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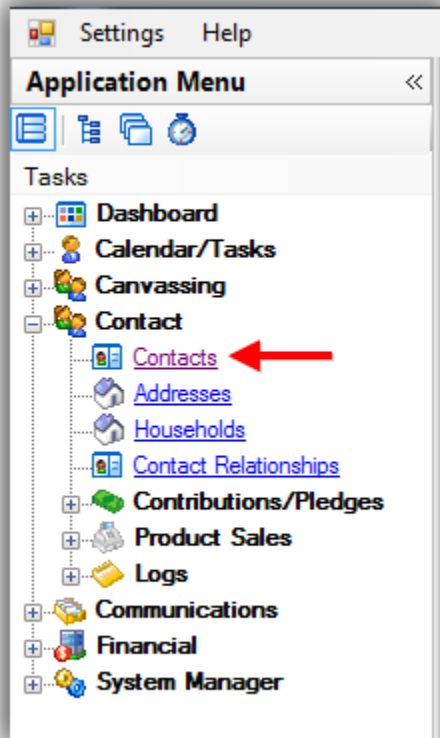
Overview

This article will teach you how to **remove an attribute** to a list of records, **en masse**.

 **Tip:** Click this [link](#) to learn how to **delete** an **'Attribute Folder'** and an **'Attribute Item'** – it's a *requirement that all attributes be removed from an item or folder prior to deleting it.

Steps

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



Navigate to the **Attributes** tab, check the box for the attribute you want to remove from your list of contacts, and click **[Search]** to pull up the list. *In my example I selected an attribute called 'Test Attribute Item No1 (DELETE LATER)' and it produced 108 results.*

3 Search Reset New [Icons] File Edit Include Other **Contacts**

Favorites General Address Household **Attribute** Canvass Relation Contribute Pledge Event Sales Log Admin SQL

Include Exclude

In precisely
 In at least
 In range
 In all
 1 to 0 of 1 selected

Attribute	Yes	Date From	Date To	Note
Select A SINGLE Rider to Donate Towards (Peer-to-Peer)	<input type="checkbox"/>			
Source of Record (System Default)	<input type="checkbox"/>			
Testing Attributes (DELETE LATER)	<input checked="" type="checkbox"/>			
Test Attribute Item No1 (DELETE LATER)	<input checked="" type="checkbox"/>			
Volunteer Roles	<input type="checkbox"/>			

2. Select the attribute that you want to remove from the list of contacts that it's currently assigned to.

Edit Include Exclude Sort Format Export Print Detail Summary Pivot

Contacts [108 records found]

Incl	ID	Last Name	First Name	MI	Address	City	State	Zip Code	Home Phone	Email	Contribution Total (Last Year)	Contribution Total (This Year)	Contribution Total
<input checked="" type="checkbox"/>	144	Anderson	Douglas	Reuben	13143 180th Ln NW	Elk River	MN	55330	(763) 441-7433	Douglas@Anderson.com	320.00	.00	1,630.00
<input checked="" type="checkbox"/>	13837	Anderson	John		19616 Wilson St NW	Elk River	MN	55330			270.00	.00	1,219.00
<input checked="" type="checkbox"/>	172	Anderson	Kevin	Carl	18595 Tyler St NW	Elk River	MN	55330	(763) 238-8420	Kevin@Anderson.com	.00	.00	.00
<input checked="" type="checkbox"/>	187	Anderson	Melissa	Ann	13143 180th Ln NW	Elk River	MN	55330	(763) 441-7433		400.00	.00	2,099.00
<input checked="" type="checkbox"/>	194	Anderson	Norma	Laverne	1822 Meadowdale Rd NW	Elk River	MN	55330	(763) 441-7136	Norma@Anderson.com	80.00	.00	882.00
<input checked="" type="checkbox"/>	345	Bakos	Matthew	David	11885 237th Ave NW	Elk River	MN	55330	(763) 441-7637	Matthew@Bakos.com	380.00	.00	1,382.00
<input checked="" type="checkbox"/>	613	Bickman	Christopher	Gregory	18560 Simonet Dr NW	Elk River	MN	55330	(320) 420-9211		.00	.00	660.00
<input checked="" type="checkbox"/>	828	Brabec	Scott	J	13822 211th Ave NW	Elk River	MN	55330	(763) 441-7436	Scott@Brabec.com	.00	.00	750.00
<input checked="" type="checkbox"/>	1002	Bullis	Jesse	Robert	19088 Dodge St NW	Elk River	MN	55330	(763) 244-7135		.00	.00	540.00
<input checked="" type="checkbox"/>	1243	Chambers	Londa	L	14999 212th Ave NW	Elk River	MN	55330	(763) 441-7230	Londa@Chambers.com	330.00	.00	1,168.00
<input checked="" type="checkbox"/>	1244	Chambers	Mark	A	14999 212th Ave NW	Elk River	MN	55330	(763) 441-7230	Mark@Chambers.com	80.00	.00	627.00
<input checked="" type="checkbox"/>	1788	Ditter	Pamela		9044 Norris Lake Rd NW	Elk River	MN	55330	(763) 241-7933	Pamela@Ditter.com	.00	.00	300.00
<input checked="" type="checkbox"/>	1789	Ditter	Paul	Francis	9044 Norris Lake Rd NW	Elk River	MN	55330	(763) 241-7933		50.00	.00	553.00
<input checked="" type="checkbox"/>	1888	Duenow	Steven	Michael	18240 Naples St NW	Elk River	MN	55330	(612) 644-7432	Steven@Duenow.com	300.00	.00	1,000.00
<input checked="" type="checkbox"/>	1931	Duval	Marie Louise	I	17155 Quincy St NW	Elk River	MN	55330	(763) 241-7439		200.00	.00	1,600.00
<input checked="" type="checkbox"/>	2078	Erickson	Luke		19740 150th St NW	Elk River	MN	55330	(763) 441-7933		150.00	.00	725.00
<input checked="" type="checkbox"/>	2131	Ewy	Jason	Erik	23885 County Rd 1 NW	Elk River	MN	55330	(763) 441-7231	Jason@Ewy.com	620.00	.00	1,906.00
<input checked="" type="checkbox"/>	2132	Ewy	Jill	Renee	23885 County Rd 1 NW	Elk River	MN	55330	(763) 441-7231		240.00	.00	1,004.00
<input checked="" type="checkbox"/>	2228	Fischer	Richard	Allen	19664 Zane St NW	Elk River	MN	55330	(763) 441-7537	Richard@Fischer.com	.00	.00	300.00
<input checked="" type="checkbox"/>	2297	Forrest	Holly	Jean	10451 181st Ln NW	Elk River	MN	55330	(763) 427-9314		.00	.00	.00
<input checked="" type="checkbox"/>	2298	Forrest	Jean	Marie	10451 181st Ln NW	Elk River	MN	55330	(763) 427-9314	Jean@Forrest.com	.00	.00	.00
<input checked="" type="checkbox"/>	2301	Forrest	Ralph		10451 181st Ln NW	Elk River	MN	55330	(763) 427-9314	Ralph@Forrest.com	.00	.00	3,290.00
<input checked="" type="checkbox"/>	14017	Forsythe	Jackie		14514 County Rd 30 NW	Elk River	MN	55330			.00	.00	311.31
<input checked="" type="checkbox"/>	2514	Gehring	Sandra	E	11948 190th Cir NW	Elk River	MN	55330	(763) 441-7737		.00	.00	800.00
<input checked="" type="checkbox"/>	2575	Gilbertson	Seth	Wade	11962 191st Ave NW	Elk River	MN	55330	(612) 227-9212		.00	.00	.00
<input checked="" type="checkbox"/>	2055	Hansen	Craig	Harold	20224 Vance St NW	Elk River	MN	55330	(763) 241-7430	Craig@Hansen.com	300.00	.00	900.00
<input checked="" type="checkbox"/>	108										11,840.00	.00	162,891.31

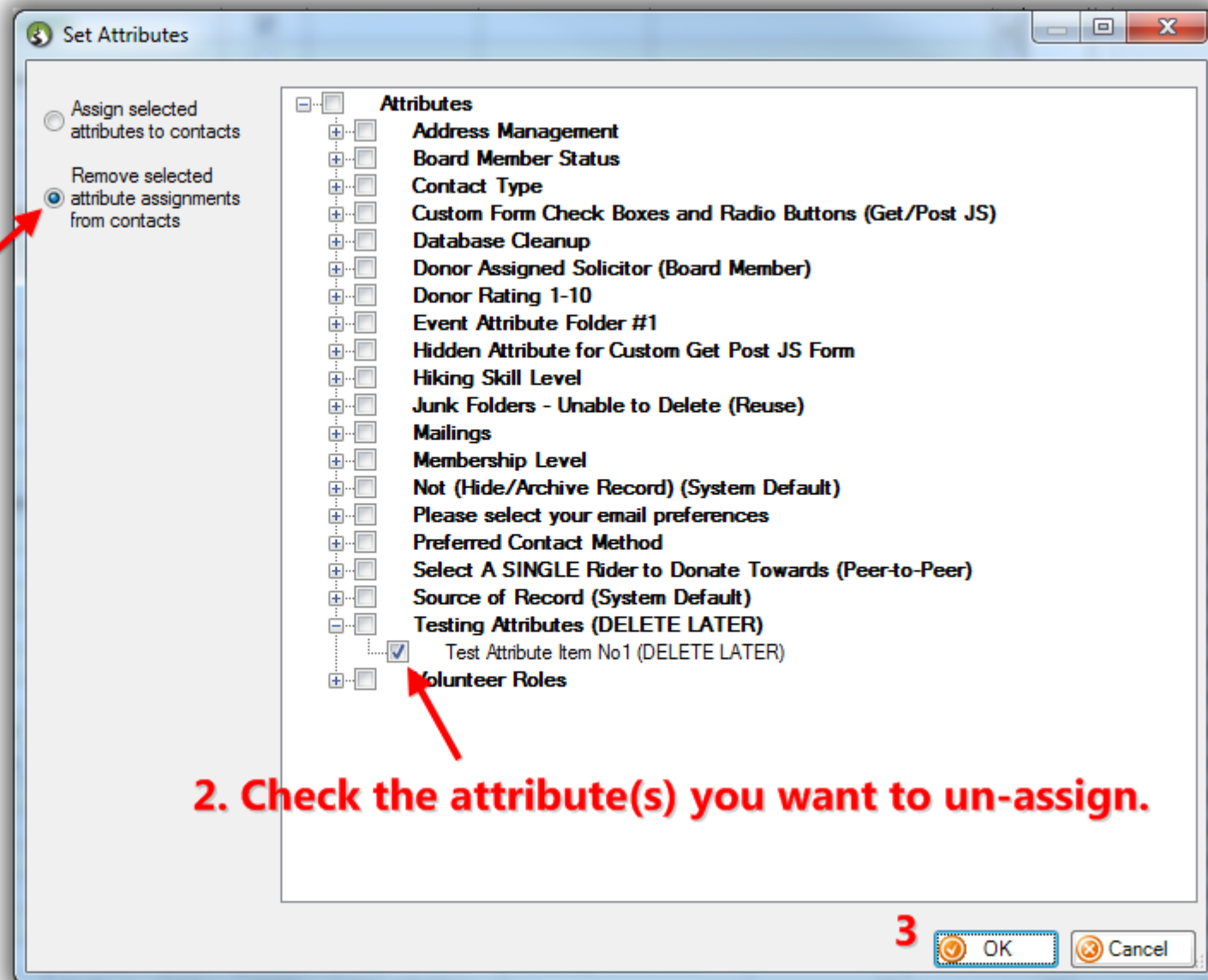
Query results for how many contacts (voters/donors) in the database have this particular attribute item.

Select **Edit > Set Attributes...**

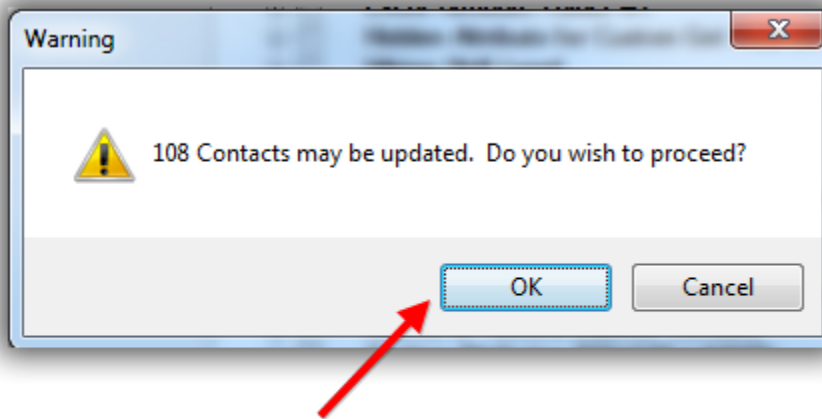
The screenshot shows the TrailBlazer interface with the 'Edit' menu open. The 'Set Attributes...' option is highlighted. The 'Attribute' list contains several items, with 'Test Attribute Item No1 (DELETE LATER)' checked. Below the list, a table displays contact records with columns for ID, Last Name, First Name, MI, Address, City, State, Zip Code, Home Phone, Email, and Contribution Totals.

Incl	ID	Last Name	First Name	MI	Address	City	State	Zip Code	Home Phone	Email	Contribution Total (Last Year)	Contribution Total (This Year)	Contribution Total
<input checked="" type="checkbox"/>	144	Anderson	Douglas	Reuben	13143 180th Ln NW	Elk River	MN	55330	(763) 441-7433	Douglas@Anderson.com	320.00	.00	1,630.00
<input checked="" type="checkbox"/>	13837	Anderson	John		19616 Wilson St NW	Elk River	MN	55330			270.00	.00	1,219.00
<input checked="" type="checkbox"/>	172	Anderson	Kevin	Carl	18595 Tyler St NW	Elk River	MN	55330	(763) 238-8420	Kevin@Anderson.com	.00	.00	.00

Click on the 2nd radio button called **'Remove selected attribute assignments from contacts'**, then check the **attribute(s)** box that you want to remove from the list of contacts, and click **[OK]**. *In my example I selected an attribute called 'Test Attribute Item No1 (DELETE LATER)'.*

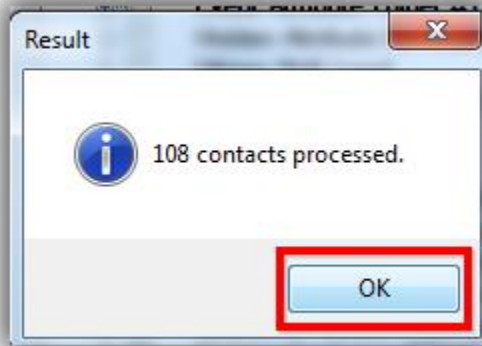


After you get the pop-up notification, click **[OK]** to proceed, OR click **[Cancel]** if you aren't 100% certain you need to run the operation. *If a mistake is made you can usually [roll-it-back](#) if you catch it right away.*

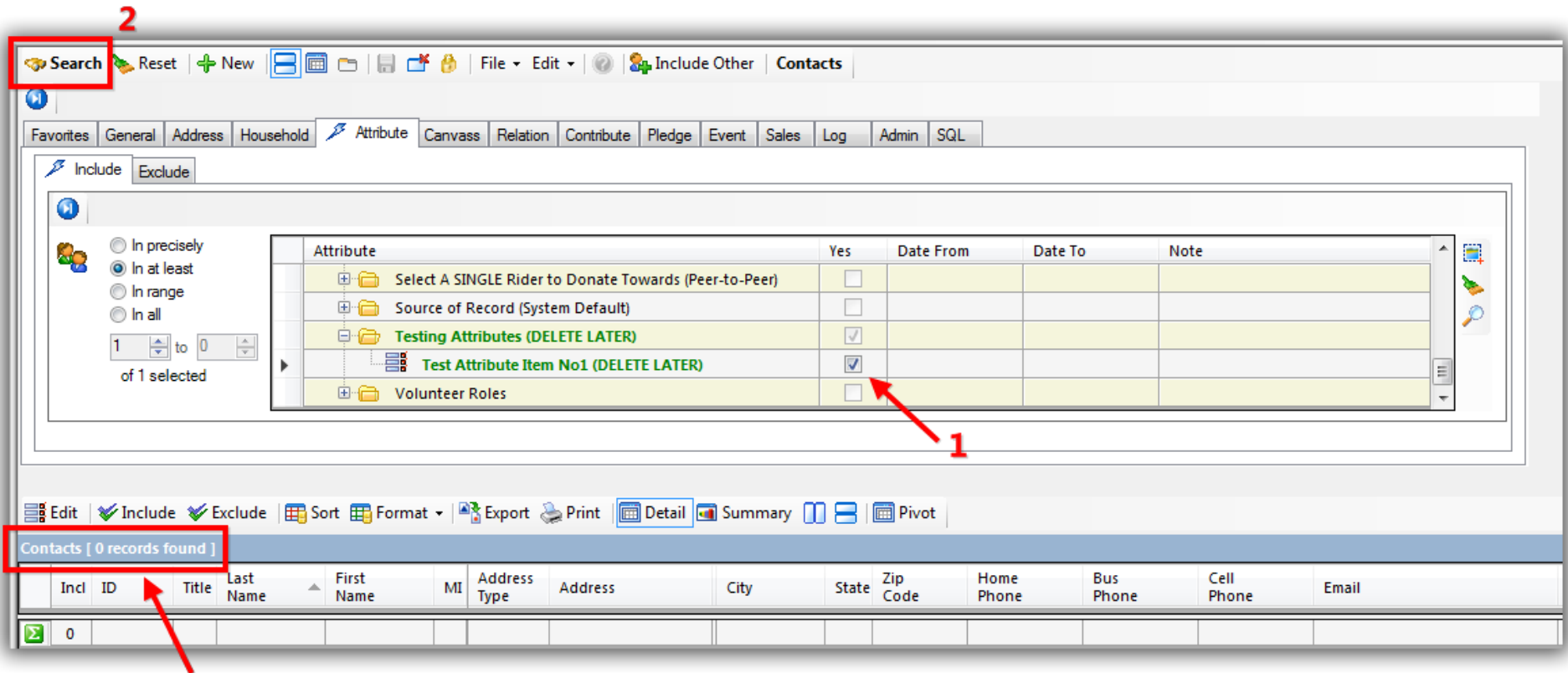


Click [OK] to proceed, or click [Cancel] if you don't want to go forward with removing the attributes from the list selected.

Trail Blazer will display a load animation and notify you when the process is complete. *If your list is very very long 500k+ contacts it could take a bit of time to complete, my example is below.*



If you search by the same attribute again you'll see that the count of records should now equal **zero**. *My example is below for the attribute I removed.*



Count should = zero after attributes have been removed from the contacts they were previously assigned to.

You can now use the attribute(s) for a different purpose by renaming it, or you can [delete it](#) to clean up your attribute tree.

The **Related Resources** section below links to a variety of articles and videos related to attributes and how to utilize them.



Trail Blazer

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

Related Resources

Article: [Delete an Attribute Folder and an Attribute Item](#)

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

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 Merge Attributes](#)

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

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

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

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

Article: [Rollback – Undo Function](#)

Video: [Attributes – Delete](#)

Video: [Not Attribute](#)

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

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

Video: [Attributes – Adding new](#)

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

Trail Blazer Live Support

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✉ **Email:** support@trailblz.com

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

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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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