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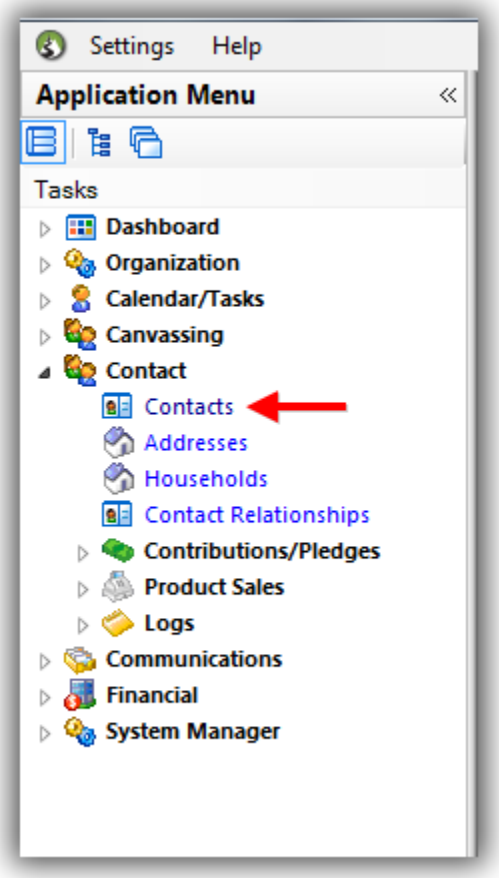
Overview

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*).

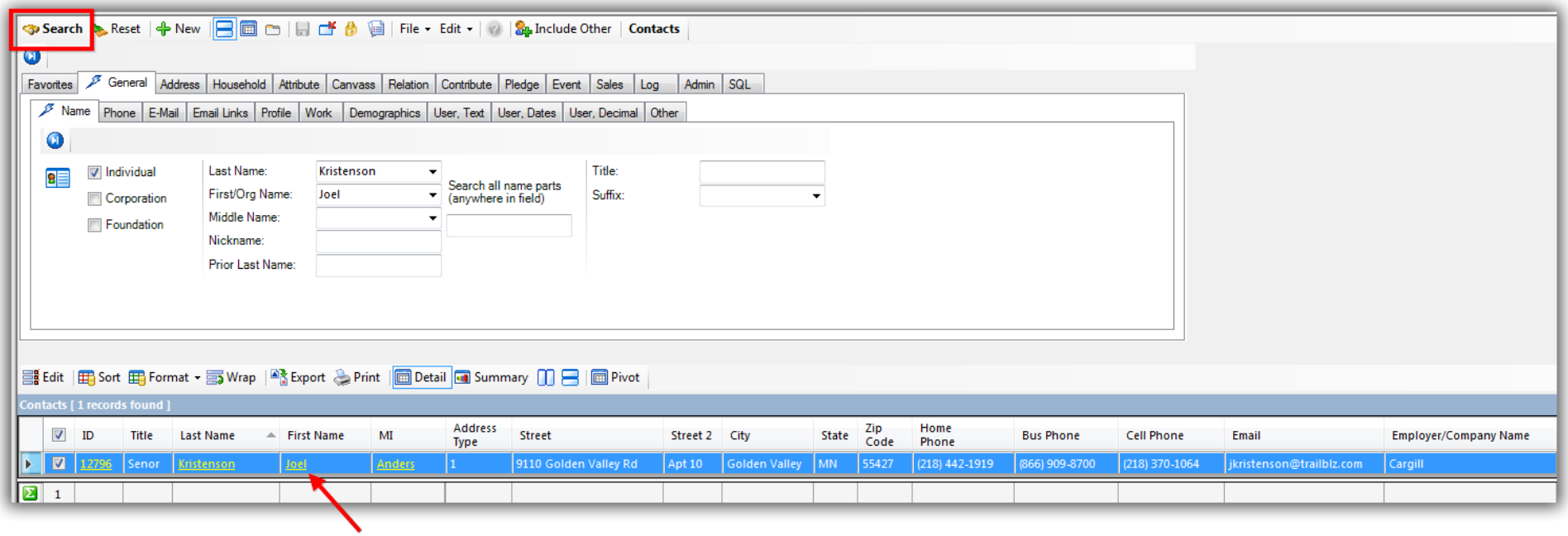
Steps (Method #1 – From within a Contact's Record Card)

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



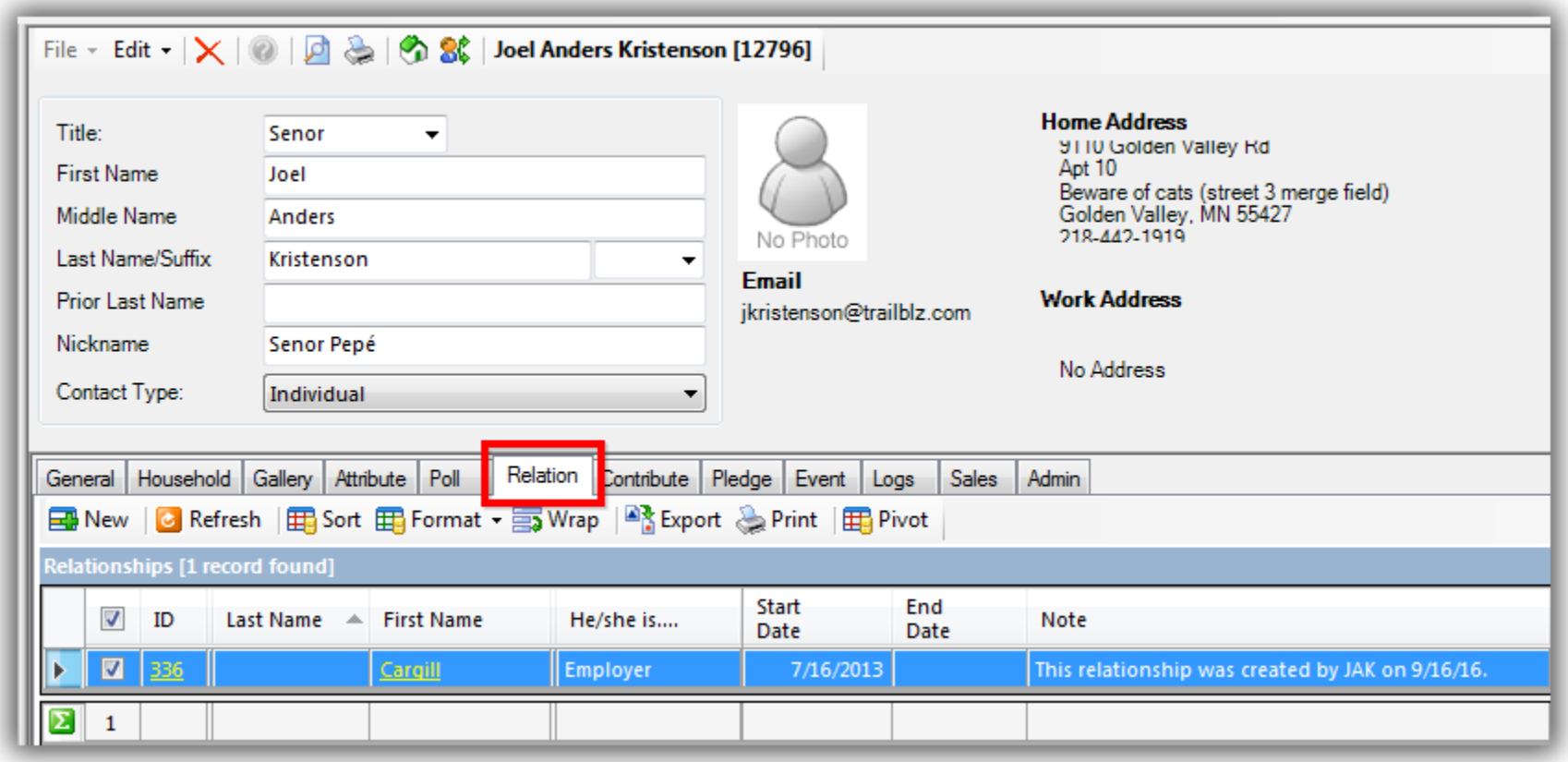
Query for and open the contact you want to delete a relationship for. *In this example I used my own record 'Joel Kristenson'.*

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

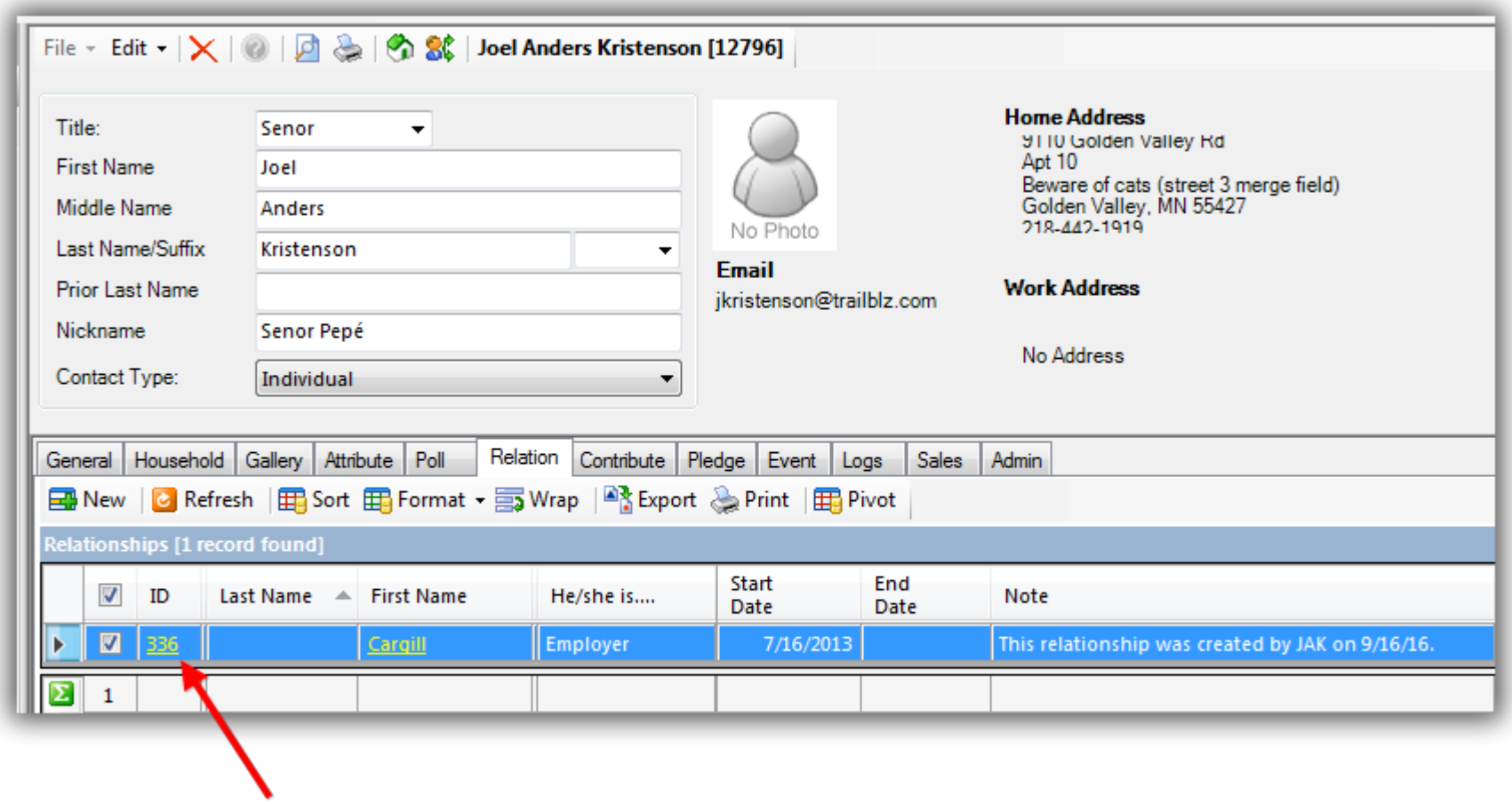


2. Open the contact's record card you want to delete a relationship for.

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.*



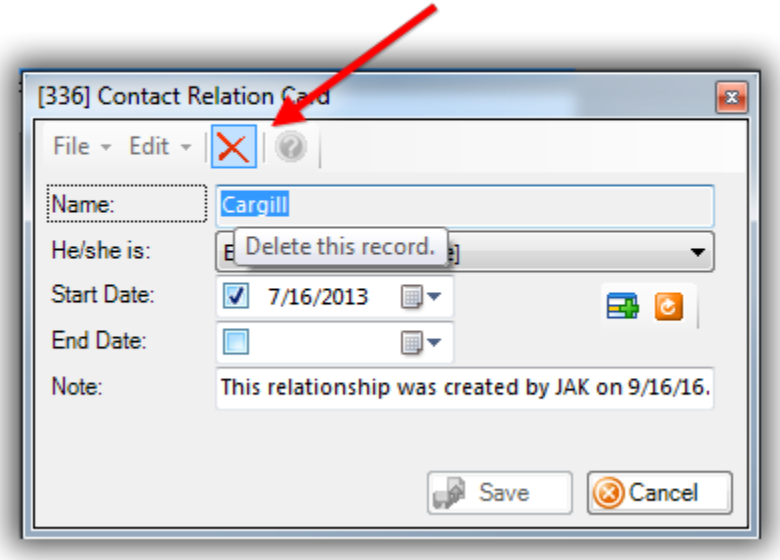
Click on the **'Relationship ID'** link for the one you want to delete. *In this example it was **ID 336**.*



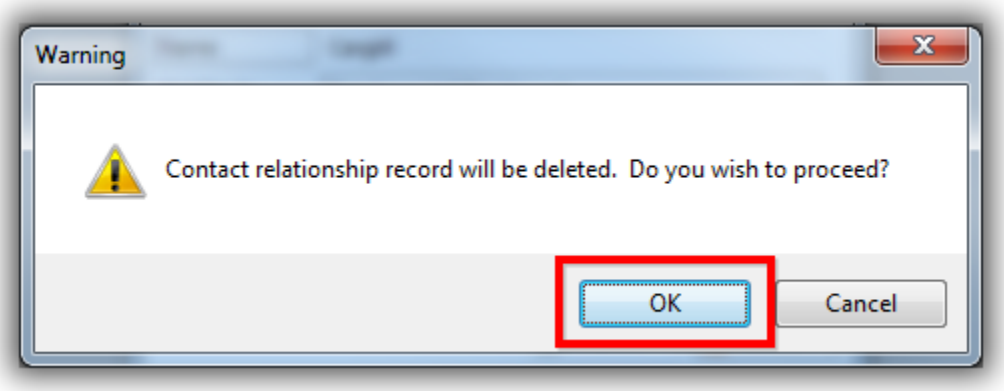
Click on the 'Relationship ID' for the relationship you want to delete.

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

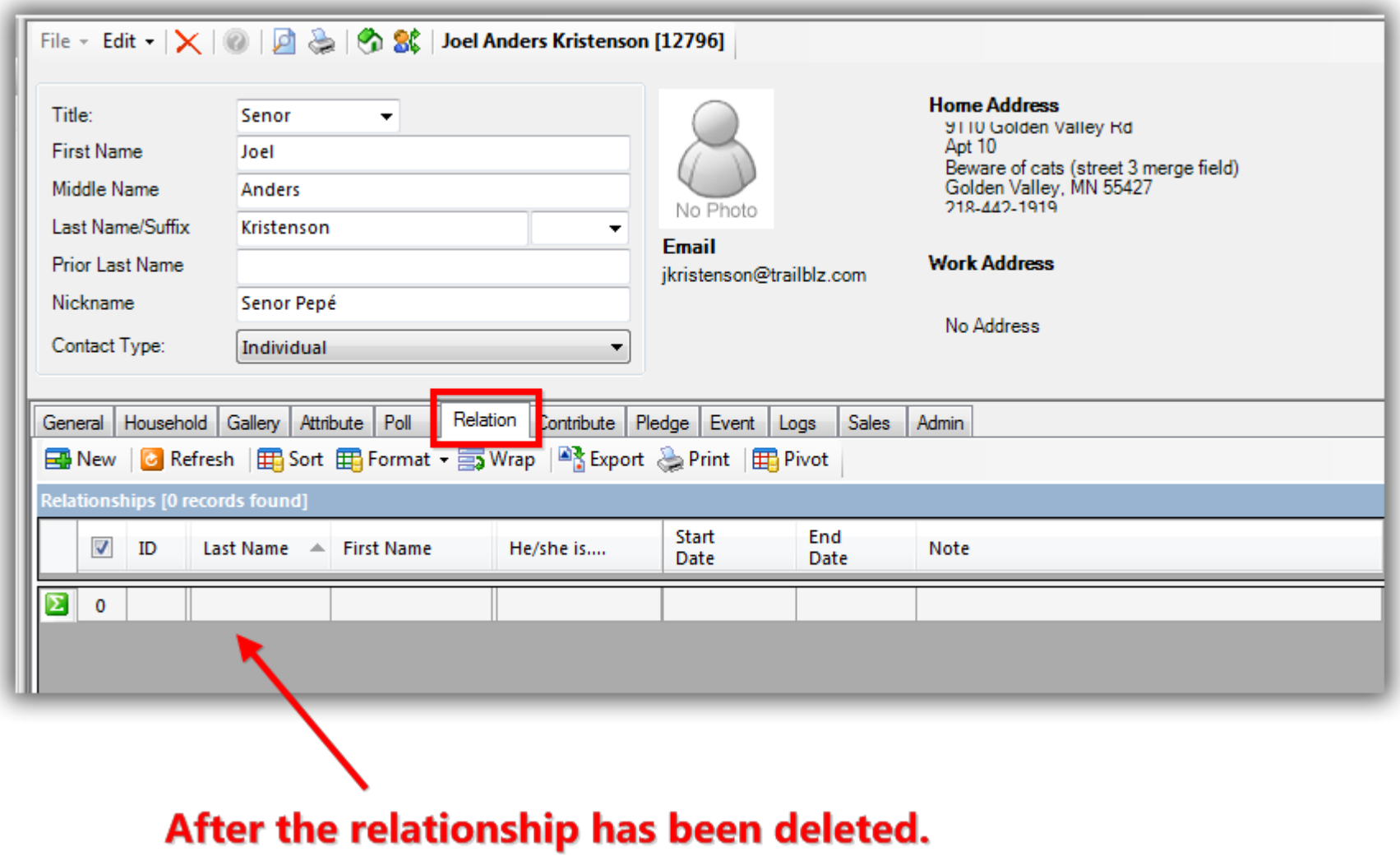
Click the red [x] to delete the relationship.



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.*

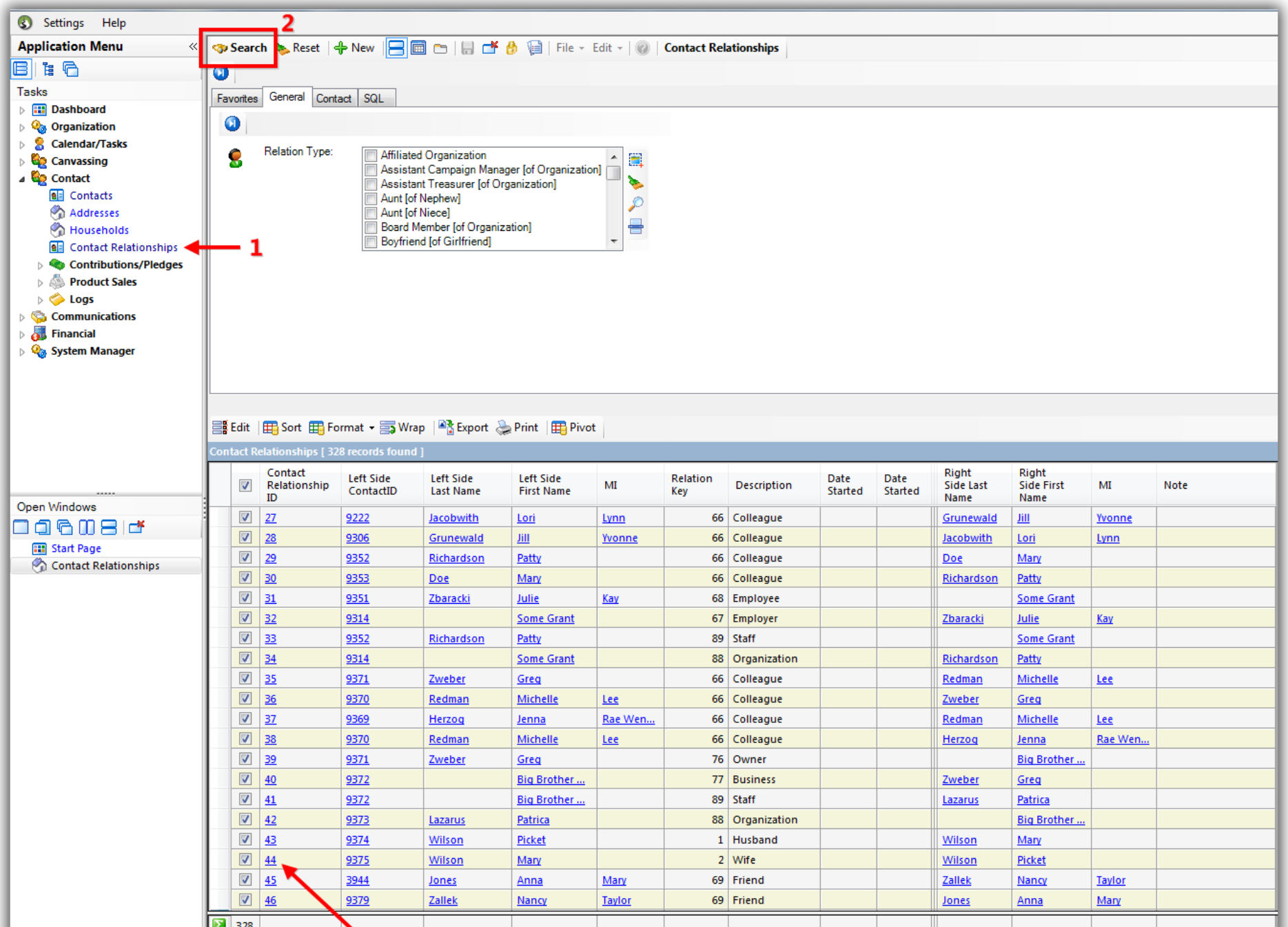


After the relationship has been deleted.

Steps (Method #2 – From the Relationships List)

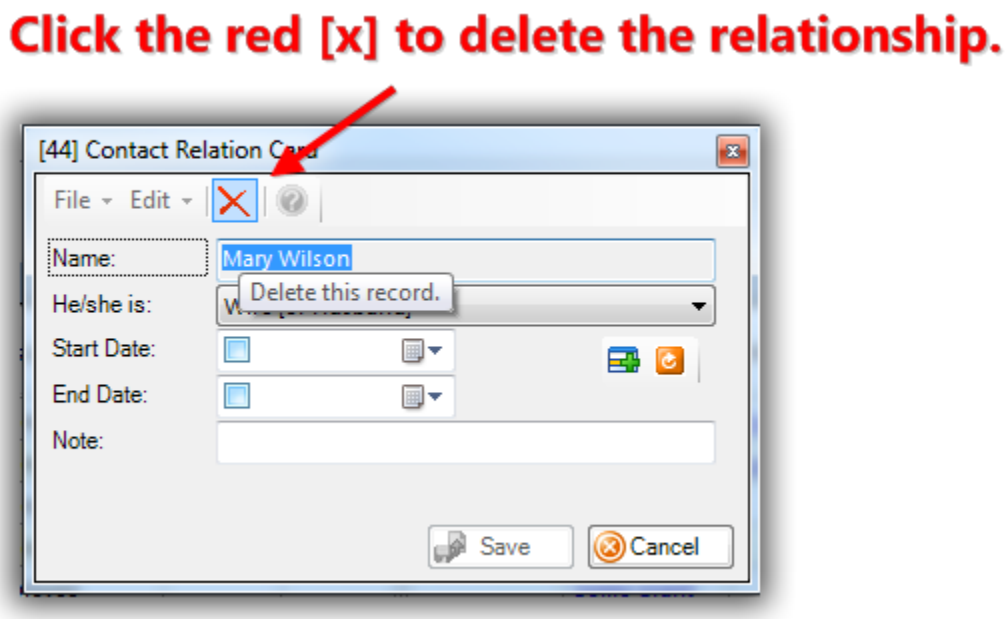
Navigate to the **Relationships** list under the **Application Menu**, click **[Search]**, locate the relationship you want to delete and click on the **'Relationship ID'**. *In this example I clicked on the relationship **ID 44**.*

How to Delete a Relationship between Contact Records

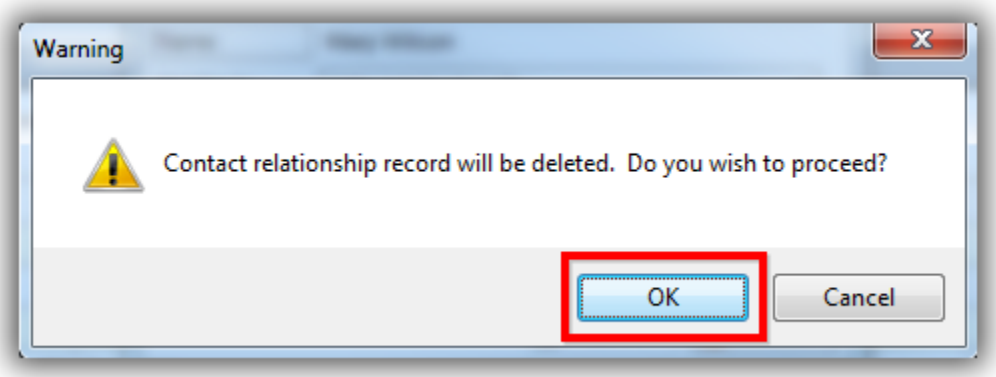


Contact Relationship ID	Left Side ContactID	Left Side Last Name	Left Side First Name	MI	Relation Key	Description	Date Started	Date Started	Right Side Last Name	Right Side First Name	MI	Note
27	9222	Jacobwith	Lori	Lynn	66	Colleague			Grunewald	Jill	Yvonne	
28	9306	Grunewald	Jill	Yvonne	66	Colleague			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.

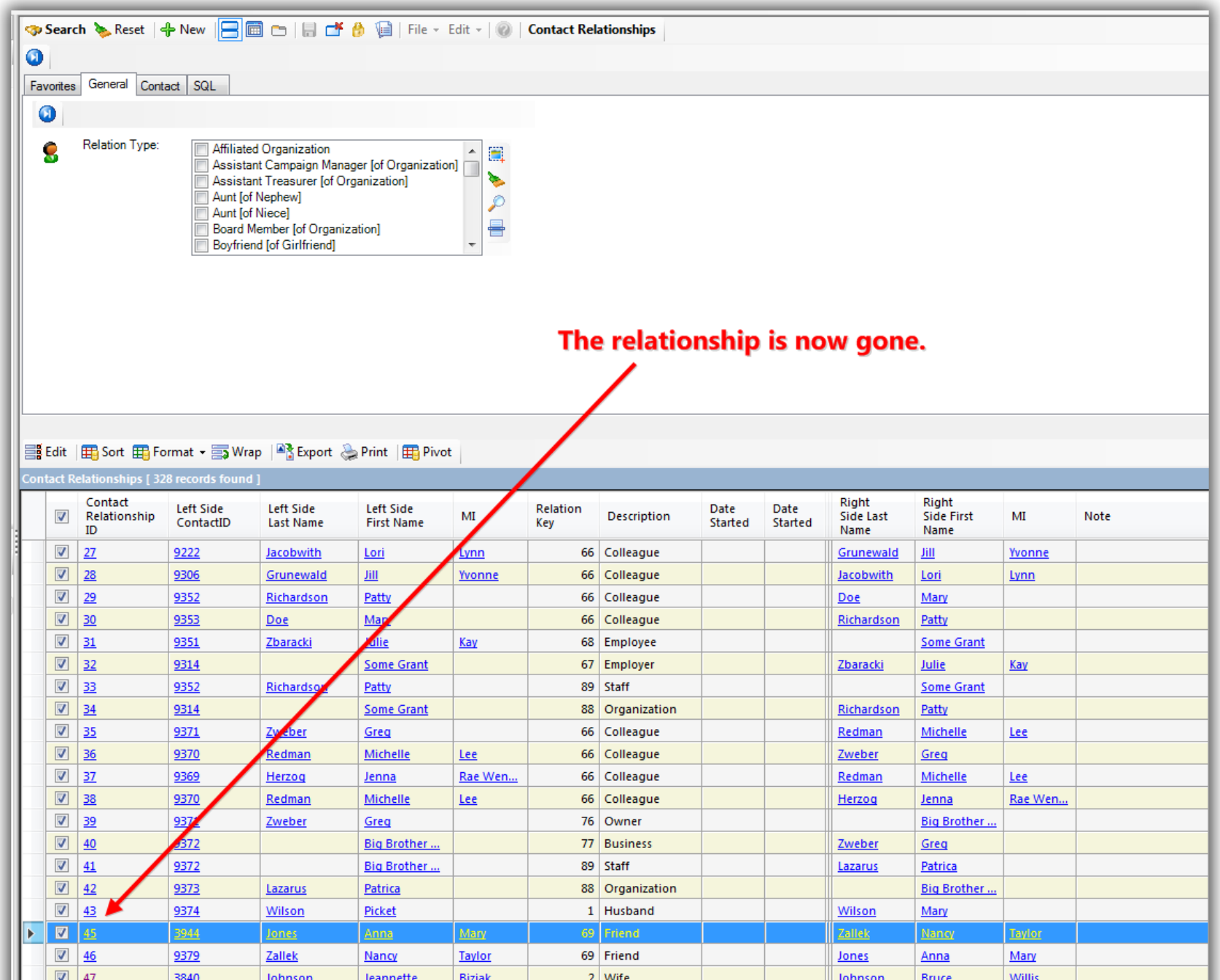


Click **[OK]** to proceed with deleting the relationship.



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

How to Delete a Relationship between Contact Records



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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

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