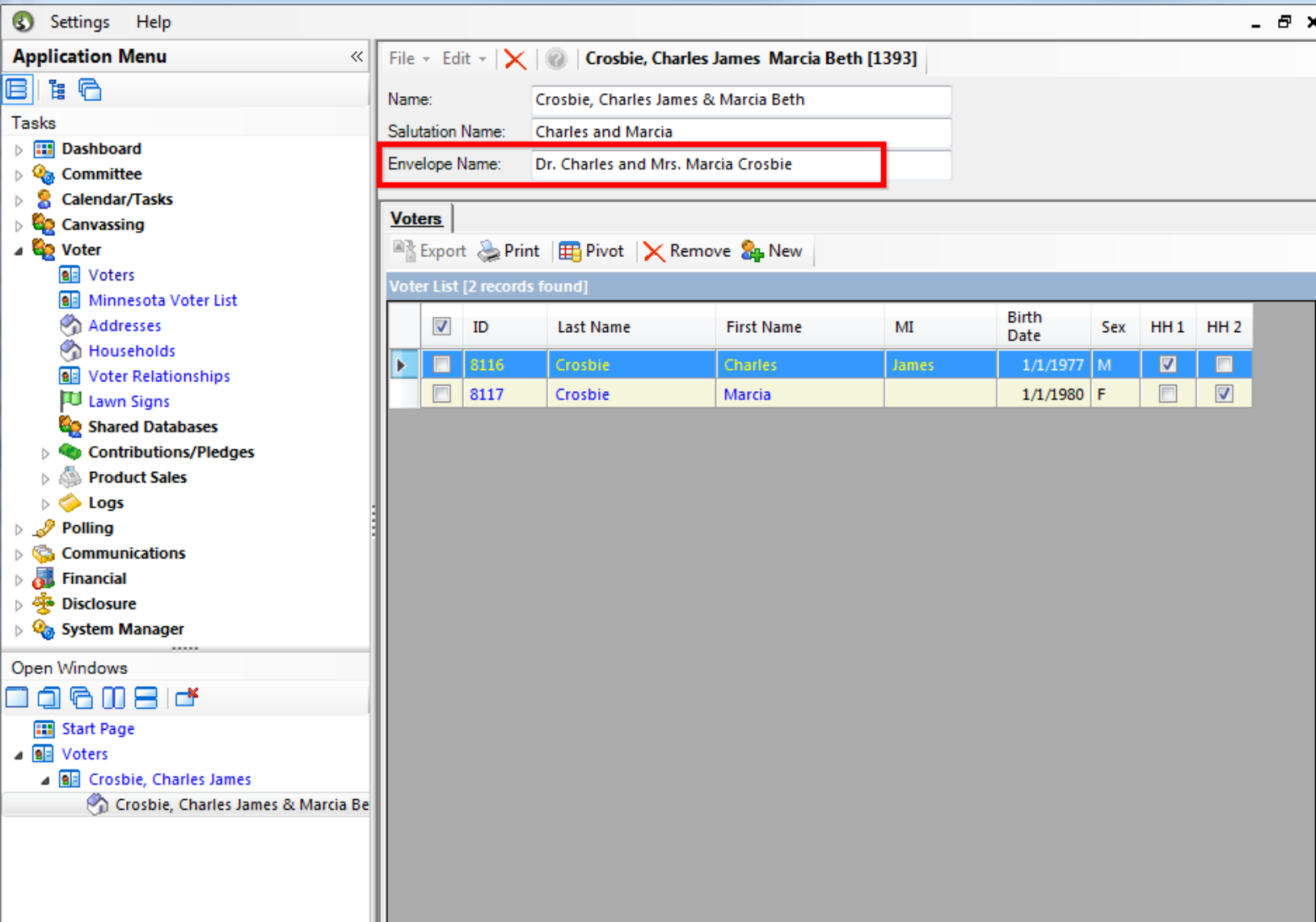
#10 – Labels Household and Envelope Name (Use Avery 5160)

This “report” will print out labels using the household envelope name that you create when [householding](#) the database.

Img 1 of 3 – Example Household Record with the Envelope Name Merge Field Present

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Location of the household record where the 'Labels Household and Envelope Name (Use Avery 5160) will merge from.



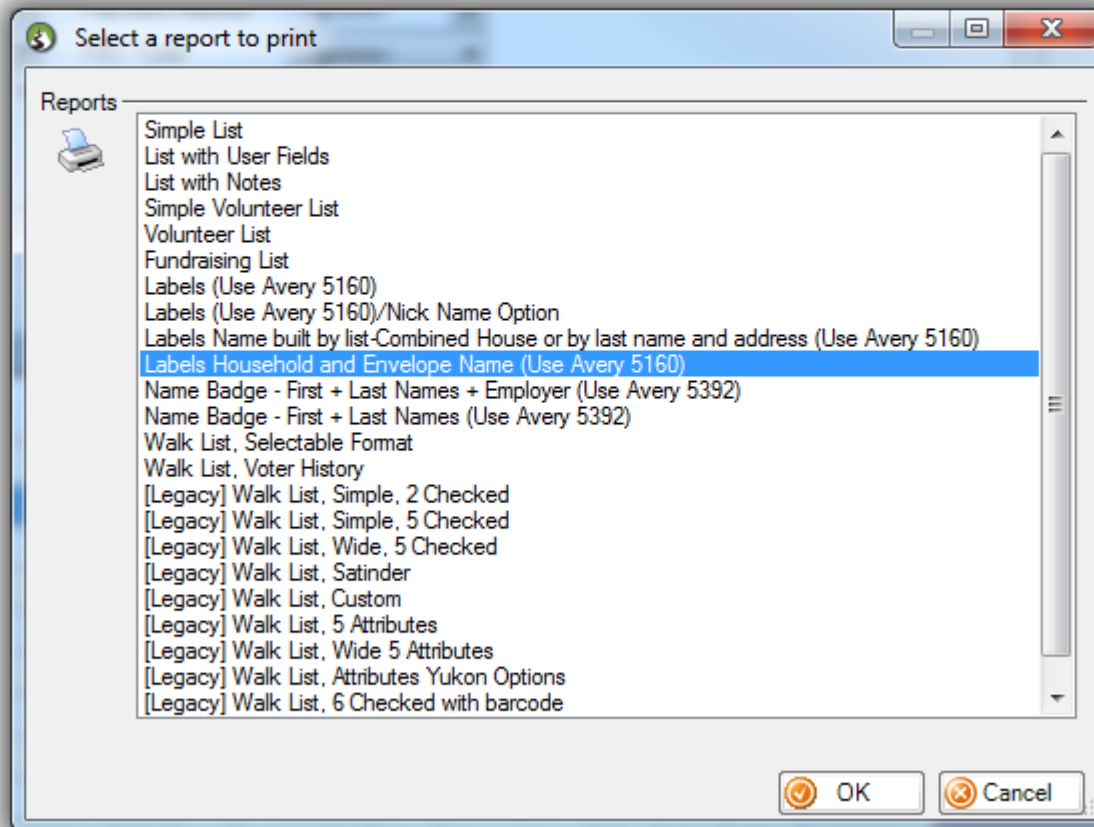
The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view of tasks including Dashboard, Committee, Calendar/Tasks, Canvassing, Voter (expanded), Minnesota Voter List, Addresses, Households, Voter Relationships, Lawn Signs, Shared Databases, Contributions/Pledges, Product Sales, Logs, Polling, Communications, Financial, Disclosure, and System Manager. Below the menu is the 'Open Windows' section showing 'Start Page' and 'Voters' (expanded to 'Crosbie, Charles James' and 'Crosbie, Charles James & Marcia Be'). The main window title is 'Crosbie, Charles James Marcia Beth [1393]'. The 'Name' field contains 'Crosbie, Charles James & Marcia Beth', 'Salutation Name' is 'Charles and Marcia', and 'Envelope Name' is 'Dr. Charles and Mrs. Marcia Crosbie' (highlighted with a red box). Below this is the 'Voters' section with a toolbar (Export, Print, Pivot, Remove, New) and a table titled 'Voter List [2 records found]'. The table has columns: ID, Last Name, First Name, MI, Birth Date, Sex, HH 1, and HH 2.

<input type="checkbox"/>	ID	Last Name	First Name	MI	Birth Date	Sex	HH 1	HH 2
<input type="checkbox"/>	8116	Crosbie	Charles	James	1/1/1977	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8117	Crosbie	Marcia		1/1/1980	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 3 – Selecting the ‘Labels Household and Envelope Name (Use Avery 5160) Report’

Selecting the 'Labels Household and Envelope Name (Use Avery 5160) report.

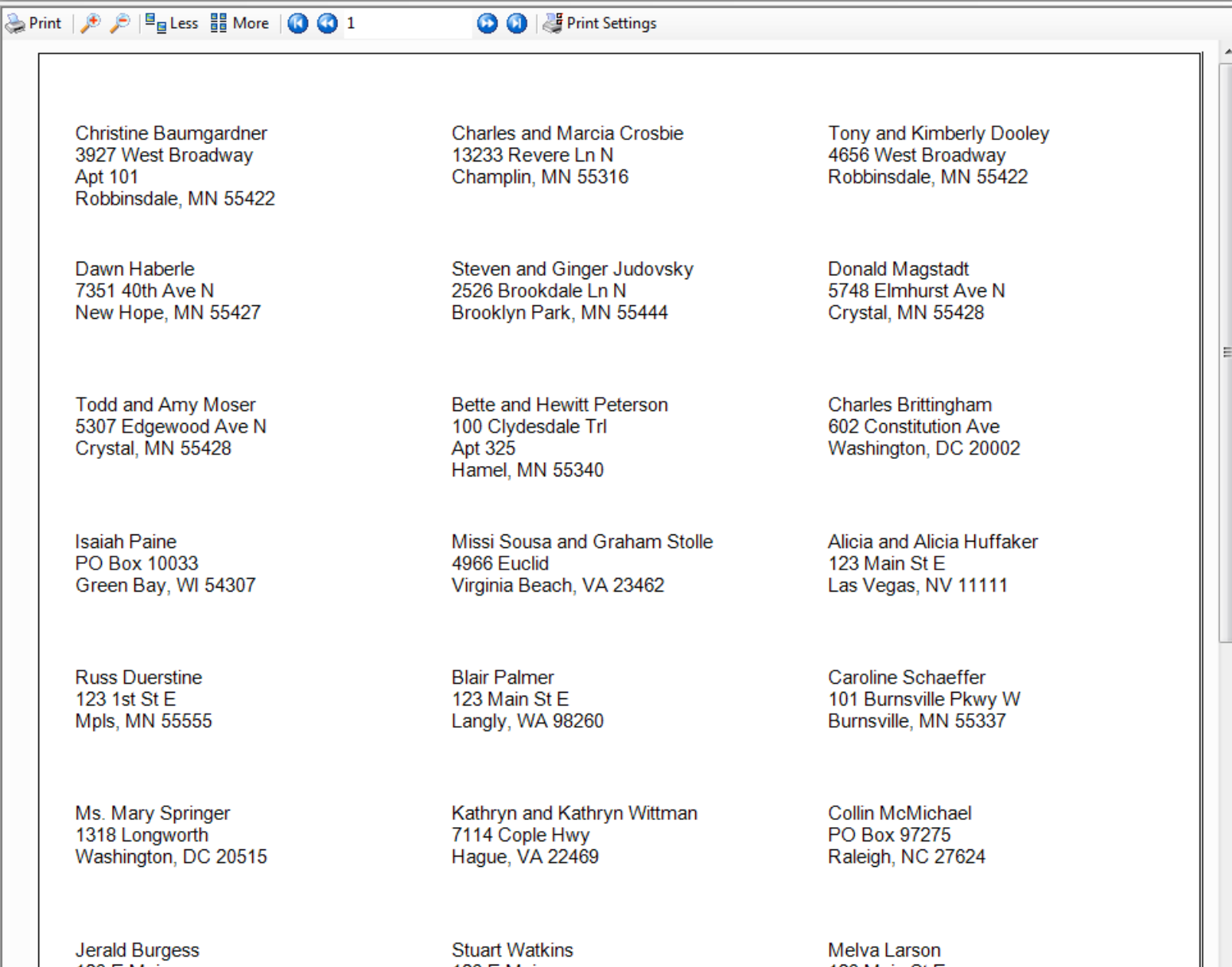


Img 3 of 3 – Example Print Preview

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the Labels Household and Envelope Name (Use Avery 5160) report.



The screenshot shows a print preview window with a toolbar at the top containing icons for Print, navigation, Less, More, and Print Settings. The main content area displays a grid of 18 household addresses, arranged in 6 rows and 3 columns. Each address is printed in a standard font, suitable for a label.

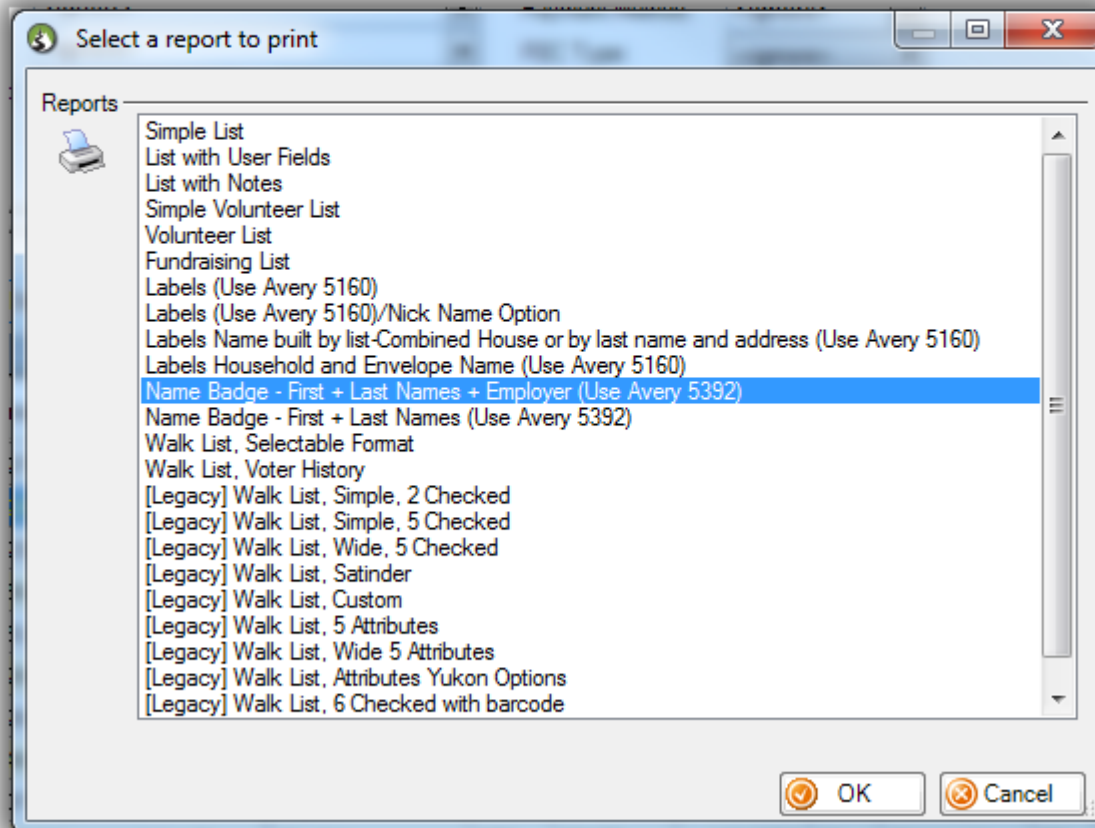
Christine Baumgardner 3927 West Broadway Apt 101 Robbinsdale, MN 55422	Charles and Marcia Crosbie 13233 Revere Ln N Champlin, MN 55316	Tony and Kimberly Dooley 4656 West Broadway Robbinsdale, MN 55422
Dawn Haberle 7351 40th Ave N New Hope, MN 55427	Steven and Ginger Judovsky 2526 Brookdale Ln N Brooklyn Park, MN 55444	Donald Magstadt 5748 Elmhurst Ave N Crystal, MN 55428
Todd and Amy Moser 5307 Edgewood Ave N Crystal, MN 55428	Bette and Hewitt Peterson 100 Clydesdale Trl Apt 325 Hamel, MN 55340	Charles Brittingham 602 Constitution Ave Washington, DC 20002
Isaiah Paine PO Box 10033 Green Bay, WI 54307	Missi Sousa and Graham Stolle 4966 Euclid Virginia Beach, VA 23462	Alicia and Alicia Huffaker 123 Main St E Las Vegas, NV 11111
Russ Duerstine 123 1st St E Mpls, MN 55555	Blair Palmer 123 Main St E Langly, WA 98260	Caroline Schaeffer 101 Burnsville Pkwy W Burnsville, MN 55337
Ms. Mary Springer 1318 Longworth Washington, DC 20515	Kathryn and Kathryn Wittman 7114 Cople Hwy Hague, VA 22469	Collin McMichael PO Box 97275 Raleigh, NC 27624
Jerald Burgess 123 E Main St Mpls, MN 55401	Stuart Watkins 123 E Main St Mpls, MN 55401	Melva Larson 123 E Main St Mpls, MN 55401

#11 – Name Badge – First + Last Names + Employer (Use Avery 5392)

This “report” will print name badges for the list you queried for using their **first name**, **last name**, and **employer**. This is a common procedure for [event](#) registrants.

Img 1 of 2 – Selecting the ‘Name Badge – First + Last Names + Employer (Use Avery 5392)’ Report

Selecting the 'Name Badge - First + Last Names + Employer Use Avery 5392) report.

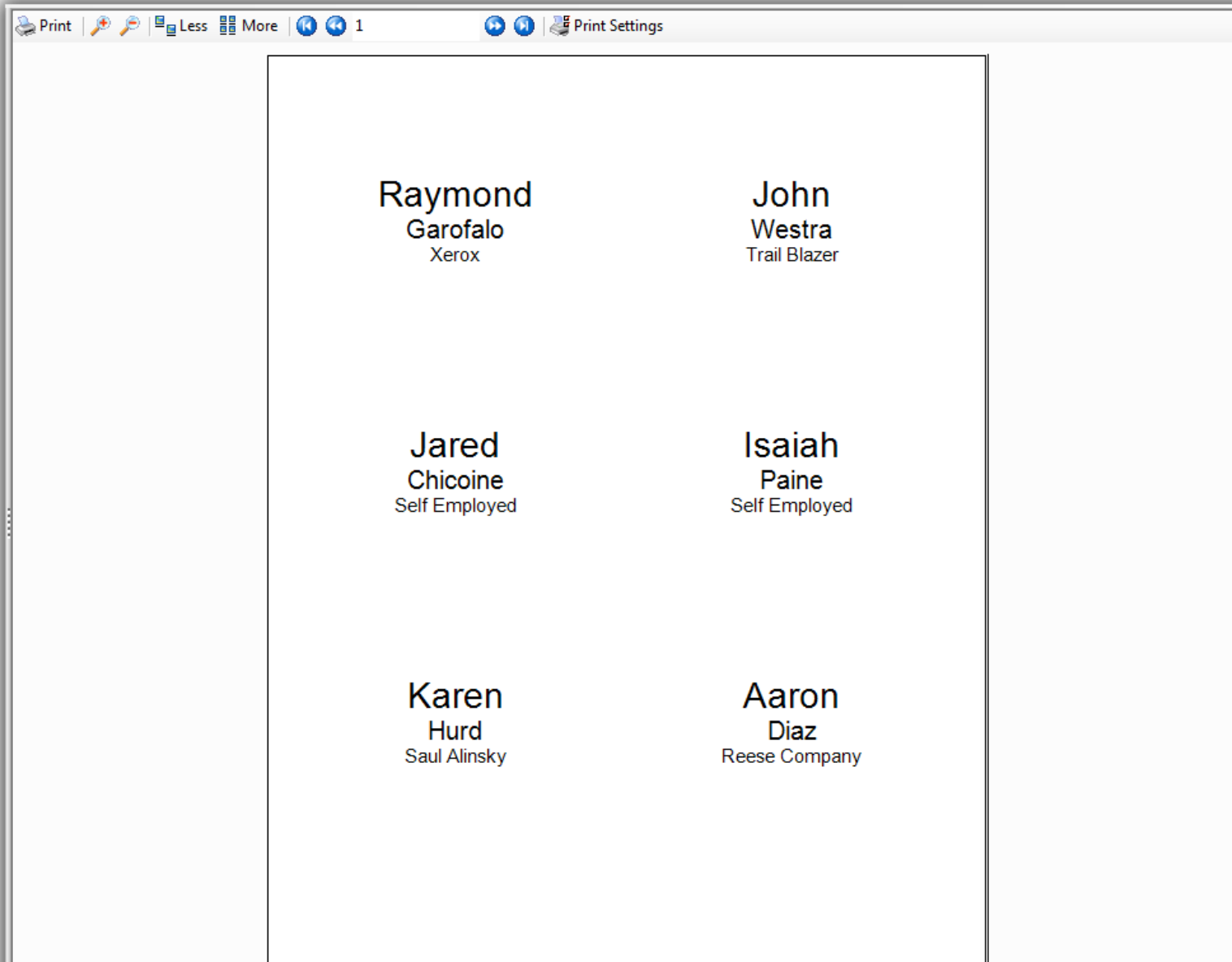


Img 2 of 2 – Example Print Preview

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the 'Name Badge - First + Last Names + Employer (Use Avery 5392) report.



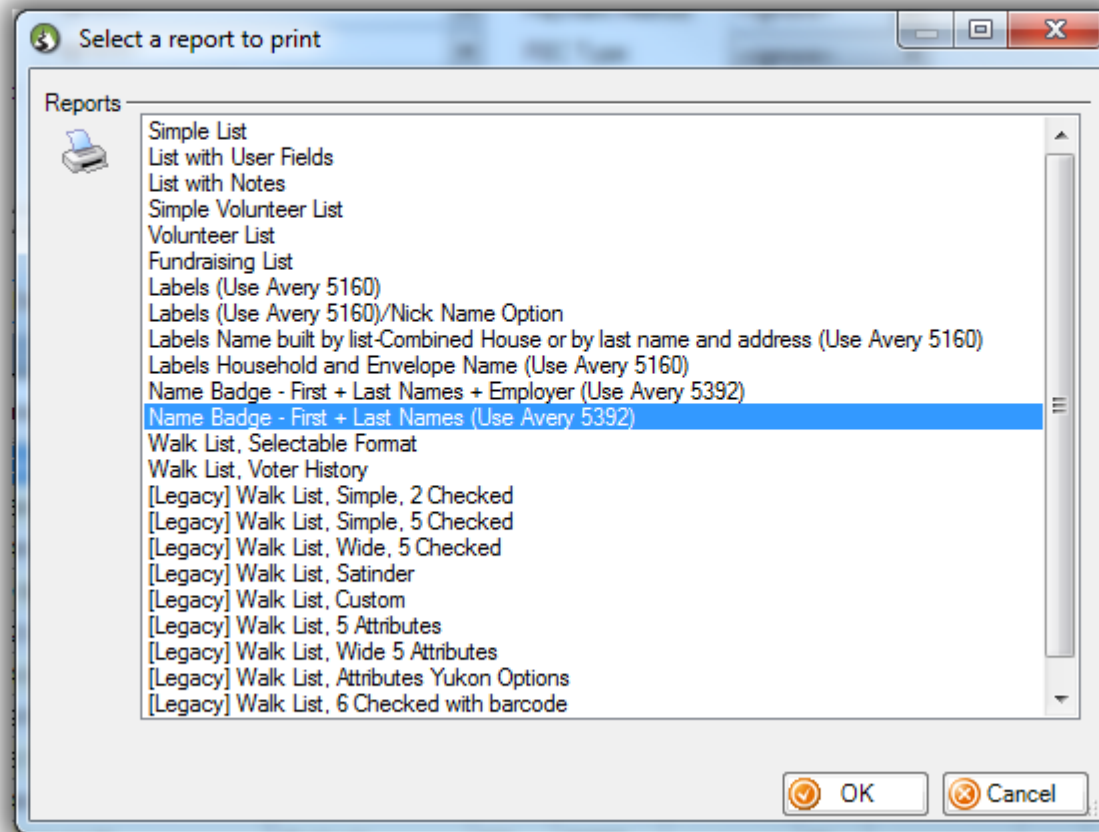
#12 – Name Badge – First + Last Names (Use Avery 5392)

This “report” will print **name badges** for the people in the list you queried for (typical for event attendees). It will print out the contact’s **first** and **last** name.

Img 1 of 2 – Selecting the ‘Name Badge – First + Last Names (Use Avery 5392)’ Report

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

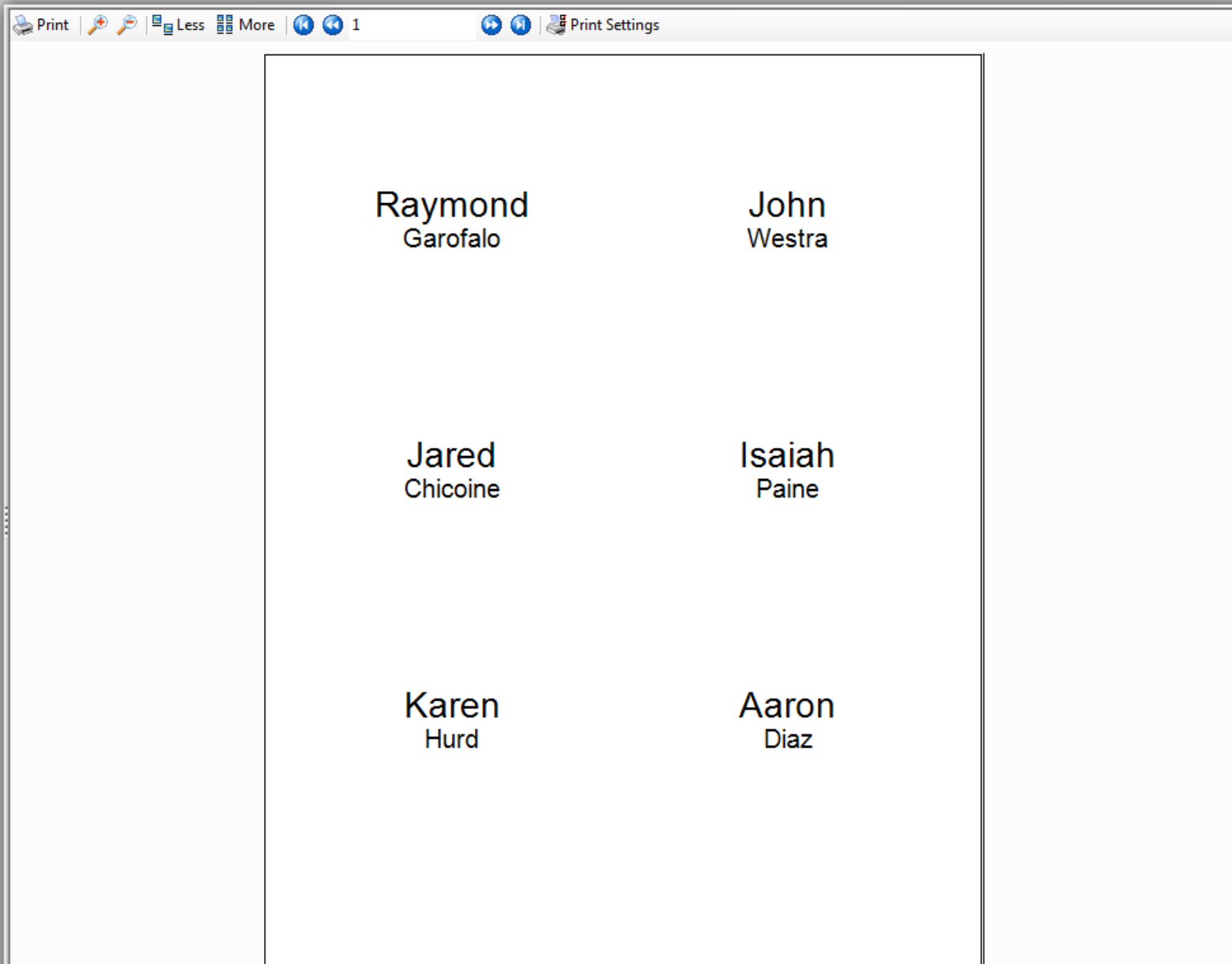
Selecting the 'Name Badge - First + Last Names (Use Avery 5392) report.



Img 2 of 2 – Example Print Preview

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the 'Name Badge - First + Last Names (Use Avery 5392) report.



#13 – Walk List, Selectable Format

This report is used for **door-to-door canvassers** for political campaigns to use on their paper [walk lists](#). It requires you [add in the attribute](#) columns (walk list questions) into the grid via [formatting](#) prior to running the report. It will also require that you remove unnecessary columns, and widen the columns so the walk list prints out correctly onto paper.

 **Tip:** save time and money by using our [mobile canvassing app](#) instead of paper walk lists.

Img 1 of 4 – Example Query List of Voters with the Attribute (Questions) Formatted into the Grid as Columns

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example of search query & format with walk list questions (attributes) added into the grid.

The screenshot shows the TrailBlazer software interface. At the top, there is a search bar with 'Search', 'Reset', and 'New' buttons. Below the search bar is a menu with options: Favorites, General, **Address**, Household, Vote History, Attribute, Canvass, Poll, Relation, Lawn Sign, Contribute, Pledge, Event, Sales, Log, Admin, SQL. On the left, there is a section for 'Address Types' with checkboxes for Default Display, Mailing, Main Home, Main Work, Other Home, Other Work, Registration, and Current Addresses. In the center, there is a form for 'Address' with fields for Nation, Address, City (set to Chaska), State, and Zip Code. Below the form is a toolbar with buttons for Edit, Sort, Format, Wrap, Export, Print, Detail, Summary, and Pivot. At the bottom, there is a table with 49 records found. The table has columns for Last Name, First Name, Street, Street 2, City, State, Zip Code, Does Not Support Candidate, Not Voting, Supports Candidate, Undecided, and Wants a Yard Sign. A red box highlights the last five columns of the table.

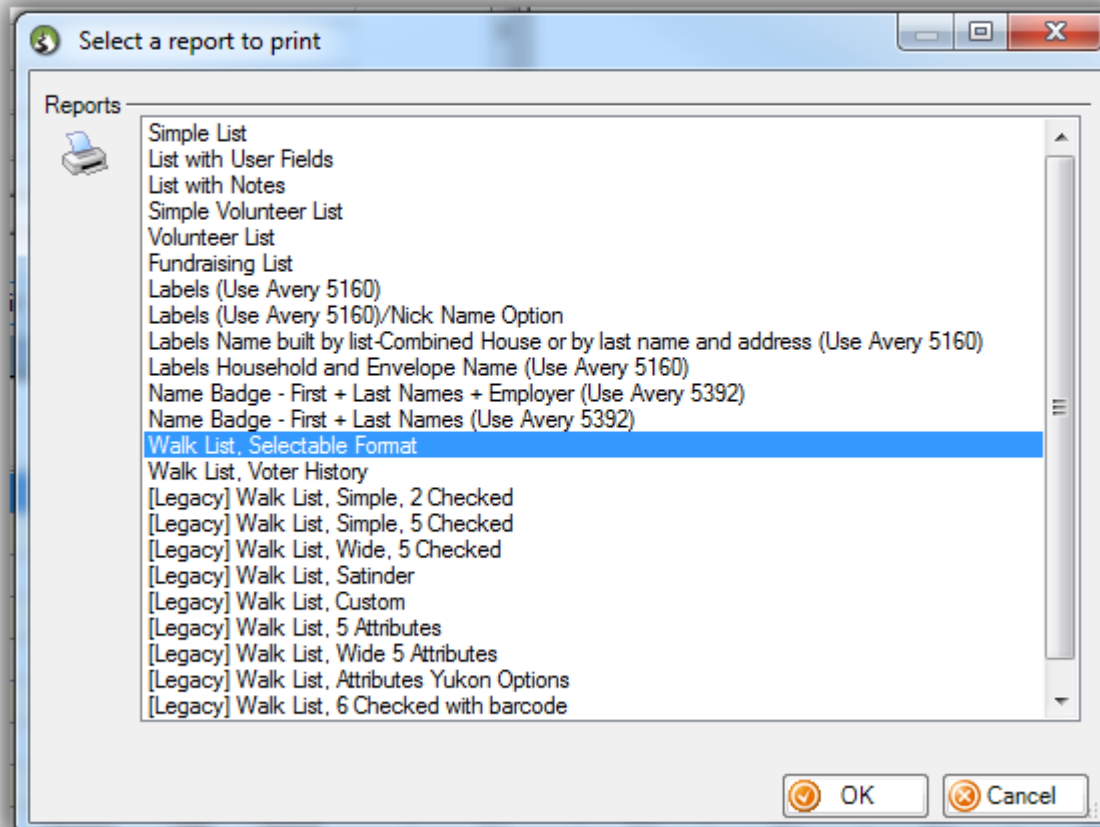
These attributes (questions) will print out on the Walk List Selectable Format report.

✓	Last Name	First Name	Street	Street 2	City	State	Zip Code	Does Not Support Candidate	Not Voting	Supports Candidate	Undecided	Wants a Yard Sign
✓	Adams	William	1567 Millpond Ct		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Alger	Kyle	3287 Lakeshore Ct		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Barnes	Julie	2028 Amberg Ct		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Barnes	Stephen	2028 Amberg Ct		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Barrett	Kathryn	112134 Haering Cir		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Barrett	Richard	112134 Haering Cir		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Bartel	Theresa	164 Judith Dr		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Bauerfeind	Jeremy	901 Braunworth Ct		Chaska	MN	55318-3241	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Boggs	Collin	3273 Lakeshore Cir		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Boggs	Rebecca	3273 Lakeshore Cir		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Boughner	Jamie	110 1st St E		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Clark	John	1045 Yellow Brick Rd	Apt 121	Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Cummings	Eric	2340 Kelm St		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Cummings	Sonja	2340 Kelm St		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Curtis	Georgette	2910 Hemingway Dr	Apt 202	Chaska	MN	55318-1756	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Doherty	John	9335 Pierson Lake Dr		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Doherty	Nancy	9335 Pierson Lake Dr		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Elverum	Jaclyn	210 Darrick Rd		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Fehrenbach	Jerod	1926 Shamrock Pl		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Flood	Joseph	705 7th St E		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	Fox	Julie	1956 Siefert St		Chaska	MN	55318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 4 – Selecting the Report

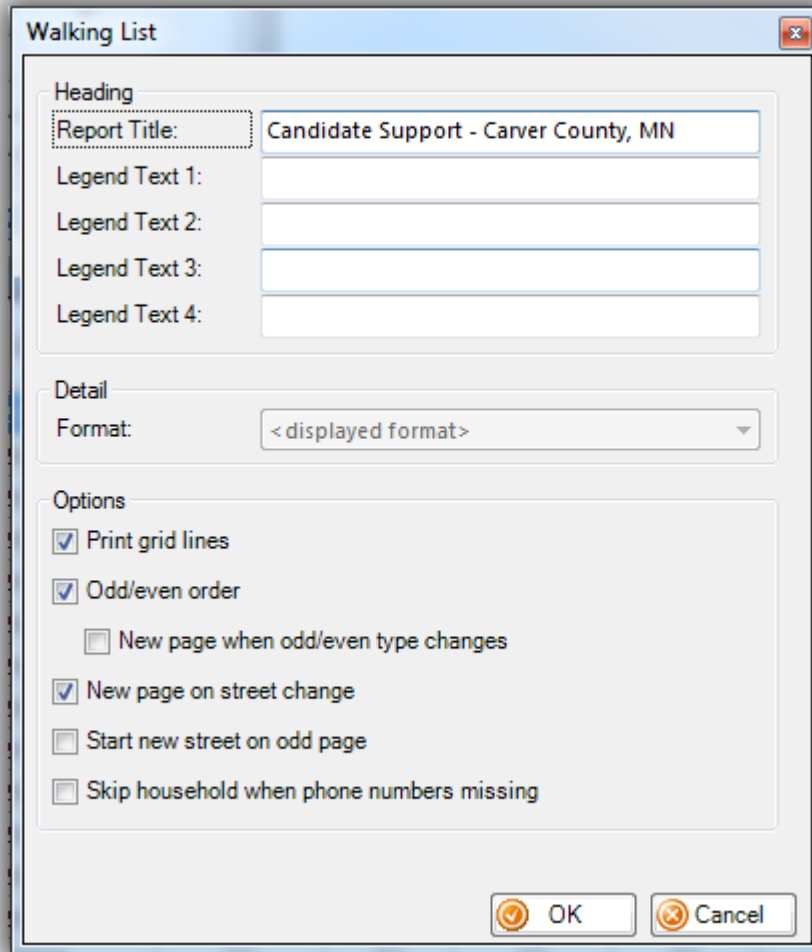
Selecting the 'Walk List, Selectable Format' report.



Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 3 of 4 – Configuring the Report Options

Configuring the 'Walk List, Selectable Format' report.



The screenshot shows a dialog box titled "Walking List" with the following sections:

- Heading**
 - Report Title: Candidate Support - Carver County, MN
 - Legend Text 1: [Empty text box]
 - Legend Text 2: [Empty text box]
 - Legend Text 3: [Empty text box]
 - Legend Text 4: [Empty text box]
- Detail**
 - Format: < displayed format >
- Options**
 - Print grid lines
 - Odd/even order
 - New page when odd/even type changes
 - New page on street change
 - Start new street on odd page
 - Skip household when phone numbers missing

Buttons: OK, Cancel

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 4 of 4 – Example Print Preview

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example print preview of the 'Walk List, Selectable Format' report.

Print | Less | More | 1 | Print Settings

TrailBlazer
Candidate Support - Carver County, MN Page: 1 of 3 - 1/19/2017 11:22 AM

Last Name	First Name	Does Not Support Candidate	Not Voting	Supports Candidate	Undecided	Wants a Yard Sign
110 1st St E, Chaska, MN 55318 [Precinct Code=0040, Precinct Name=CHASKA W-1]						
Boughner	Jamie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
705 7th St E, Chaska, MN 55318 [Precinct Code=0050, Precinct Name=CHASKA W-3]						
Flood	Joseph	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams-Flood	Barbara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2028 Amberg Ct, Chaska, MN 55318 [Precinct Code=0040, Precinct Name=CHASKA W-1]						
Barnes	Julie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barnes	Stephen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
752 Ashley Dr, Chaska, MN 55318 [Precinct Code=0045, Precinct Name=CHASKA W-2]						
Nolan Clark	Barbara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3102 Bavaria Hills Trl, Chaska, MN 55318 [Precinct Code=0045, Precinct Name=CHASKA W-2]						
Stewart	Brett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewart	Linda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
901 Braunworth Ct, Chaska, MN 55318-3241 [Precinct Code=0047, Precinct Name=CHASKA W-2 P-2]						
Bauernfeind	Jeremy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1324 Broadview Ave, Chaska, MN 55318 [Precinct Code=0050, Precinct Name=CHASKA W-3]						
Rice	Anthony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Brookview Ter, Chaska, MN 55318 [Precinct Code=0055, Precinct Name=CHASKA W-4]						
Hintgen	John	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115 1/2 Cedar St S, Chaska, MN 55318 [Precinct Code=0040, Precinct Name=CHASKA W-1]						
Weber	Michelle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3110 Chestnut St N, Unit 316, Chaska, MN 55318 [Precinct Code=0055, Precinct Name=CHASKA W-4]						
Morrisette	Aimee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
916 Cole St, Chaska, MN 55318 [Precinct Code=0050, Precinct Name=CHASKA W-3]						
Small	Colleen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1429 Crest Dr, Chaska, MN 55318 [Precinct Code=0050, Precinct Name=CHASKA W-3]						
Schaefer	Joann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
285 Crosstown Blvd, Apt 295, Chaska, MN 55318 [Precinct Code=0050, Precinct Name=CHASKA W-3]						
Killian	Sandra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
135 Crosstown Blvd, Apt 11, Chaska, MN 55318 [Precinct Code=0050, Precinct Name=CHASKA W-3]						

Cancel

#14 – Walk List, Voter History

This is a very useful report for your “door-knockers” to use which provides the past **voter history** of the people they are canvassing. It *requires you have voter history loaded in your database.

Img 1 of 4 – Build and Run a Search Query for the Voters you are Canvassing

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Build and run a search query for the voters you want to canvass with a paper walk list.

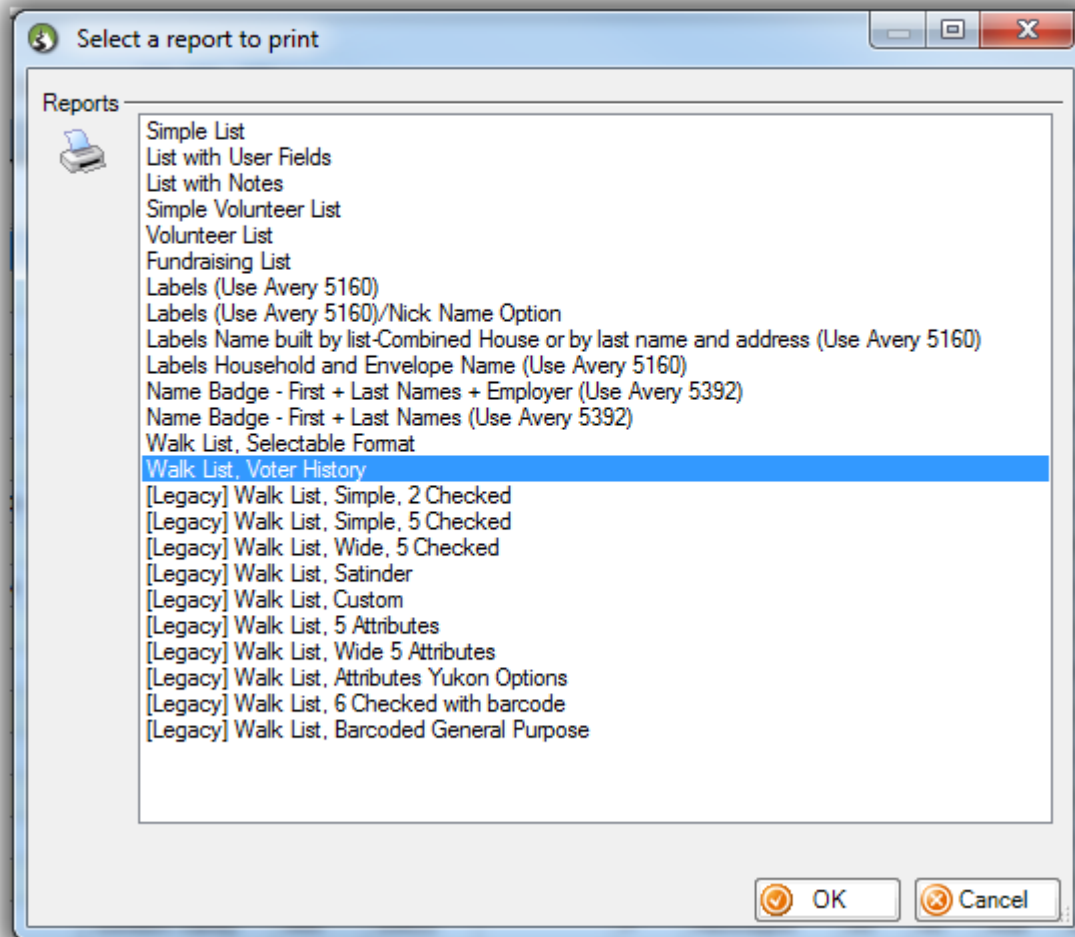
The screenshot shows the TrailBlazer software interface. At the top, there is a search bar with 'Search' and 'Reset' buttons, and a 'Voters' tab selected. Below the search bar, there is a menu with options like 'Favorites', 'General', 'Address', 'Household', 'Vote History', 'Attribute', 'Canvass', 'Poll', 'Relation', 'Lawn Sign', 'Contribute', 'Pledge', 'Event', 'Sales', 'Log', 'Admin', and 'SQL'. The 'Address' tab is active, showing a search form with fields for Nation, Address, City, State, and Zip Code. The 'City' field is set to 'Golden Valley'. Below the search form, there is a table of voters with columns for ID, Last Name, First Name, Address Type, Street, City, State, Zip Code, Birth Date, Gender, County, CD, SD, LD, and Reg Id. The table contains 34 rows of voter data, all from Golden Valley, MN.

ID	Last Name	First Name	Address Type	Street	City	State	Zip Code	Birth Date	Gender	County	CD	SD	LD	Reg Id
29	Aaserud	Jeanette	Home	5301 33rd Ave N	Golden Valley	MN	55422	1/1/1932	F	Hennepin	005	45	45B	997067
38	Abboud	Cathy	Home	2801 Kyle Ave N	Golden Valley	MN	55422	1/1/1957	F	Hennepin	05	45	45B	1203059
80	Abraham	Scott	Home	1140 Lilac Dr N	Golden Valley	MN	55422	1/1/1962	M	Hennepin	05	45	45B	3944190
98	Acharya	Atashi	Home	2640 Noble Ave N	Golden Valley	MN	55422	1/1/1937		Hennepin	05	45	45B	997381
101	Acken	Anita	Home	3308 Noble Ave N	Golden Valley	MN	55422	1/1/1936	F	Hennepin	05	45	45B	990452
105	Acker	James	Home	2060 Kelly Dr	Golden Valley	MN	55427	1/1/1958	M	Hennepin	05	45	45B	1190455
111	Ackerman	Glen	Home	4950 Bassett Creek Dr	Golden Valley	MN	55422	1/1/1971	M	Hennepin	05	45	45B	1430010
175	Adams	Mary	Home	2815 Kyle Ave N	Golden Valley	MN	55422	1/1/1955	F	Hennepin	05	45	45B	998731
181	Adams	Rebecca	Home	1720 Louisiana Ave N	Golden Valley	MN	55427	1/1/1956	F	Hennepin	05	45	45B	1097500
238	Agee	Chris	Home	1945 Major Dr	Golden Valley	MN	55422	1/1/1974	M	Hennepin	05	45	45B	1592924
239	Agee	Loretta	Home	1945 Major Dr	Golden Valley	MN	55422	1/1/1941		Hennepin	05	45	45B	989468
243	Agnew	Robert	Home	1820 York Ave N	Golden Valley	MN	55422	1/1/1952	M	Hennepin	05	45	45B	1106508
255	Ahlbrecht	Brian	Home	2680 Quail Ave N	Golden Valley	MN	55422	1/1/1970	M	Hennepin	05	45	45B	1590036
256	Ahlbrecht	Kristine	Home	2680 Quail Ave N	Golden Valley	MN	55422	1/1/1972	F	Hennepin	05	45	45B	3497094
279	Aho	Donald	Home	2300 Vale Crest Rd	Golden Valley	MN	55422	1/1/1922	M	Hennepin	05	45	45B	1007639
281	Aho	Lorraine	Home	5631 St Croix Ave N	Golden Valley	MN	55422	1/1/1924	F	Hennepin	05	45	45B	1007641
297	Ainsworth	Caroline	Home	4975 Sorell Ave	Golden Valley	MN	55422		F	Hennepin	05	45	45B	989964
307	Akerson	Karla	Home	1301 Waterford Dr	Golden Valley	MN	55422	1/1/1948	F	Hennepin	05	45	45B	1106908
320	Albergotti	Kathryn	Home	2605 Vale Crest Rd	Golden Valley	MN	55422	1/1/1950	F	Hennepin	05	45	45B	3497194
330	Albert	Alfred	Home	1800 Quail Ave N	Golden Valley	MN	55422	1/1/1953		Hennepin	05	45	45B	1088020
347	Albrecht	Laurie	Home	6332 Olympia St	Golden Valley	MN	55427	1/1/1958	F	Hennepin	05	45	45B	1011157

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 2 of 4 – Selecting the ‘Walk List, Voter History’ Report

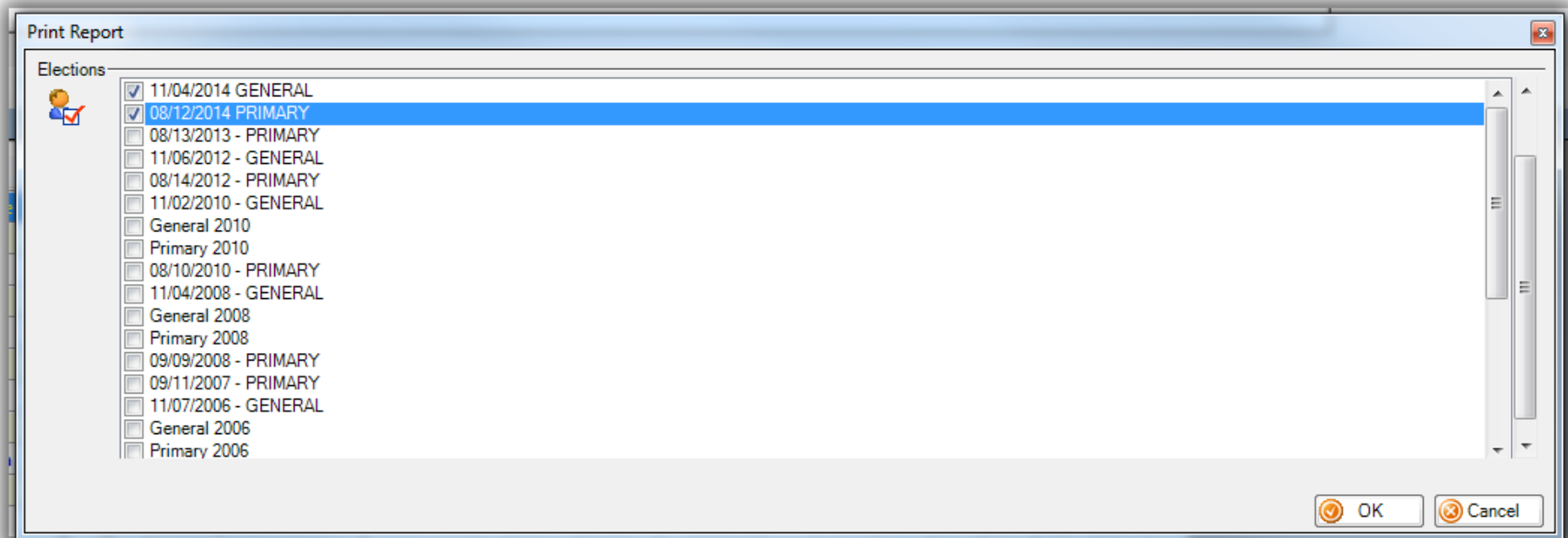
Selecting the 'Walk List, Voter History' report.



Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Img 3 of 4 – Configuring the Report

Configuring the 'Walk List, Voter History' report by choosing which elections to print out.



Img 4 of 4 – Example Print Preview of the 'Walk List, Voter History' Report

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

Example Walk List, Vote History report.

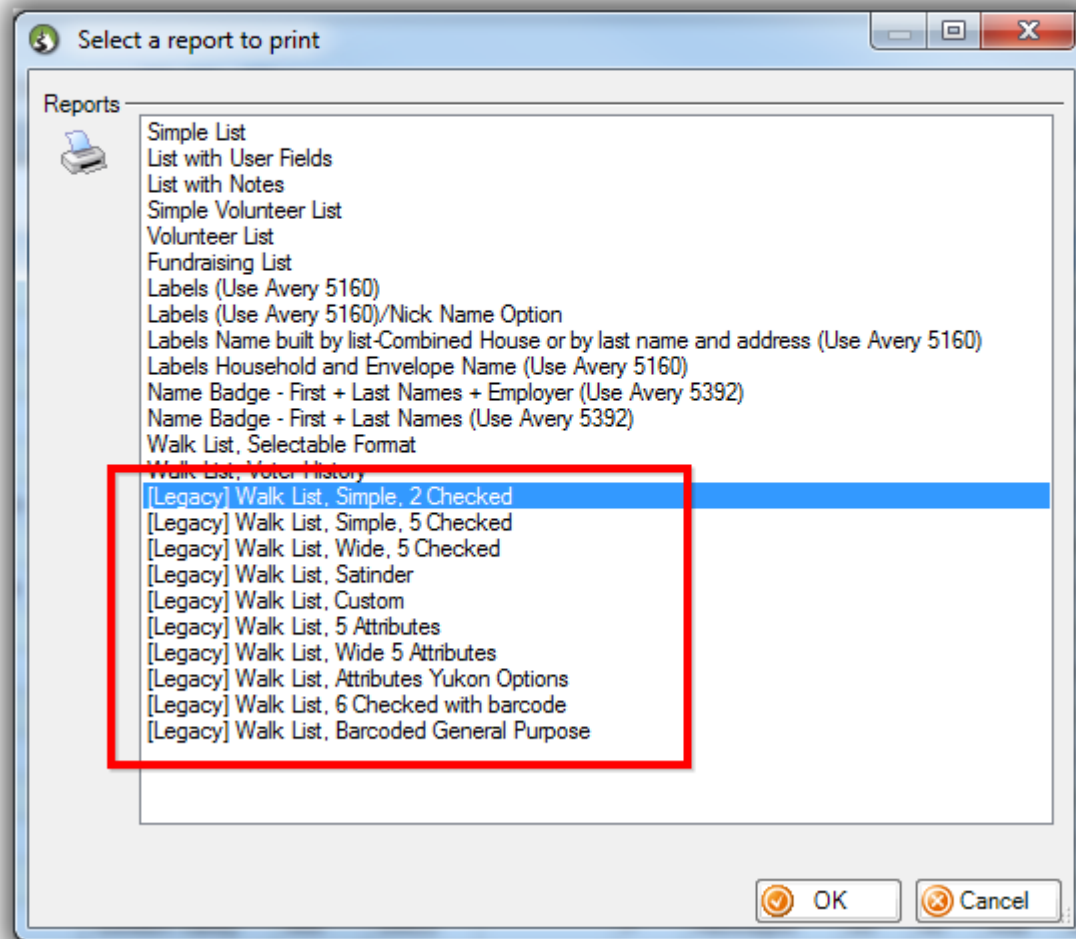
TrailBlazer
Voter History Walking List Page: 2 of 323 - 1/19/2017 1:43 PM
County: Hennepin City: Golden Valley Precinct: 0985

Street	Party	Grade	Voting History				Name	Ag.	Contact	Lit	React	Comments
			G12	P13	P14	G14		Y / N	Y / N	+ 0 -		
3801 26th Ave N		20	V	**	**	V	Jennings, Karla	58	Y / N	Y / N		
3801 26th Ave N	IND	16	V	**	**	**	Sathre, Robert	42	Y / N	Y / N		
3721 26th Ave N	REP	62	V	**	**	V	Cogelow, Barbara	70	Y / N	Y / N		
3721 26th Ave N	REP	58	V	**	**	V	Cogelow, James	77	Y / N	Y / N		
3701 26th Ave N	REP	45	V	**	**	V	Lawler, Rose	55	Y / N	Y / N		
3513 26th Ave N		16	V	**	**	V	Olson, Adam	28	Y / N	Y / N		
3513 26th Ave N	DEM	41	V	**	**	V	Olson, Mary	66	Y / N	Y / N		
3513 26th Ave N	REP	25	V	**	**	V	Olson, Matthew	34	Y / N	Y / N		
3407 26th Ave N		16	V	**	**	V	Goemann, Daniel	36	Y / N	Y / N		
3407 26th Ave N		12	V	**	**	V	Greene, Jennifer	41	Y / N	Y / N		
3407 26th Ave N		12	V	**	**	V	Greene, Michael	41	Y / N	Y / N		
3407 26th Ave N		16	V	**	**	V	Johnson, Aaron	36	Y / N	Y / N		
3405 26th Ave N		4	**	**	**	V	Billey-Harris, Jasmine	29	Y / N	Y / N		
3405 26th Ave N	DEM	33	V	**	**	**	Donald, Dorothea	38	Y / N	Y / N		
3405 26th Ave N		4	**	**	**	V	Harris, Daryll	39	Y / N	Y / N		
3401 26th Ave N		4	**	**	**	V	Cunningham, Cullen	21	Y / N	Y / N		
3401 26th Ave N	REP	54	V	**	**	V	Cunningham, Kevin	60	Y / N	Y / N		
3401 26th Ave N	REP	66	V	**	**	V	Cunningham, Leslie	55	Y / N	Y / N		
3401 26th Ave N	IND	25	V	**	**	V	Sheehan, Gregory	32	Y / N	Y / N		
3337 26th Ave N	DEM	16	V	**	**	**	Moeller, Connie	51	Y / N	Y / N		
3337 26th Ave N		16	V	**	**	V	Moeller, Steen	44	Y / N	Y / N		
3227 26th Ave N		29	V	**	**	V	Hebert, Leah	45	Y / N	Y / N		
3227 26th Ave N		20	V	**	**	V	Welles, Susan	51	Y / N	Y / N		
3201 26th Ave N	REP	25	V	**	**	**	Dwyer, Angela	42	Y / N	Y / N		
3201 26th Ave N	DEM	37	V	**	**	V	Dwyer, David	49	Y / N	Y / N		
3133 26th Ave N	DEM	41	V	**	**	V	Cassidy, Judith	77	Y / N	Y / N		
3133 26th Ave N	DEM	41	V	**	**	V	Cassidy, Patrick	78	Y / N	Y / N		
3133 26th Ave N		12	V	**	**	V	Cassidy Anderson, Brittny	27	Y / N	Y / N		

#15 – Legacy Reports

These 'legacy' reports are no longer supported in Trail Blazer and will eventually be removed.

Legacy reports: you can use them but they will eventually be removed from the Trail Blazer application.



Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

The **related resources** below link to a wide variety of similar articles and videos.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Walk List Selectable Format](#)

Article: [Creating and Saving Default Formats for Reporting with the Grid](#)

Article: [Add Attributes, Attribute Dates, and Attribute Notes to the Grid by Formatting them in as Columns](#)

Article: [How to Create a Year-by-Year Giving History Report using Filtered Contribution Columns in the Grid – Primarily for Nonprofits](#)

Article: [Mobile Base Camp – How to Create and Run a Mobile Canvassing \(Walk\) List](#)

Article: [Are you able to print custom issues/groups and/or log entries on walk/call sheets](#)

Article: [Printable Call Book Reports](#)

Article: [How to Print Name Badges for Event Registrants – Using Avery 5392 Name Badge Paper](#)

Article: [How to Print Household Labels](#)

Article: [How to Print Mail-Merge Address Labels](#)

Article: [Printing Envelopes](#)

Article: [How to Create Attribute Folders and Attribute Items \(Custom Categories\)](#)

Video: [Attributes Adding New](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

Overview of what Reports you can Print from the File Drop-Down Menu (or the [Report] Button) in the Voters/Donors List

✉ **Email:** support@trailblz.com

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

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** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

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