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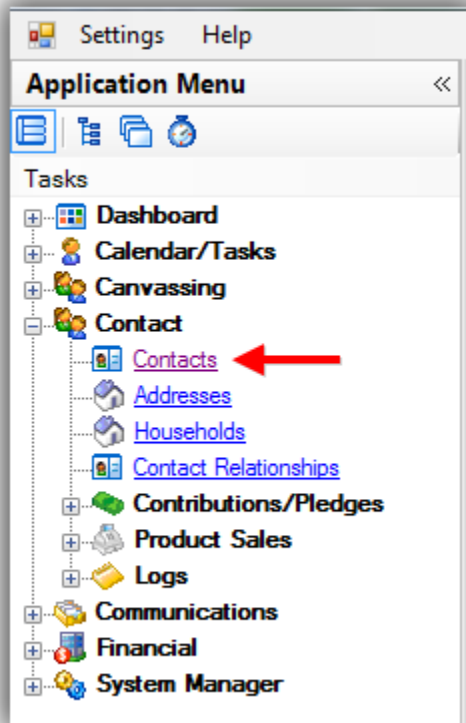
Overview

This article will teach you how to delete **Attribute Items**, and an **Attribute Folder** from the attribute tree. It also shows how to **remove people** from an attribute **prior** to deleting it (this step is only required *if* people are connected to the attribute).

 **Tip:** Attributes are one of the most useful and heavily used features in your database, [this article](#) shows how to **create new attributes** and some of the different uses that they have.

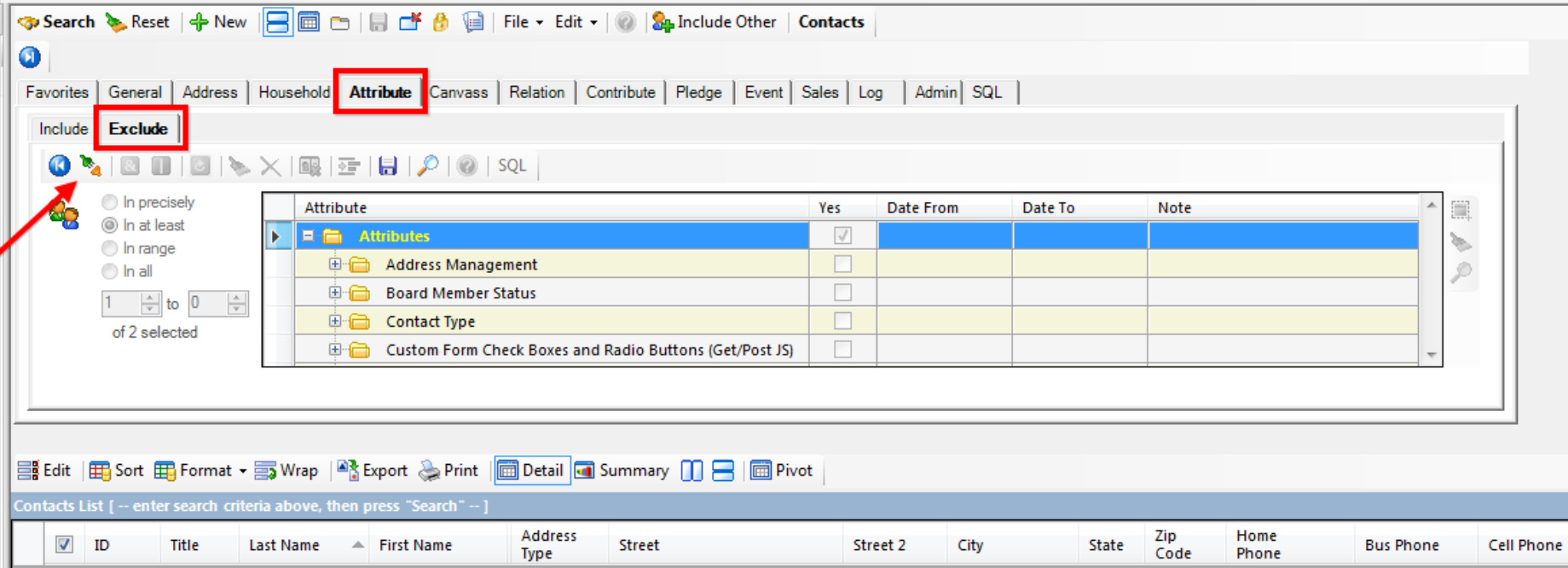
Steps

Navigate to the **Contacts** (*Donors/Voters*) list.



First you'll want to run a **search** to **verify nobody** is attached to the **attribute** prior to deleting it. **if* there are, you'll **need to remove their assignment**.

Navigate to the **Attribute** tab and **unplug** the **Exclude** sub-tab in-case anyone is assigned but also is hidden with a [NOT Attribute](#).



The screenshot shows the TrailBlazer software interface. The 'Attribute' tab is selected and highlighted with a red box. Below it, the 'Exclude' sub-tab is also highlighted with a red box. A red arrow points to the 'Include' sub-tab. The search criteria table is as follows:

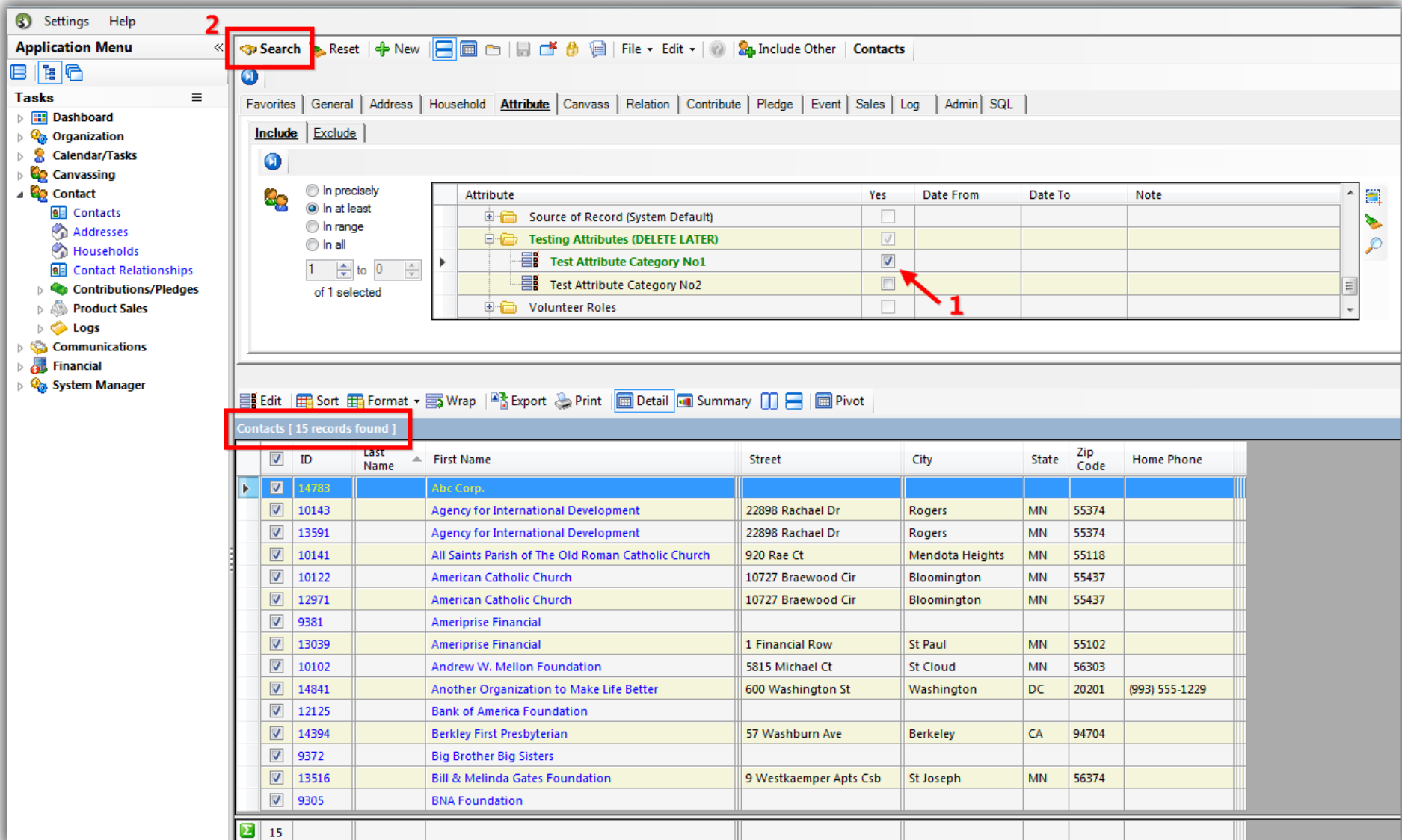
Attribute	Yes	Date From	Date To	Note
Attributes	<input checked="" type="checkbox"/>			
Address Management	<input type="checkbox"/>			
Board Member Status	<input type="checkbox"/>			
Contact Type	<input type="checkbox"/>			
Custom Form Check Boxes and Radio Buttons (Get/Post JS)	<input type="checkbox"/>			

Below the search criteria table, there are radio buttons for search filters: 'In precisely', 'In at least', 'In range', and 'In all'. The 'In at least' filter is selected. The range is set from 1 to 0, with 'of 2 selected' below it.

At the bottom of the interface, the 'Contacts List' table is visible with columns: ID, Title, Last Name, First Name, Address Type, Street, Street 2, City, State, Zip Code, Home Phone, Bus Phone, and Cell Phone.

After unplugging the **Exclude** sub-tab, navigate to the **Include** sub-tab and run your search query by the attribute you want to delete. *In my example it was called **Test Attribute Category No1.**, and there were **15** people attached.*

First you'll want to run a search query to see if any contacts are assigned to the attribute(s) you want to delete. In my example there were 15.

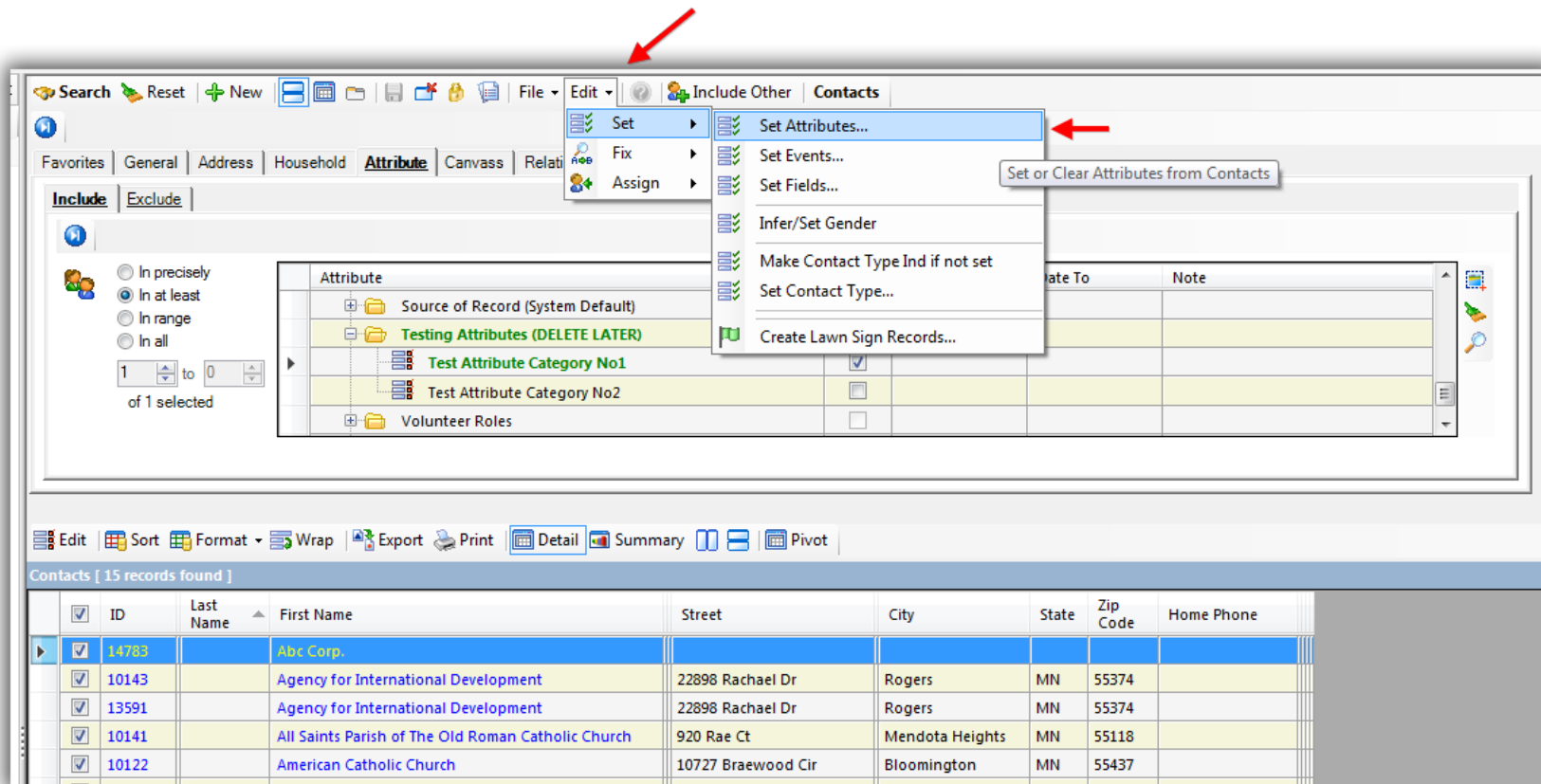


The screenshot shows the TrailBlazer software interface. On the left is a navigation menu with categories like Dashboard, Organization, Calendar/Tasks, Contact, Addresses, Households, etc. The main window is titled 'Contacts' and shows a search filter configuration. A red box labeled '2' highlights the 'Search' button in the top toolbar. Below it, the 'Attribute' filter table is visible, with a red arrow labeled '1' pointing to the 'Yes' checkbox for 'Test Attribute Category No2'. At the bottom, a table titled 'Contacts [15 records found]' is displayed, listing various organizations with their IDs, names, addresses, and phone numbers.

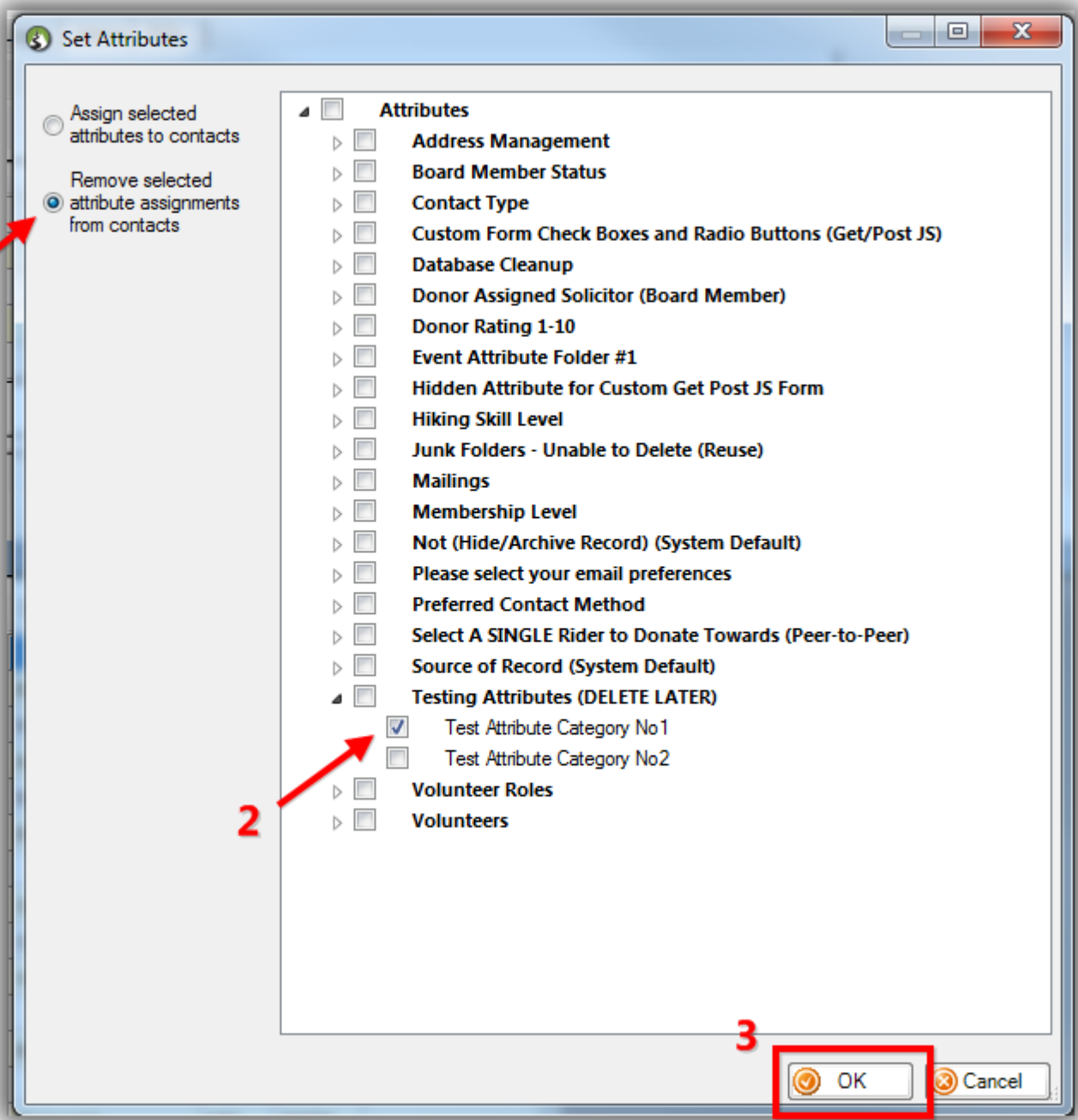
ID	Last Name	First Name	Street	City	State	Zip Code	Home Phone
14783		Abc Corp.					
10143		Agency for International Development	22898 Rachael Dr	Rogers	MN	55374	
13591		Agency for International Development	22898 Rachael Dr	Rogers	MN	55374	
10141		All Saints Parish of The Old Roman Catholic Church	920 Rae Ct	Mendota Heights	MN	55118	
10122		American Catholic Church	10727 Braewood Cir	Bloomington	MN	55437	
12971		American Catholic Church	10727 Braewood Cir	Bloomington	MN	55437	
9381		Ameriprise Financial					
13039		Ameriprise Financial	1 Financial Row	St Paul	MN	55102	
10102		Andrew W. Mellon Foundation	5815 Michael Ct	St Cloud	MN	56303	
14841		Another Organization to Make Life Better	600 Washington St	Washington	DC	20201	(993) 555-1229
12125		Bank of America Foundation					
14394		Berkley First Presbyterian	57 Washburn Ave	Berkeley	CA	94704	
9372		Big Brother Big Sisters					
13516		Bill & Melinda Gates Foundation	9 Westkaemper Apts Csb	St Joseph	MN	56374	
9305		BNA Foundation					

Follow **Edit > Set > Set Attributes...**

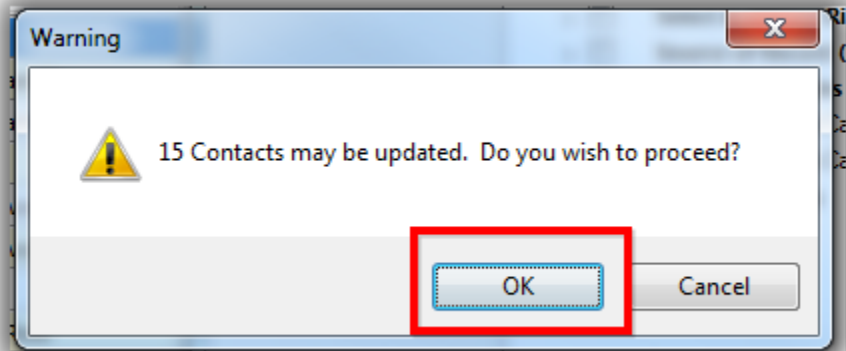
***If there are contacts assigned to the attribute you'll need to un-assign them. Follow Edit > Set > Set Attributes...**



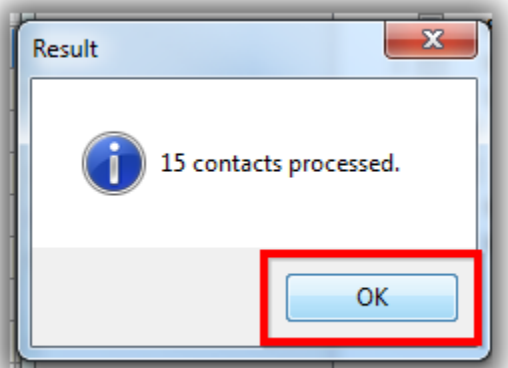
Select the **radio button** for **Remove selected attribute assignments from contacts**, expand the tree and check the box for the attribute(s) you need to un-assign, and click **[OK]**.



Click **[OK]** to proceed if you're 100% sure.



Click **[OK]** once the process has finished.



Click **[Search]** to refresh the query and verify there are **zero** contacts assigned to the attribute(s) you need to delete. *My example is below.*

Verify that there are zero contact assignments to the attribute(s) you need to delete.

2

1

Attribute	Yes	Date From	Date To	Note
Source of Record (System Default)	<input type="checkbox"/>			
Testing Attributes (DELETE LATER)	<input checked="" type="checkbox"/>			
Test Attribute Category No1	<input checked="" type="checkbox"/>			
Test Attribute Category No2	<input type="checkbox"/>			
Volunteer Roles	<input type="checkbox"/>			

Contacts [0 records found]

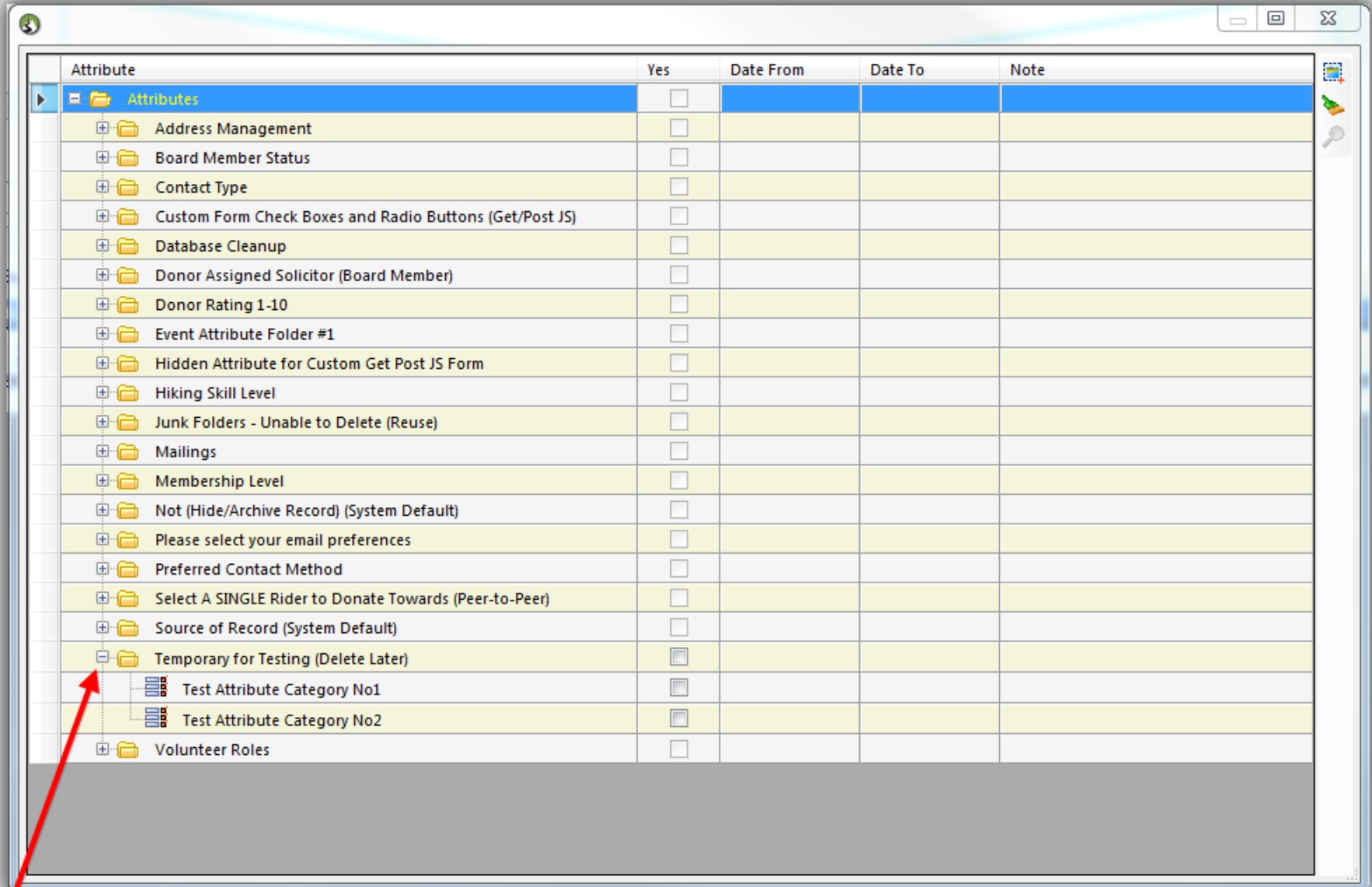
ID	Last Name	First Name	Street	City	State	Zip Code	Home Phone
0							

Now you can proceed with the deletion of the attribute folder, and attribute item(s).

Click the **Attribute** tab and click the **Magnifying Button** on the far right of the screen to open the **attribute tree** in a larger window to work in.

The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'Attribute' highlighted in a red box and a red '1' above it. Below the menu bar, there is a list of attribute folders. The 'Attribute' folder is expanded, showing a list of sub-folders: 'Address Management', 'Board Member Status', 'Contact Type', and 'Custom Form Check Boxes and Radio Buttons (Get/Post JS)'. A red '2' is placed next to a plus icon in the right margin of this list, with a callout box that says 'Expand this list into a larger pop-up form'. Below the attribute list, there is a table with columns: 'Incl', 'ID', 'Title', 'Last Name', 'First Name', 'MI', 'Address Type', 'Address', 'City', 'State', 'Zip Code', 'Home Phone', 'Bus Phone', 'Cell Phone', 'Email', and 'Employer/Company Name'. The table currently shows one row with '0' in the 'Incl' column.

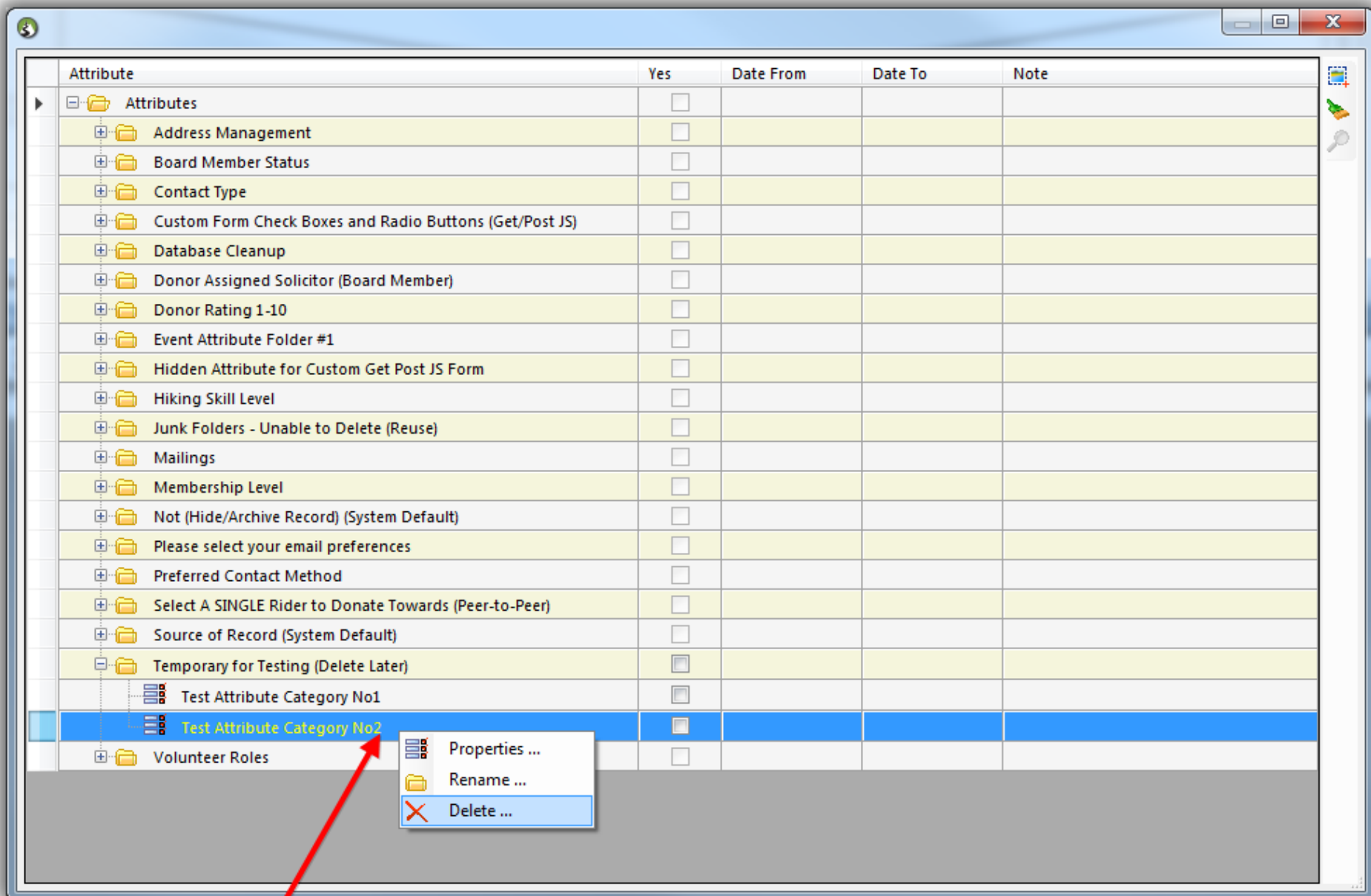
[+] Expand the **Attribute Folder** where the **Attribute Item(s)** are nested that you want delete. *In this example I deleted the **Attribute Items** under a test folder called **'Temporary for Testing (Delete Later)'**.*



Attribute	Yes	Date From	Date To	Note
Attributes	<input type="checkbox"/>			
Address Management	<input type="checkbox"/>			
Board Member Status	<input type="checkbox"/>			
Contact Type	<input type="checkbox"/>			
Custom Form Check Boxes and Radio Buttons (Get/Post JS)	<input type="checkbox"/>			
Database Cleanup	<input type="checkbox"/>			
Donor Assigned Solicitor (Board Member)	<input type="checkbox"/>			
Donor Rating 1-10	<input type="checkbox"/>			
Event Attribute Folder #1	<input type="checkbox"/>			
Hidden Attribute for Custom Get Post JS Form	<input type="checkbox"/>			
Hiking Skill Level	<input type="checkbox"/>			
Junk Folders - Unable to Delete (Reuse)	<input type="checkbox"/>			
Mailings	<input type="checkbox"/>			
Membership Level	<input type="checkbox"/>			
Not (Hide/Archive Record) (System Default)	<input type="checkbox"/>			
Please select your email preferences	<input type="checkbox"/>			
Preferred Contact Method	<input type="checkbox"/>			
Select A SINGLE Rider to Donate Towards (Peer-to-Peer)	<input type="checkbox"/>			
Source of Record (System Default)	<input type="checkbox"/>			
Temporary for Testing (Delete Later)	<input type="checkbox"/>			
Test Attribute Category No1	<input type="checkbox"/>			
Test Attribute Category No2	<input type="checkbox"/>			
Volunteer Roles	<input type="checkbox"/>			

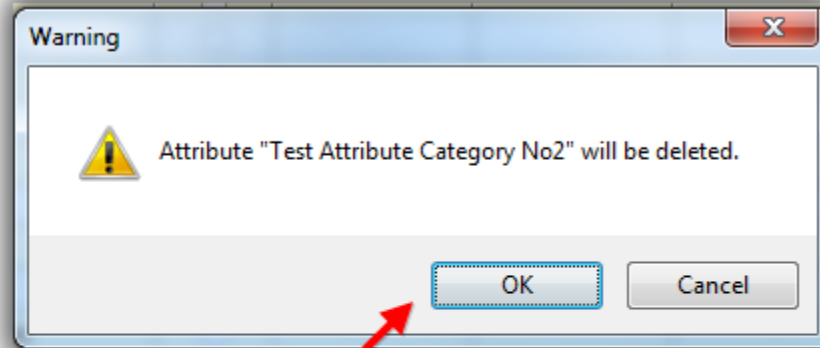
Expand the attribute folder where the attribute items are located that you want to delete.

Right-click on the **Attribute Item** you want to delete and select **delete**. *In this example I deleted both of the attribute items in my folder, starting with the one called 'Test Attribute Category No2'.*



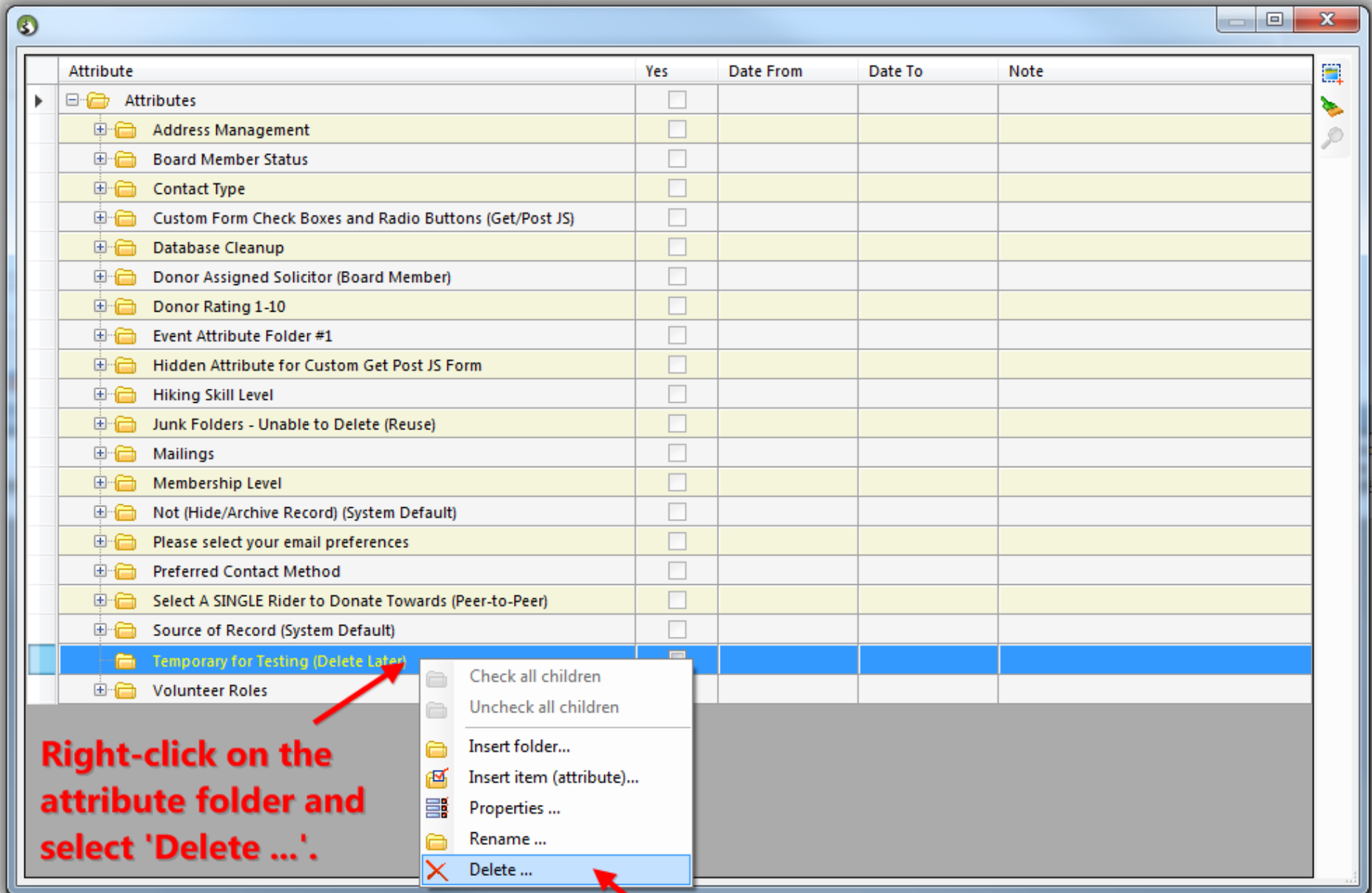
Attribute	Yes	Date From	Date To	Note
Attributes	<input type="checkbox"/>			
Address Management	<input type="checkbox"/>			
Board Member Status	<input type="checkbox"/>			
Contact Type	<input type="checkbox"/>			
Custom Form Check Boxes and Radio Buttons (Get/Post JS)	<input type="checkbox"/>			
Database Cleanup	<input type="checkbox"/>			
Donor Assigned Solicitor (Board Member)	<input type="checkbox"/>			
Donor Rating 1-10	<input type="checkbox"/>			
Event Attribute Folder #1	<input type="checkbox"/>			
Hidden Attribute for Custom Get Post JS Form	<input type="checkbox"/>			
Hiking Skill Level	<input type="checkbox"/>			
Junk Folders - Unable to Delete (Reuse)	<input type="checkbox"/>			
Mailings	<input type="checkbox"/>			
Membership Level	<input type="checkbox"/>			
Not (Hide/Archive Record) (System Default)	<input type="checkbox"/>			
Please select your email preferences	<input type="checkbox"/>			
Preferred Contact Method	<input type="checkbox"/>			
Select A SINGLE Rider to Donate Towards (Peer-to-Peer)	<input type="checkbox"/>			
Source of Record (System Default)	<input type="checkbox"/>			
Temporary for Testing (Delete Later)	<input type="checkbox"/>			
Test Attribute Category No1	<input type="checkbox"/>			
Test Attribute Category No2	<input type="checkbox"/>			
Volunteer Roles	<input type="checkbox"/>			

After you select **Delete** you will be prompted with a warning, click **[OK]** to proceed.



If you are 100% sure you want to delete your attribute item click [OK] to proceed.

After deleting the entire list of **Attribute Items** within the Folder you can right-click on the **Attribute Folder** to delete it. *In this example I deleted the **Attribute Folder** called "Temporary for Testing (Delete Later)".*

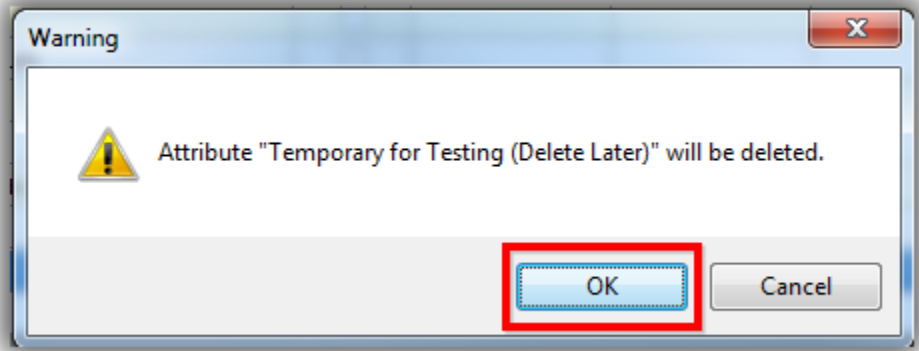


Attribute	Yes	Date From	Date To	Note
Attributes	<input type="checkbox"/>			
Address Management	<input type="checkbox"/>			
Board Member Status	<input type="checkbox"/>			
Contact Type	<input type="checkbox"/>			
Custom Form Check Boxes and Radio Buttons (Get/Post JS)	<input type="checkbox"/>			
Database Cleanup	<input type="checkbox"/>			
Donor Assigned Solicitor (Board Member)	<input type="checkbox"/>			
Donor Rating 1-10	<input type="checkbox"/>			
Event Attribute Folder #1	<input type="checkbox"/>			
Hidden Attribute for Custom Get Post JS Form	<input type="checkbox"/>			
Hiking Skill Level	<input type="checkbox"/>			
Junk Folders - Unable to Delete (Reuse)	<input type="checkbox"/>			
Mailings	<input type="checkbox"/>			
Membership Level	<input type="checkbox"/>			
Not (Hide/Archive Record) (System Default)	<input type="checkbox"/>			
Please select your email preferences	<input type="checkbox"/>			
Preferred Contact Method	<input type="checkbox"/>			
Select A SINGLE Rider to Donate Towards (Peer-to-Peer)	<input type="checkbox"/>			
Source of Record (System Default)	<input type="checkbox"/>			
Temporary for Testing (Delete Later)	<input type="checkbox"/>			
Volunteer Roles	<input type="checkbox"/>			

Right-click on the attribute folder and select 'Delete ...'.

- Check all children
- Uncheck all children
- Insert folder...
- Insert item (attribute)...
- Properties ...
- Rename ...
- Delete ...

You will be prompted with a warning, click **[OK]** to confirm deletion of the **Attribute Folder**.



If a mistake is made during this you have the ability to [rollback](#) the changes.

Take a look at the **related resources** below for links to many other related articles and videos.



Trail Blazer™

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

Related Resources

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

Article: [How to Merge Attributes](#)

Article: [Log Notes vs User Fields vs Attributes](#)

Article: [How to Set an Attribute for All Members of a Household En Masse](#)

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

Article: [How to Un-assign an Attribute En Masse](#)

Article: [“I Can’t See my Attribute Checkboxes” – How to Adjust the DPI Screen Resolution of your Machine so that Checkboxes Display Correctly](#)

Article: [How to Use the NOT Attribute and Query for Records Tagged with It](#)

Article: [How to Mass Update a List of Contacts with an Attribute Item](#)

Article: [Filter Database Access for Different Users by things like Address, a Saved Search Query, and a Specific Attribute Item](#)

Article: [Rollback – Undo Function](#)

Video: [Attributes - Delete](#)

Video: [Attributes – Assign en masse](#)

Video: [Attributes – Adding new](#)

Video: [Attributes – Import with Date and Value](#)

Video: [Attributes – Add attribute dates and notes to your lists](#)

Video: [Not Attribute](#)

Trail Blazer Live Support

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