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Overview

This article will show you how to tag a contact (donor/voter) record with a **Not** attribute, and how to find records that have the Not attribute assigned to them.

This mechanism comes with every **Trail Blazer** database and provides a way to “hide” contacts from your regular search results and reports. Some examples of this include:

- The person has passed away
- They no longer want to be contacted
- They haven't provided a donation in a long time but you still want to retain their data
- The record contains sensitive information that you may not want the average database users to view in their normal search queries, this is **not** as secure as [filtering the records](#) from their search queries

Outline

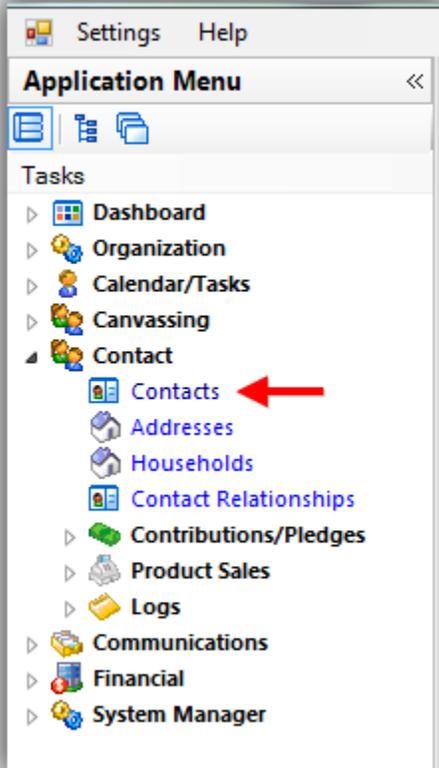
#1 Assigning a **Not** Attribute to a Record (Deceased, Do Not Contact, Etc.)

#2 Searching for Records that ***Have the Not*** Attribute

#3 Related Resources

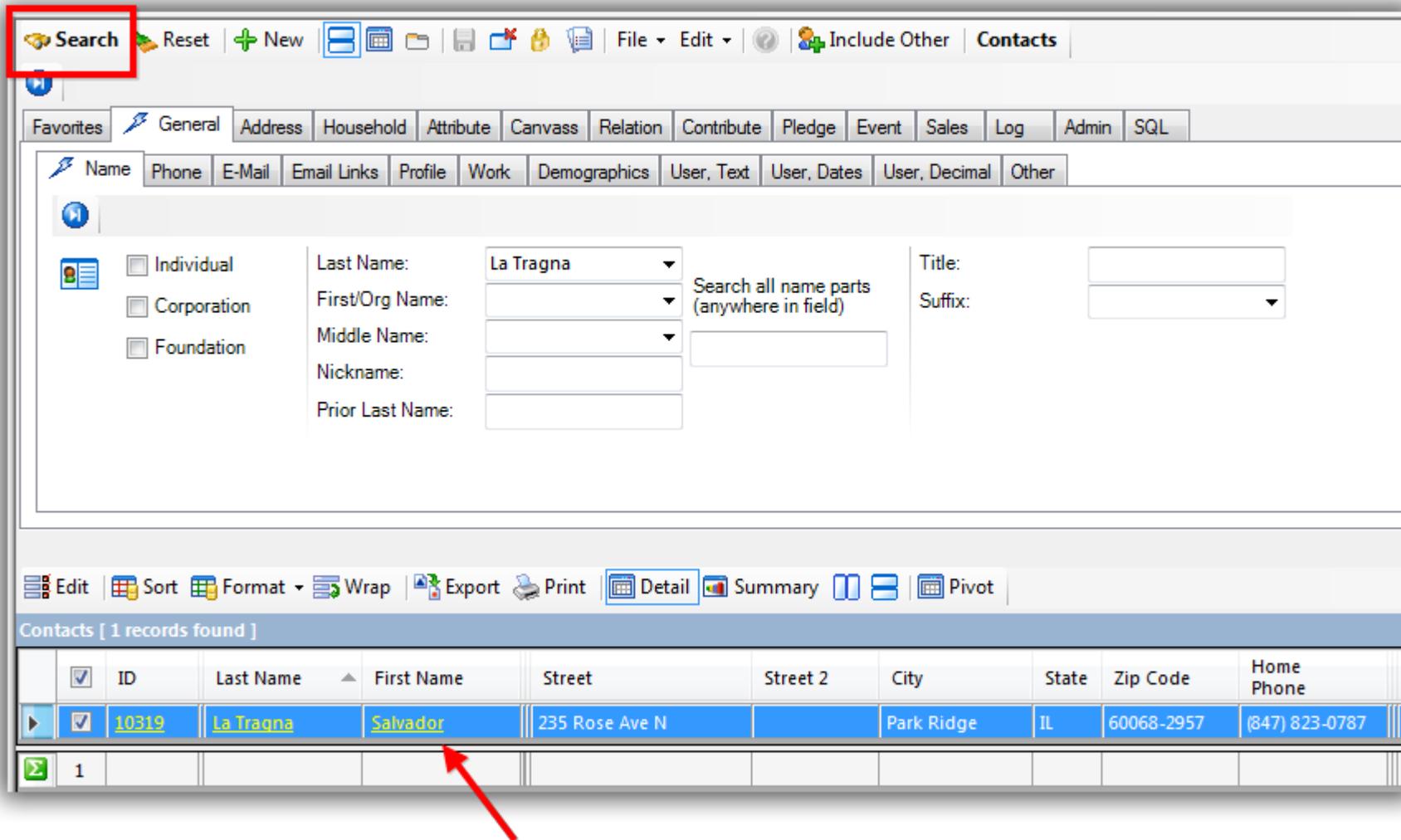
#1 – Assigning a Record with a Not Attribute (Deceased, Do Not Contact, Etc.)

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



Run a search query for the contact you want assign with a NOT attribute.

1. Build and run your search query for the contact you want to 'hide' with a NOT attribute.



The screenshot shows the TrailBlazer search interface. The 'Search' button is highlighted with a red box. The search criteria are set to 'Individual' with the last name 'La Tragna'. The search results table shows one record for 'La Tragna, Salvador' at '235 Rose Ave N, Park Ridge, IL 60068-2957'. A red arrow points to the name 'Salvador' in the table.

ID	Last Name	First Name	Street	Street 2	City	State	Zip Code	Home Phone
10319	La Tragna	Salvador	235 Rose Ave N		Park Ridge	IL	60068-2957	(847) 823-0787

2. Click on the contact's name to open their record card.

Navigate to the **Attributes** tab and expand the **Not** folder.

File Edit      **Salvador La Tragna [10319]**

Title:

First Name:

Middle Name:

Last Name/Suffix:

Prior Last Name:

Nickname:

Contact Type:


 No Photo

Home Address

235 Rose Ave N
 Park Ridge, IL 60068-2957
 847-823-0787

Work Address

No Address

Email
No Email Address

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

Attribute	Yes	Date	Note / Value
 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"/>		
 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"/>		
 Deceased	<input type="checkbox"/>		
 Do Not Contact	<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 checked="" type="checkbox"/>		
 Testing Attributes (DELETE LATER)	<input type="checkbox"/>		
 Volunteer Roles	<input type="checkbox"/>		

Check the box for the **Not attribute item** you wish to assign. If you don't see an option that's relevant you'll need to [add a new attribute](#) item under the Not folder. *In my example I marked the person as deceased and recorded a brief note.*

File Edit X [Icons] Salvador La Tragna [10319]

Title: [Dropdown]
 First Name: Salvador
 Middle Name: [Empty]
 Last Name/Suffix: La Tragna [Dropdown]
 Prior Last Name: [Empty]
 Nickname: [Empty]
 Contact Type: Individual [Dropdown]


No Photo

Home Address
235 Rose Ave N
Park Ridge, IL 60068-2957
847-823-0787

Email
No Email Address

Work Address
No Address

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

Attribute	Yes	Date	Note / Value
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/Pos...	<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 checked="" type="checkbox"/>		
Deceased	<input checked="" type="checkbox"/>	12/14/2016	Gifts will be assigned in memory of this person. Died on 8/6/15 - was eaten by a whale on a fishing trip.
Do Not Contact	<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 checked="" type="checkbox"/>		
Testing Attributes (DELETE LATER)	<input type="checkbox"/>		
Volunteer Roles	<input type="checkbox"/>		

Check the box for the 'Not' attribute you need to assign. If the item doesn't exist you'll need to add it as a new option.

Ligon = Joel Kristenson [Email...] [Save] [Save and Close] [Cancel]

Click **[Save and Close]** to finish.

File Edit X [Icons] Salvador La Tragna [10319]

Title: [Dropdown]
 First Name: Salvador
 Middle Name: [Empty]
 Last Name/Suffix: La Tragna [Dropdown]
 Prior Last Name: [Empty]
 Nickname: [Empty]
 Contact Type: Individual [Dropdown]


No Photo

Home Address
 235 Rose Ave N
 Park Ridge, IL 60068-2957
 847-823-0787

Email
No Email Address

Work Address
No Address

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

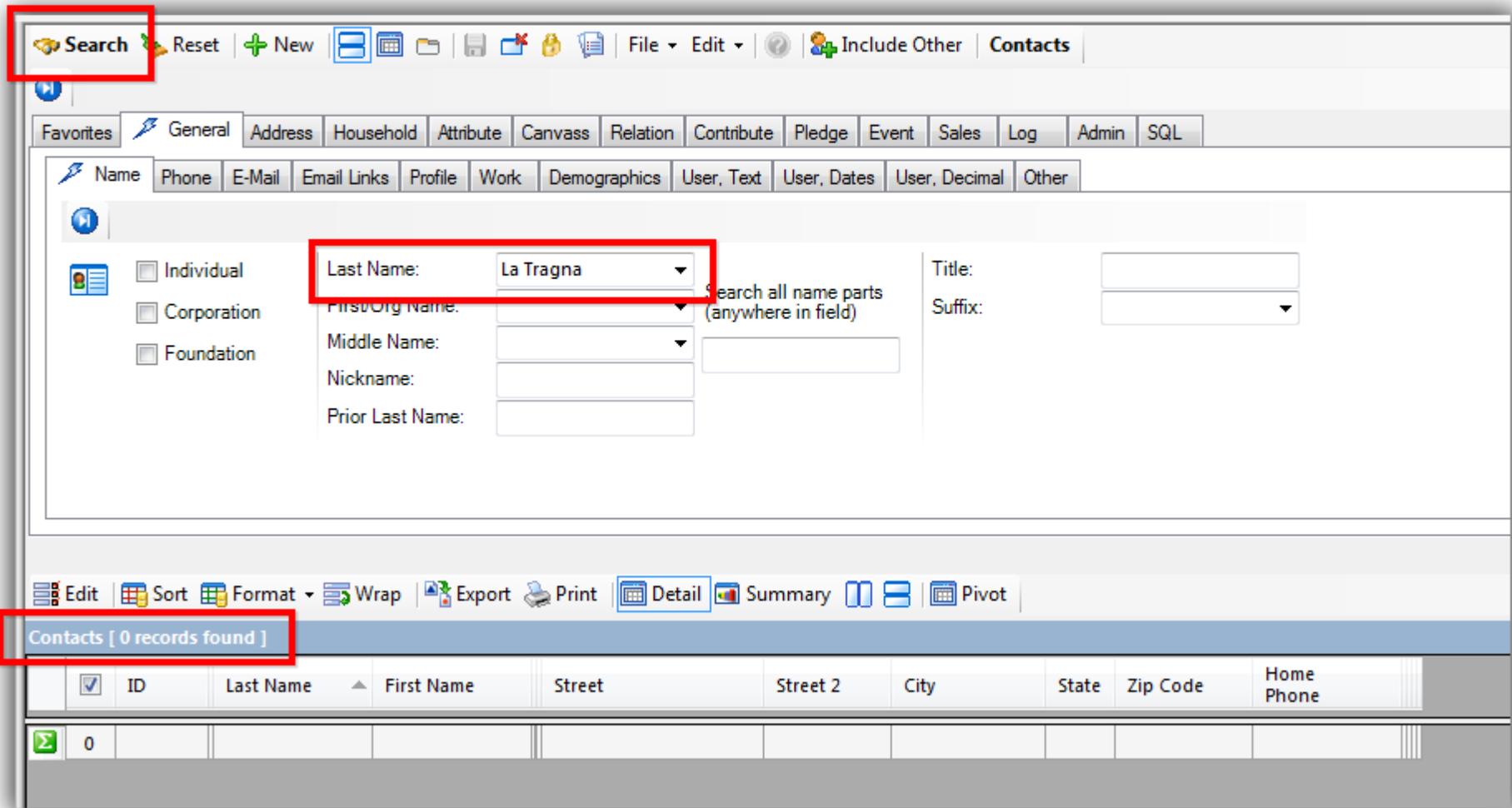
Attribute	Yes	Date	Note / Value
 Attributes	<input checked="" type="checkbox"/>		
 Address Management	<input type="checkbox"/>		
 Board Member Status	<input type="checkbox"/>		
 Contact Type	<input type="checkbox"/>		
 Custom Form Check Boxes and Radio Buttons (Get/Pos...	<input type="checkbox"/>		
 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 checked="" type="checkbox"/>		
 Deceased	<input checked="" type="checkbox"/>	12/14/2016	Gifts will be assigned in memory of this person. Died on 8/6/15 - was eaten by a whale on a fishing trip.
 Do Not Contact	<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 checked="" type="checkbox"/>		
 Testing Attributes (DELETE LATER)	<input type="checkbox"/>		
 Volunteer Roles	<input type="checkbox"/>		

Ligon = Joel Kristenson

Email... Save **Save and Close** Cancel

If you **search** for the contact again they won't display as they are now hidden/archived with a Not attribute. *My example is below where I searched for the person by their last name.*

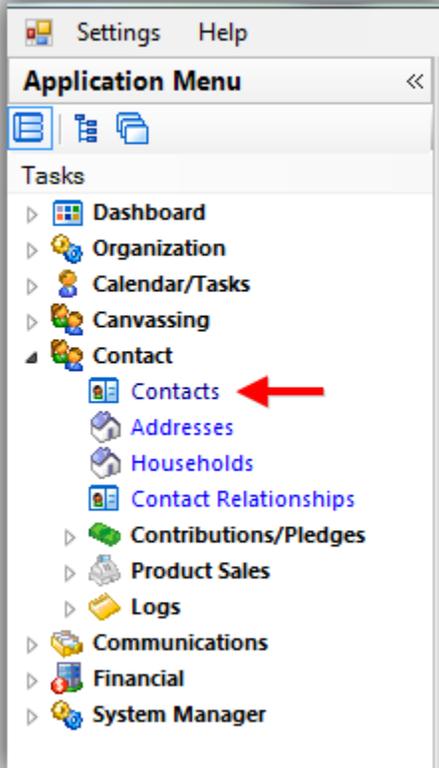
If you search for the contact again (by something like their name) they will not display in the search results as they are now 'hidden' with the Not attribute.



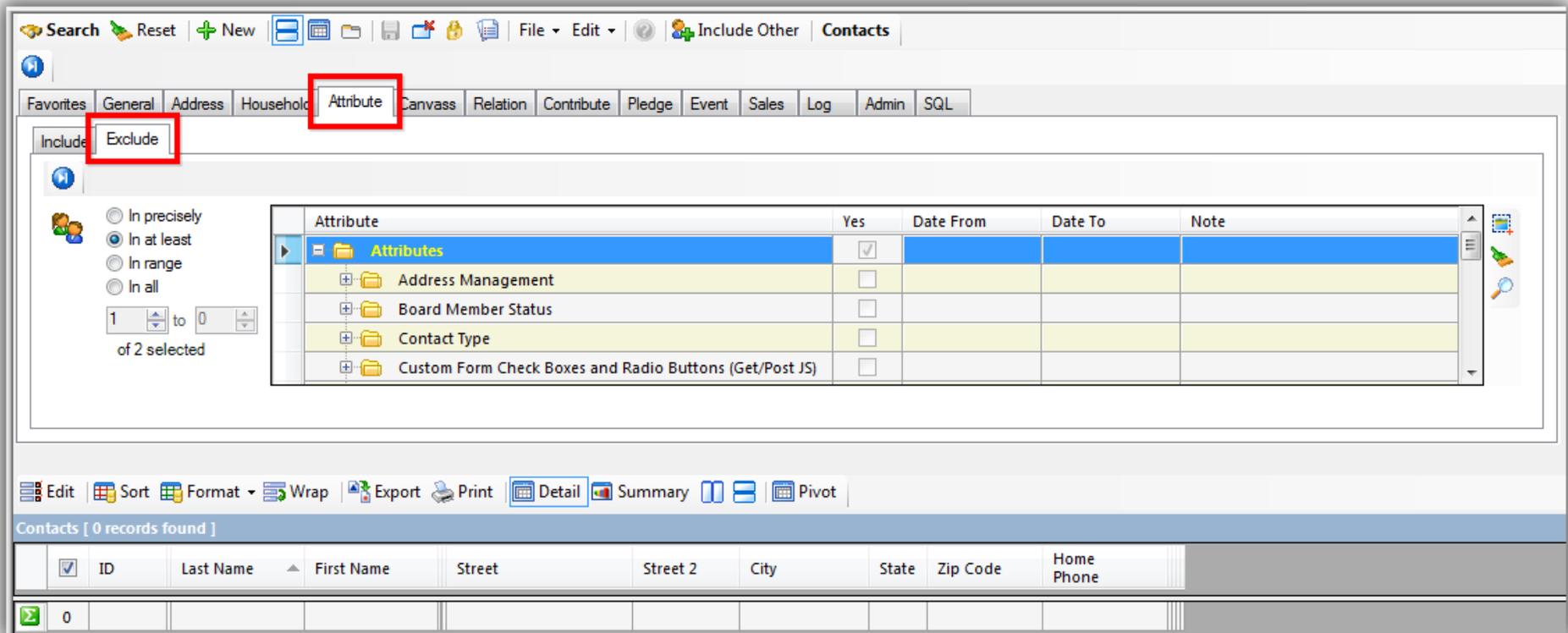
The next section walks through the steps to **find** contacts who are **'hidden'** with a Not attribute.

#2 – Searching for Records that *Have the NOT* Attribute

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



Click on the **Attributes** tab and the **Exclude** sub-tab.

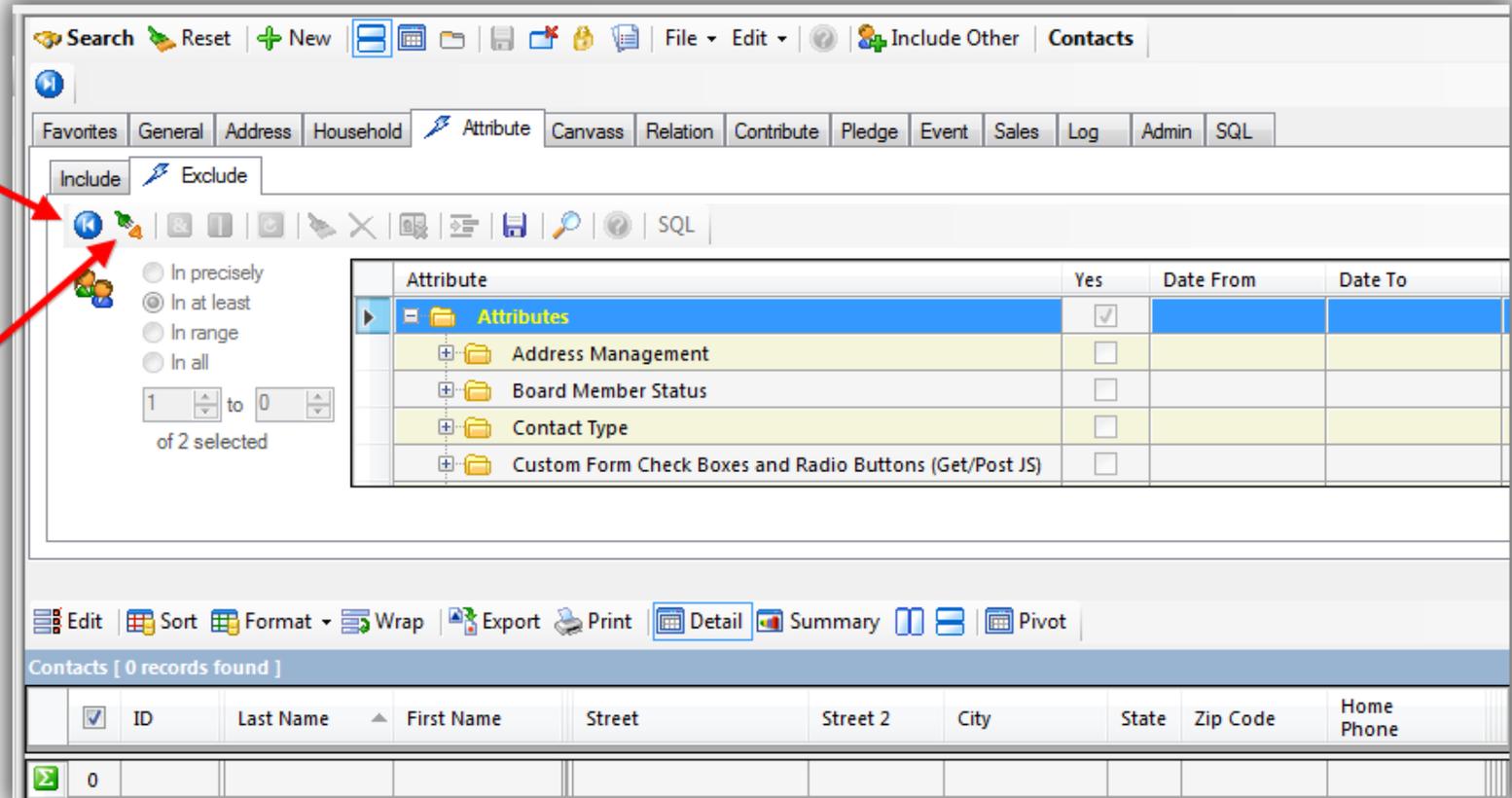


Expand the **Advanced Functions Tool Strip** by clicking on the **blue** button to the lower-left of the **Exclude** sub-tab. Once it's expanded, **disconnect** it by 'unplugging' the tab.

1. Expand the Advanced Functions tool strip.

2. Disconnect this tab.

By default this is always plugged in which hides anyone who is tagged with a Not attribute.



Once the Exclude tab is unplugged, navigate to the **Include** sub-tab, expand the **Not** folder, check the boxes you want to search by and click **[Search]**. My example is below where I searched for all records tagged with the *Do Not Contact* and *Deceased* attributes.

3

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

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

1 | Include | Exclude

In precisely
 In at least
 In range
 In all
 1 to 0
 of 2 selected

Attribute	Yes	Date From	Date To
+ Membership Level	<input type="checkbox"/>		
- Not (Hide/Archive Record) (System Default)	<input checked="" type="checkbox"/>		
+ Deceased	<input checked="" type="checkbox"/>		
+ Do Not Contact	<input checked="" type="checkbox"/>		
+ Please select your email preferences	<input type="checkbox"/>		

2

Edit | Sort | Format | Wrap | Export | Print | Detail | Summary | Pivot

Contacts [7 records found]

ID	Last Name	First Name	Street	Street 2	City	State	Zip Code	Home Phone
9223	Abdalla	Suzanne	PO Box 7727		Ann Arbor	MI	48107	
18	Abraham	Timothy	451 Michigan Ave		Villard	CT	06500	(320) 544-7233
1	Admin	Admin	5115 Excelsior Blvd	Suite 103	Minneapolis	MN	55416	
85	Ali	Nasim	7633 Everest Ln N		Maple Grove	MN	55311	(763) 420-9810
242	Apelt	Carol	2756 Flag Ave N		New Hope	MN	55427	(763) 544-7635
14847	Bauchy	Stan						
10319	La Tragna	Salvador	235 Rose Ave N		Park Ridge	IL	60068-2957	(847) 823-0787

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If you open one of the contact records in your list you can verify which Not attribute(s) they have.

File Edit [X] [?] [Print] [Home] [Refresh] | Suzanne Abdalla [9223]

Title:

First Name:

Middle Name:

Last Name/Suffix:

Prior Last Name:

Nickname:

Contact Type:


No Photo

Home Address

PO Box 7727
Ann Arbor, MI 48107

Work Address

No Address

Email

sabdalla@annarborvitae.com

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

Attribute	Yes	Date	Note / Value
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"/>		
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 checked="" type="checkbox"/>		
Deceased	<input checked="" type="checkbox"/>		
Do Not Contact	<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 checked="" type="checkbox"/>		
Testing Attributes (DELETE LATER)	<input type="checkbox"/>		
Volunteer Roles	<input type="checkbox"/>		

If you open one of the contact's record cards you can verify which Not attribute(s) they have.



The **related resources** below link to a variety of other useful articles and videos related to this topic.



Trail Blazer™

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

Related Resources

Article: [Creating an Attribute Folder and Attribute Items](#)

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 a Columns](#)

Article: [How to Remove an Attribute Item from a List of Contacts 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 Merge Attributes](#)

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

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

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

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

Video: [Not Attribute](#)

Video: [Attributes - Delete](#)

Video: [Attributes – Adding New](#)

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

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

Additional Service: [Trail Blazer NCOA Append \(Address Refresh\)](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

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

 **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.*

** This service is included in your contract.*