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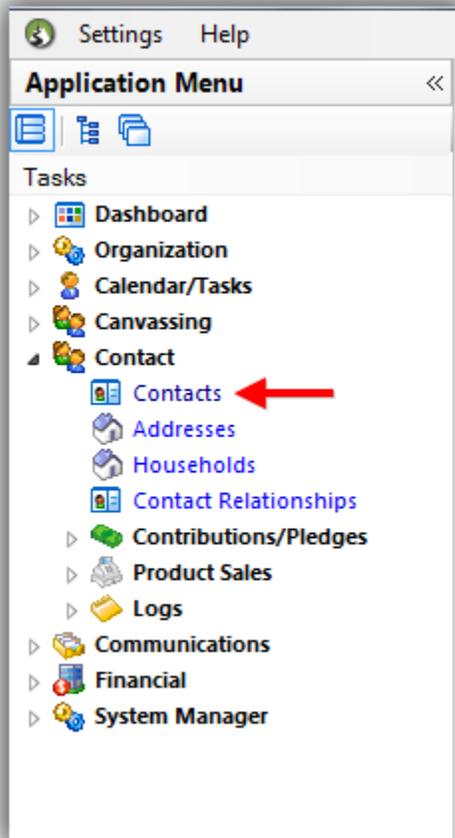
## Overview

This article walks through the new (as of 2016) steps to **delete a relationship** link between two contacts in your database. *This process changed a bit after the developers enhanced the relationship module to allow for user to set a **date-range**, record a **note**, and **create their own** relationship types.*

 **Tip:** Learn how to [create relationships](#), and how to [manage households](#) (which is a different task all together).

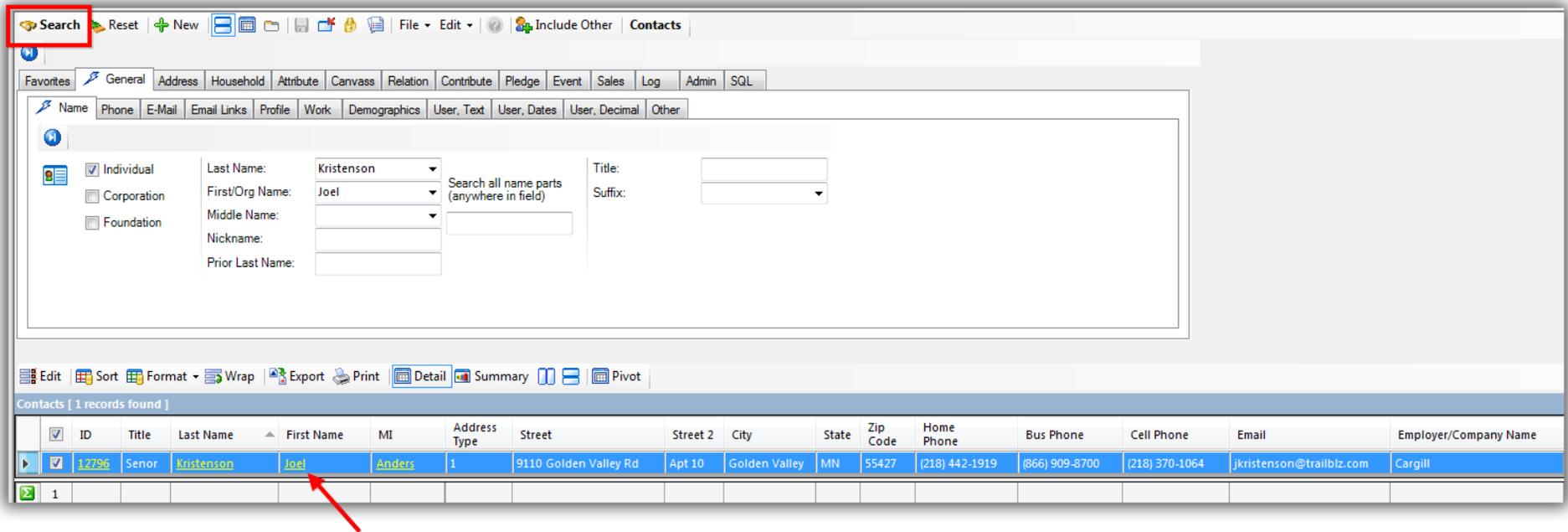
## Steps (Method #1 – From within a Contact’s Record Card)

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



[Query](#) for and open the contact you want to delete a relationship for. *In this example I used my own record 'Joel Kristenson'.*

**1. Build and run your search query (in this example I searched by name).**



Search

Reset New

File Edit Include Other Contacts

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

Name Phone E-Mail Email Links Profile Work Demographics User, Text User, Dates User, Decimal Other

Individual  Corporation  Foundation

Last Name: Kristenson  
 First/Org Name: Joel  
 Middle Name:  
 Nickname:  
 Prior Last Name:

Title:  
 Suffix:

Search all name parts (anywhere in field)

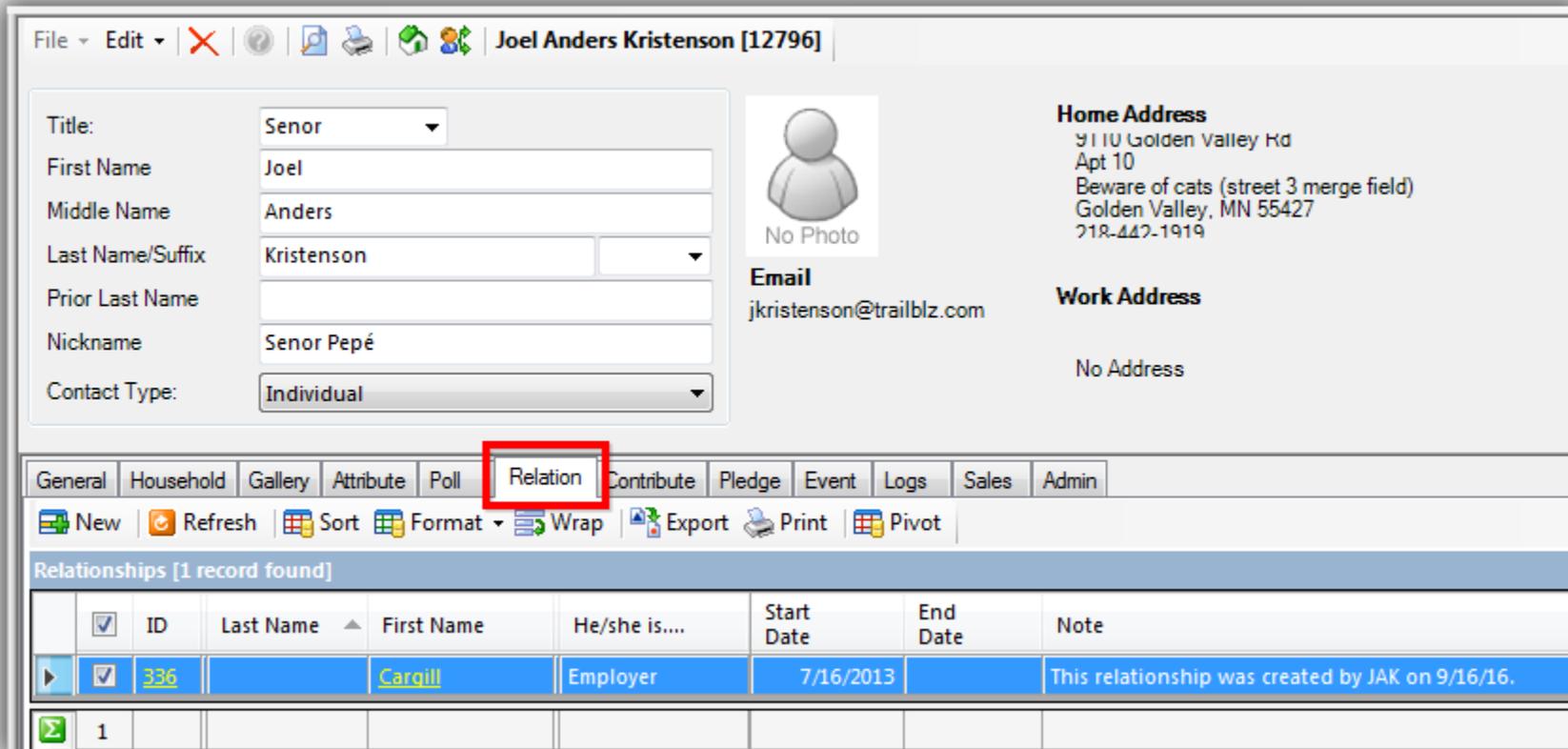
Edit Sort Format Wrap Export Print Detail Summary Pivot

Contacts [ 1 records found ]

ID	Title	Last Name	First Name	MI	Address Type	Street	Street 2	City	State	Zip Code	Home Phone	Bus Phone	Cell Phone	Email	Employer/Company Name
12796	Senor	Kristenson	Joel	Anders	1	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	(218) 442-1919	(866) 909-8700	(218) 370-1064	jkristenson@trailblz.com	Cargill

**2. Open the contact's record card you want to delete a relationship for.**

Navigate to the **Relationship** tab which will display **all** of the relationships for this record. *In my example there was only one between my record and the company 'Cargill' as shown below.*



File Edit X ? [Icons] **Joel Anders Kristenson [12796]**

**Title:** Senor

**First Name:** Joel

**Middle Name:** Anders

**Last Name/Suffix:** Kristenson

**Prior Last Name:**

**Nickname:** Senor Pepé

**Contact Type:** Individual

**Home Address:**  
9110 Golden Valley Rd  
Apt 10  
Beware of cats (street 3 merge field)  
Golden Valley, MN 55427  
718-442-1919

**Work Address:**  
No Address

**Email:**  
jkristenson@trailblz.com

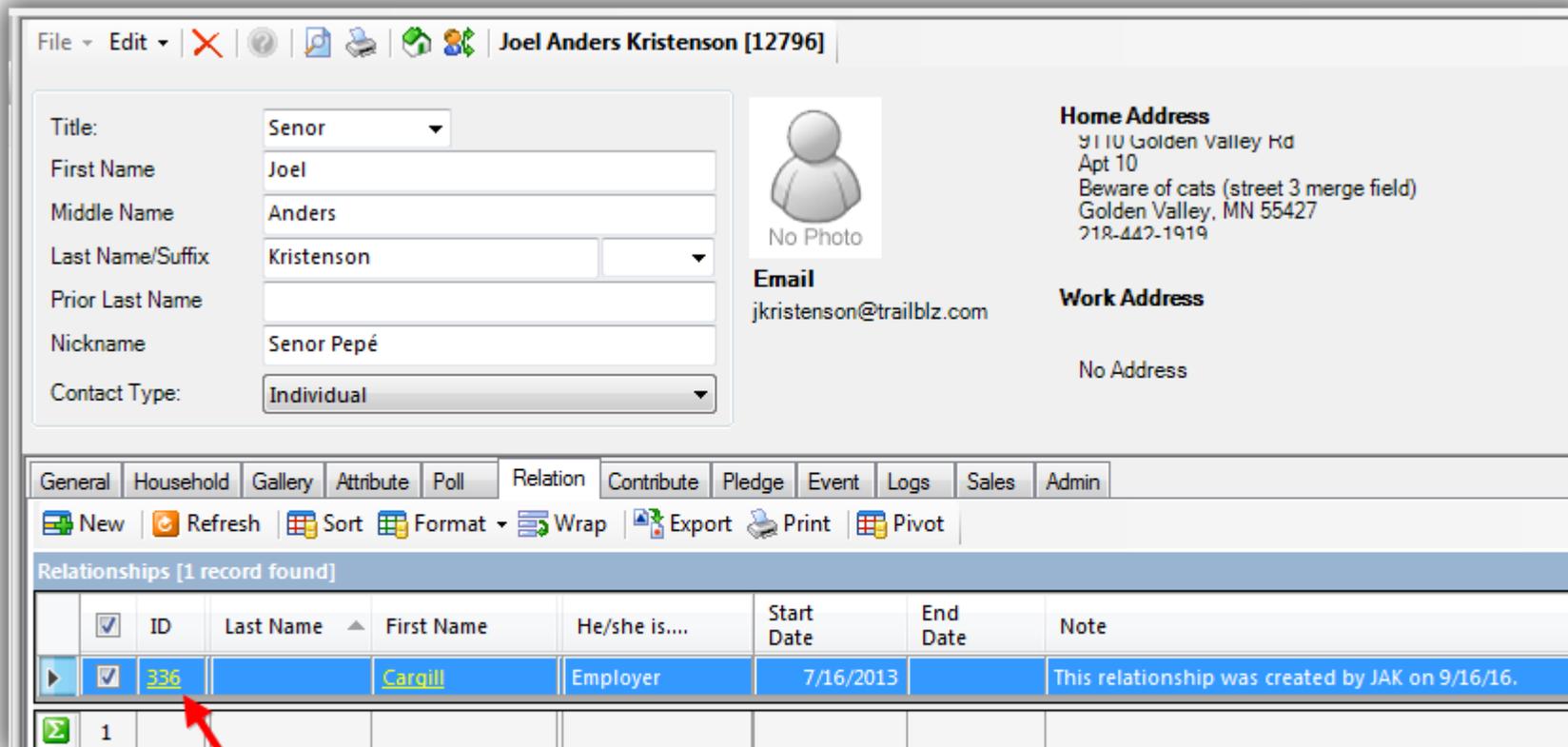
General Household Gallery Attribute Poll **Relation** Contribute Pledge Event Logs Sales Admin

New Refresh Sort Format Wrap Export Print Pivot

Relationships [1 record found]

ID	Last Name	First Name	He/she is....	Start Date	End Date	Note
<a href="#">336</a>	Cargill	Cargill	Employer	7/16/2013		This relationship was created by JAK on 9/16/16.

Click on the **'Relationship ID'** link for the one you want to delete. *In this example it was ID 336.*



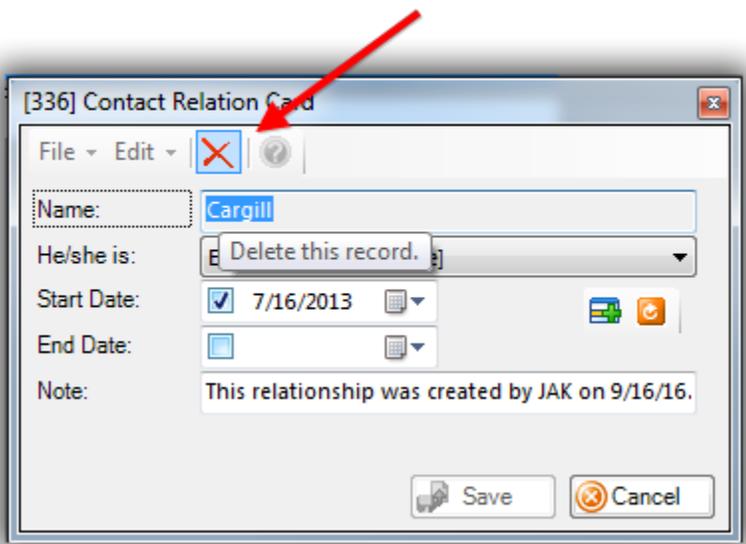
The screenshot shows the TrailBlazer interface for a contact record. The contact is Joel Anders Kristenson, ID 12796. The interface includes a form for contact details, a photo placeholder, and address information. Below the contact details is a tabbed menu with 'Relation' selected. A table titled 'Relationships [1 record found]' displays one relationship with ID 336, Last Name Cargill, First Name Cargill, He/she is... Employer, Start Date 7/16/2013, End Date, and Note 'This relationship was created by JAK on 9/16/16.' A red arrow points to the ID '336' in the table.

ID	Last Name	First Name	He/she is....	Start Date	End Date	Note
336	Cargill	Cargill	Employer	7/16/2013		This relationship was created by JAK on 9/16/16.

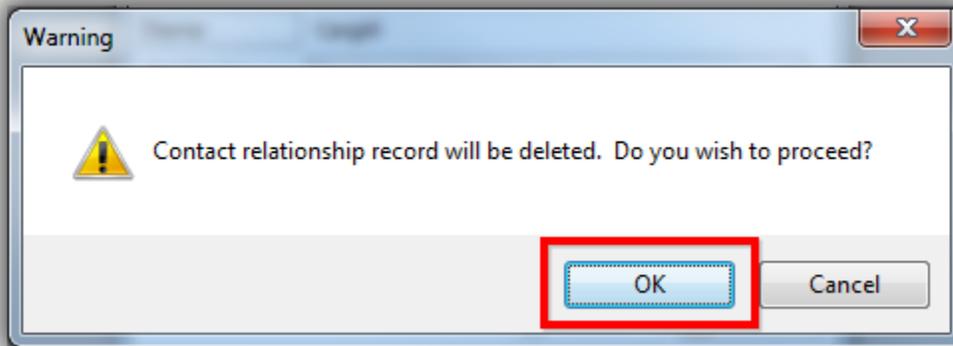
**Click on the 'Relationship ID' for the relationship you want to delete.**

Click the red [x] at the top of the pop-up screen.

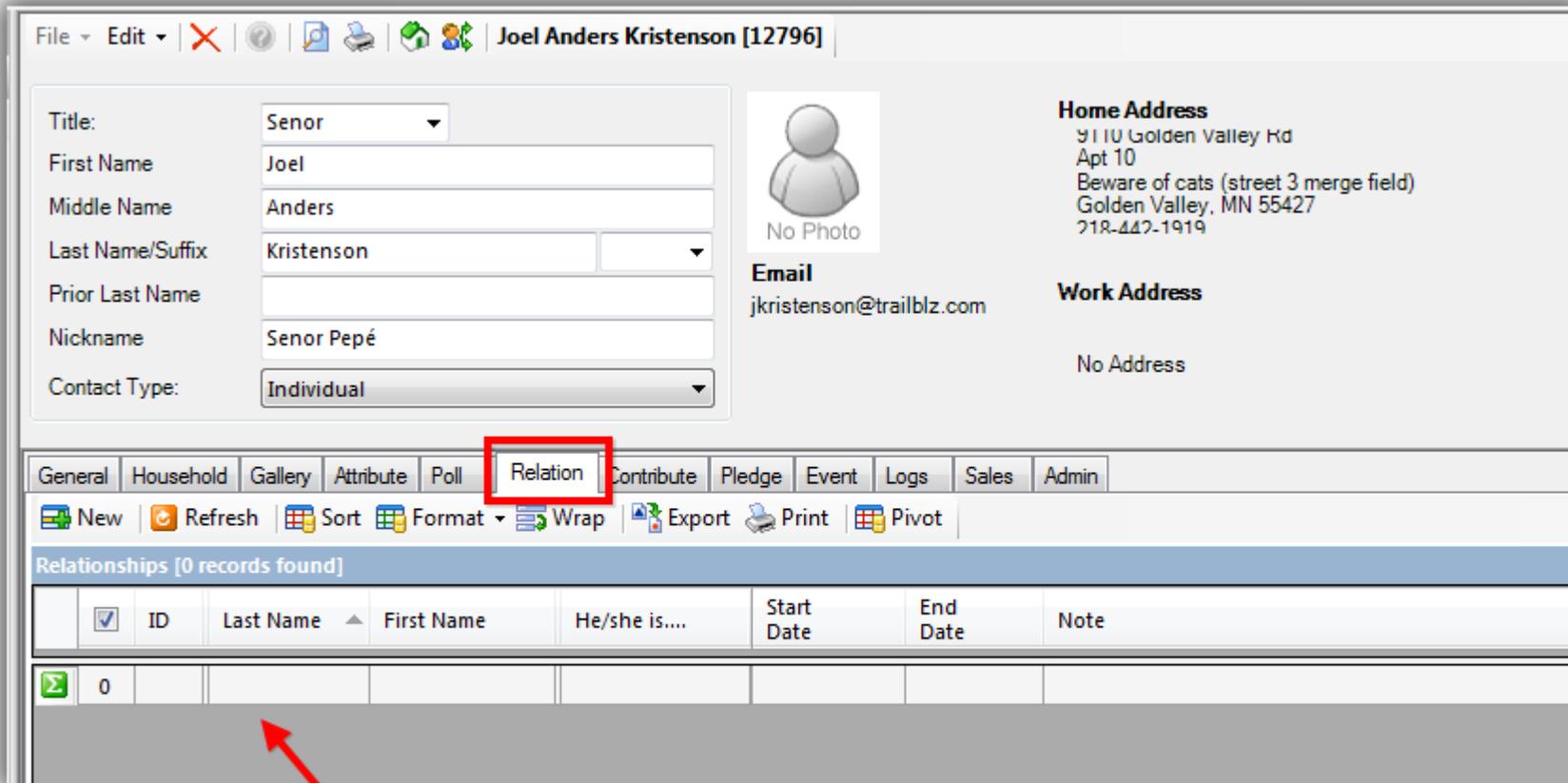
**Click the red [x] to delete the relationship.**



Click **[OK]** to proceed.



The relationship will now be removed from the Relationship tab in both of the contact records where the relationship existed. *My example is below where there are no longer any relationships present.*



File Edit X ? [Icons] Joel Anders Kristenson [12796]

Title: Senor  
First Name: Joel  
Middle Name: Anders  
Last Name/Suffix: Kristenson  
Prior Last Name:   
Nickname: Senor Pepé  
Contact Type: Individual

No Photo  
Email: jkristenson@trailblz.com

Home Address: 9110 Golden Valley Rd, Apt 10, Beware of cats (street 3 merge field), Golden Valley, MN 55427, 718-447-1919  
Work Address: No Address

General Household Gallery Attribute Poll **Relation** Contribute Pledge Event Logs Sales Admin

New Refresh Sort Format Wrap Export Print Pivot

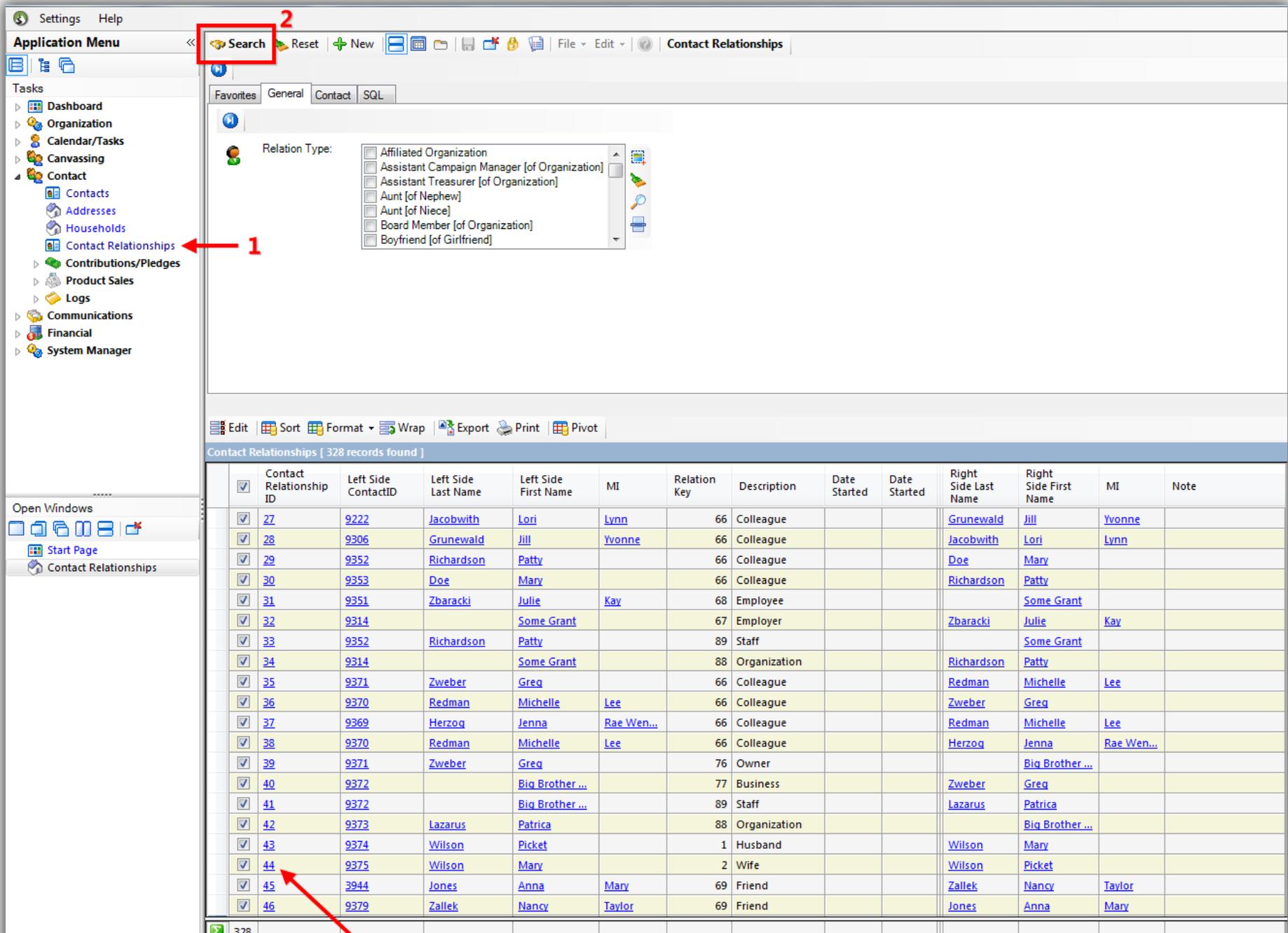
Relationships [0 records found]

<input checked="" type="checkbox"/>	ID	Last Name	First Name	He/she is....	Start Date	End Date	Note
Σ	0						

**After the relationship has been deleted.**

## Steps (Method #2 – From the Relationships List)

Navigate to the **Relationships** list under the **Application Menu**, click **[Search]**, locate the relationship you want to delete and click on the **'Relationship ID'**. *In this example I clicked on the relationship **ID 44**.*



The screenshot shows the TrailBlazer software interface. On the left is a navigation pane with a tree view under 'Tasks' containing items like Dashboard, Organization, Calendar/Tasks, Canvassing, Contact, Contacts, Addresses, Households, Contact Relationships, Contributions/Pledges, Product Sales, Logs, Communications, Financial, and System Manager. A red arrow labeled '1' points to 'Contact Relationships' in this list. At the top, the 'Application Menu' includes 'Search', 'Reset', and 'New'. A red box labeled '2' highlights the 'Search' button. Below the menu is a toolbar with 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', and 'Pivot'. The main area displays a table titled 'Contact Relationships [ 328 records found ]'. The table has columns for Contact Relationship ID, Left Side ContactID, Left Side Last Name, Left Side First Name, MI, Relation Key, Description, Date Started, Date Started, Right Side Last Name, Right Side First Name, MI, and Note. A red arrow points to row 44, which shows a relationship between contact 9375 (Wilson, Mary) and contact 3944 (Jones, Anna, Mary).

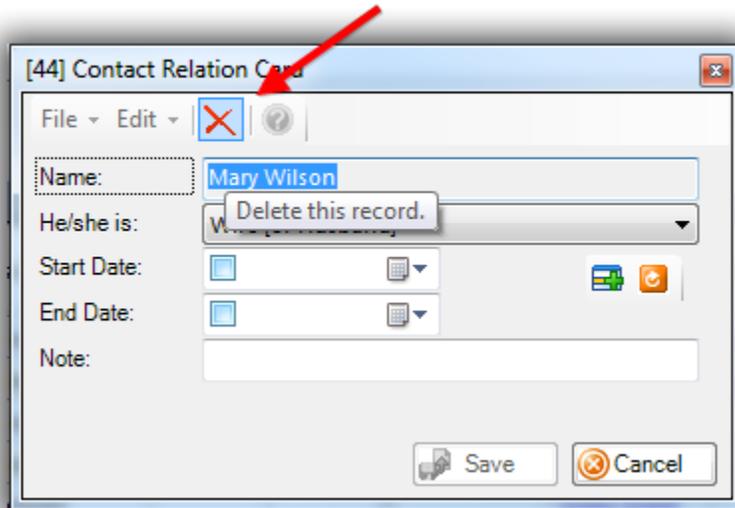
**Relation Type:**

- Affiliated Organization
- Assistant Campaign Manager [of Organization]
- Assistant Treasurer [of Organization]
- Aunt [of Nephew]
- Aunt [of Niece]
- Board Member [of Organization]
- Boyfriend [of Girlfriend]

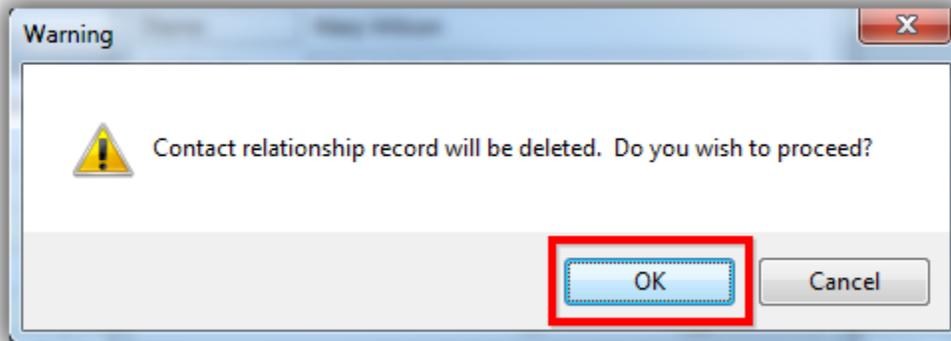
✓	Contact Relationship ID	Left Side ContactID	Left Side Last Name	Left Side First Name	MI	Relation Key	Description	Date Started	Date Started	Right Side Last Name	Right Side First Name	MI	Note
✓	27	9222	Jacobwith	Lori	Lynn	66	Colleague			Grunewald	Jill	Yvonne	
✓	28	9306	Grunewald	Jill	Yvonne	66	Colleague			Jacobwith	Lori	Lynn	
✓	29	9352	Richardson	Patty		66	Colleague			Doe	Mary		
✓	30	9353	Doe	Mary		66	Colleague			Richardson	Patty		
✓	31	9351	Zbaracki	Julie	Kay	68	Employee				Some Grant		
✓	32	9314		Some Grant		67	Employer			Zbaracki	Julie	Kay	
✓	33	9352	Richardson	Patty		89	Staff				Some Grant		
✓	34	9314		Some Grant		88	Organization			Richardson	Patty		
✓	35	9371	Zweber	Greg		66	Colleague			Redman	Michelle	Lee	
✓	36	9370	Redman	Michelle	Lee	66	Colleague			Zweber	Greg		
✓	37	9369	Herzog	Jenna	Rae Wen...	66	Colleague			Redman	Michelle	Lee	
✓	38	9370	Redman	Michelle	Lee	66	Colleague			Herzog	Jenna	Rae Wen...	
✓	39	9371	Zweber	Greg		76	Owner				Big Brother ...		
✓	40	9372		Big Brother ...		77	Business			Zweber	Greg		
✓	41	9372		Big Brother ...		89	Staff			Lazarus	Patrica		
✓	42	9373	Lazarus	Patrica		88	Organization				Big Brother ...		
✓	43	9374	Wilson	Picket		1	Husband			Wilson	Mary		
✓	44	9375	Wilson	Mary		2	Wife			Wilson	Picket		
✓	45	3944	Jones	Anna	Mary	69	Friend			Zallek	Nancy	Taylor	
✓	46	9379	Zallek	Nancy	Taylor	69	Friend			Jones	Anna	Mary	

Click the red [x] at the top of the pop-up screen.

**Click the red [x] to delete the relationship.**



Click [OK] to proceed with deleting the relationship.



The relationship will be removed from the **Relationships List**. *My example is below where the total count dropped from 329 to 328.*

Search Reset New [Icons] File Edit Contact Relationships

Favorites General Contact SQL

Relation Type:
 

- Affiliated Organization
- Assistant Campaign Manager [of Organization]
- Assistant Treasurer [of Organization]
- Aunt [of Nephew]
- Aunt [of Niece]
- Board Member [of Organization]
- Boyfriend [of Girlfriend]

**The relationship is now gone.**

Edit Sort Format Wrap Export Print Pivot

Contact Relationships [ 328 records found ]

	Contact Relationship ID	Left Side ContactID	Left Side Last Name	Left Side First Name	MI	Relation Key	Description	Date Started	Date Started	Right Side Last Name	Right Side First Name	MI	Note
<input checked="" type="checkbox"/>	27	9222	Jacobwith	Lori	Lynn	66	Colleague			Grunewald	Jill	Yvonne	
<input checked="" type="checkbox"/>	28	9306	Grunewald	Jill	Yvonne	66	Colleague			Jacobwith	Lori	Lynn	
<input checked="" type="checkbox"/>	29	9352	Richardson	Patty		66	Colleague			Doe	Mary		
<input checked="" type="checkbox"/>	30	9353	Doe	Mary		66	Colleague			Richardson	Patty		
<input checked="" type="checkbox"/>	31	9351	Zbaracki	Julie	Kay	68	Employee				Some Grant		
<input checked="" type="checkbox"/>	32	9314		Some Grant		67	Employer			Zbaracki	Julie	Kay	
<input checked="" type="checkbox"/>	33	9352	Richardson	Patty		89	Staff				Some Grant		
<input checked="" type="checkbox"/>	34	9314		Some Grant		88	Organization			Richardson	Patty		
<input checked="" type="checkbox"/>	35	9371	Zweber	Greg		66	Colleague			Redman	Michelle	Lee	
<input checked="" type="checkbox"/>	36	9370	Redman	Michelle	Lee	66	Colleague			Zweber	Greg		
<input checked="" type="checkbox"/>	37	9369	Herzog	Jenna	Rae Wen...	66	Colleague			Redman	Michelle	Lee	
<input checked="" type="checkbox"/>	38	9370	Redman	Michelle	Lee	66	Colleague			Herzog	Jenna	Rae Wen...	
<input checked="" type="checkbox"/>	39	9372	Zweber	Greg		76	Owner				Big Brother ...		
<input checked="" type="checkbox"/>	40	9372		Big Brother ...		77	Business			Zweber	Greg		
<input checked="" type="checkbox"/>	41	9372		Big Brother ...		89	Staff			Lazarus	Patrica		
<input checked="" type="checkbox"/>	42	9373	Lazarus	Patrica		88	Organization				Big Brother ...		
<input checked="" type="checkbox"/>	43	9374	Wilson	Picket		1	Husband			Wilson	Mary		
<input checked="" type="checkbox"/>	45	3944	Jones	Anna	Mary	69	Friend			Zallek	Nancy	Taylor	
<input checked="" type="checkbox"/>	46	9379	Zallek	Nancy	Taylor	69	Friend			Jones	Anna	Mary	
<input checked="" type="checkbox"/>	47	3840	Johnson	Jeannette	Biziak	2	Wife			Johnson	Bruce	Willis	



Trail Blazer™

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

## Related Resources

**Article:** [Linking Records through Relationships, Querying with Relationships, and How to Delete a Relationship](#)

**Article:** [Splitting 'Couples' into Separate Records En Masse using the Built-In Utility](#)

**Article:** [How to Split a Single Contact Record into a Duplicate Contact Record for Householding a Couple](#)

**Article:** [Managing Households – Creating, Deleting and Re-Creating](#)

**Article:** [Household Export](#)

**Video:** [Household – Drag n Drop](#)

**Video:** [Households – Delete and Recreate](#)

## Trail Blazer Live Support

 **Phone:** 1-866-909-8700

 **Email:** [support@trailblz.com](mailto:support@trailblz.com)

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

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

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* 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.*

*\* This service is included in your contract.*