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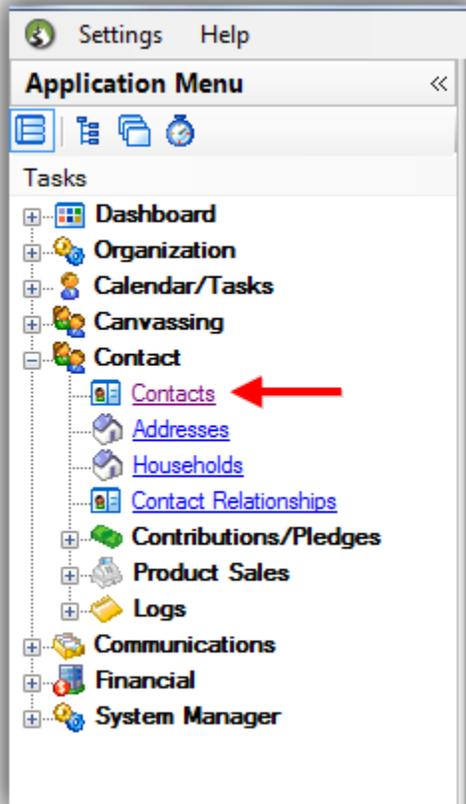
Overview

This article walks through the steps to display '**system generated**' log notes within a contact's record card.

 **Tip:** This feature enhancement was added because of a few customers who were getting annoyed of the **system generated** log notes intermingling with their own [hand entered log notes](#). If you ever notice something that would greatly improve the software for all other users, we encourage you to add those requests through the **Comments Box** on our **Start Page**.

Steps

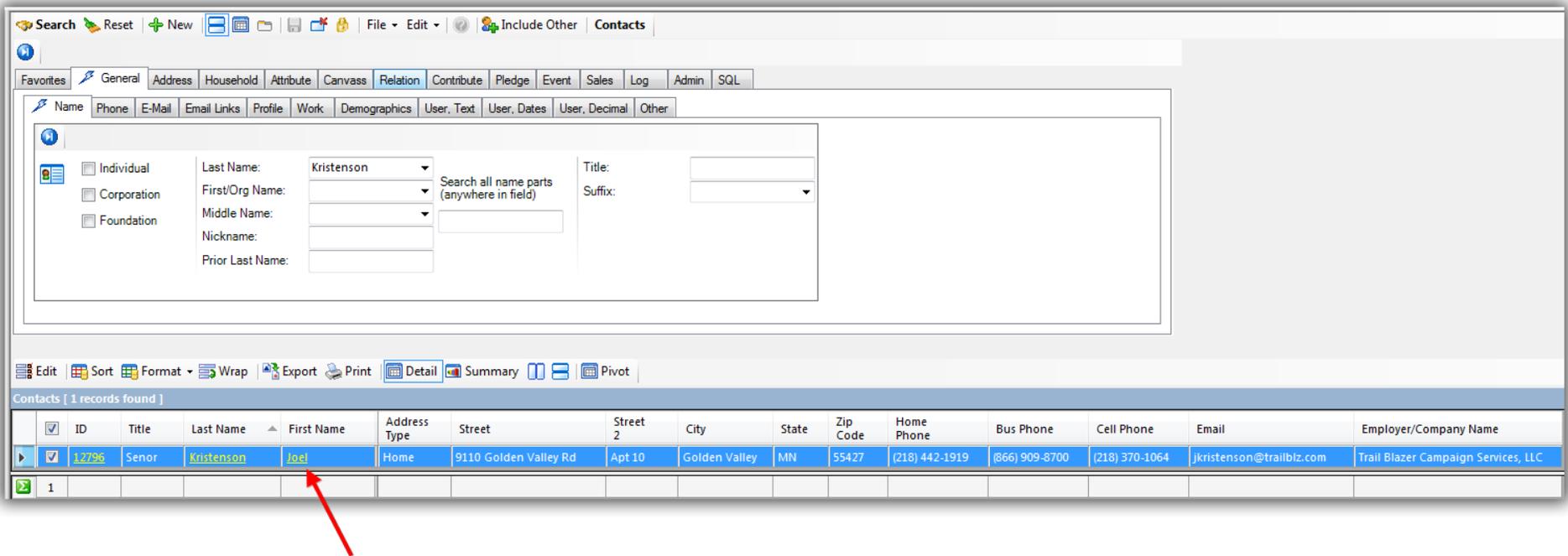
Navigate to the **Contacts** (*Voters/Donors*) list under the **Application Menu**.



How to Display the ‘System Generate’ Log Notes that are Now Suppressed by Default – 2016 System Enhancement

[Query for](#) and open the person’s contact record. *I used my own record ‘Joel Kristenson’ for this example.*

Search for the contact record you want to view log notes for, and open their record.



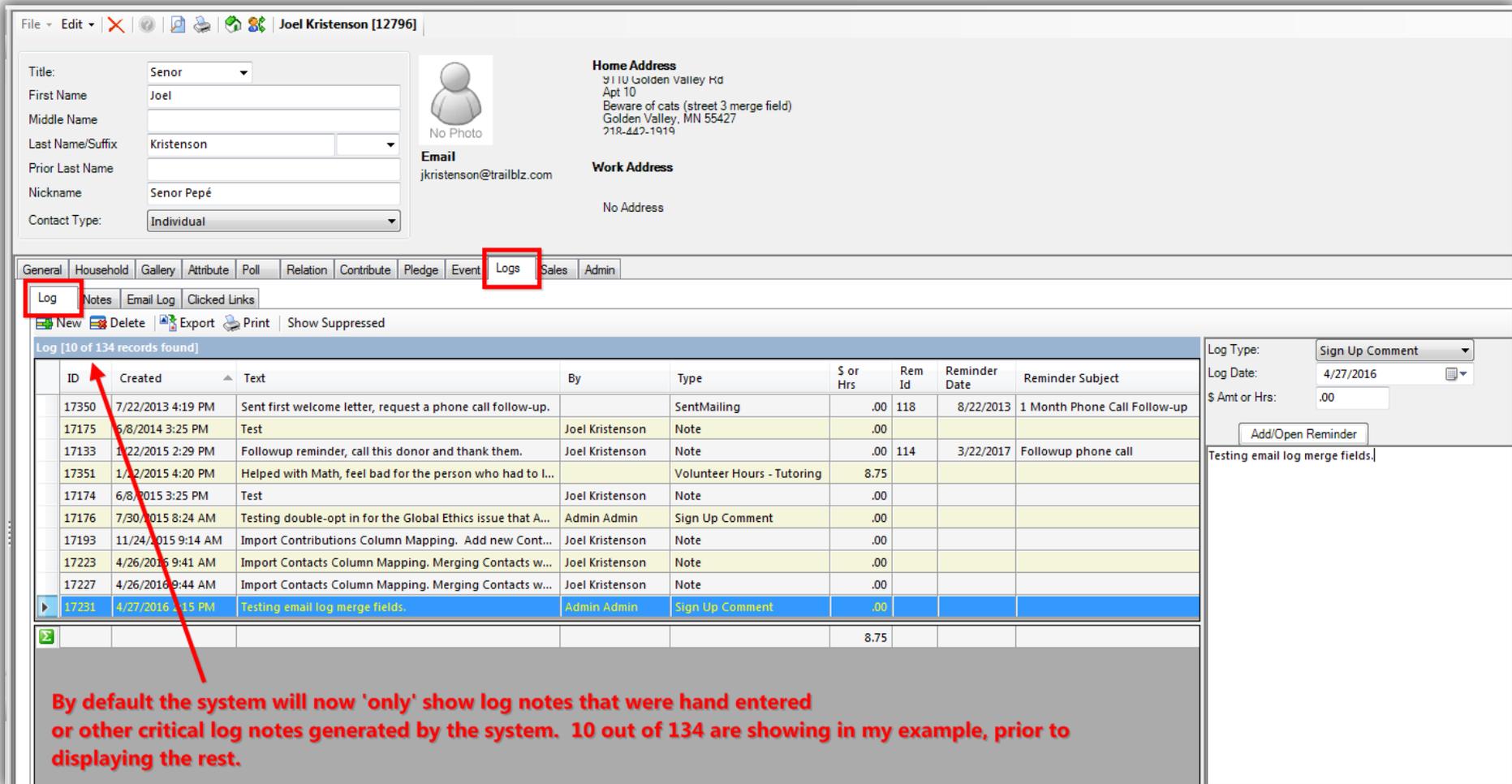
The screenshot shows the TrailBlazer software interface. At the top, there is a search bar with 'Search' and 'Reset' buttons. Below it, there are tabs for 'General', 'Address', 'Household', 'Attribute', 'Cavass', 'Relation', 'Contribute', 'Pledge', 'Event', 'Sales', 'Log', 'Admin', and 'SQL'. The 'Relation' tab is selected. On the left, there are checkboxes for 'Individual', 'Corporation', and 'Foundation'. The search criteria are: Last Name: Kristenson, First/Org Name: (empty), Middle Name: (empty), Nickname: (empty), Prior Last Name: (empty), Title: (empty), and Suffix: (empty). Below the search criteria, there are buttons for 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. At the bottom, there is a table with the following data:

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

A red arrow points to the 'Joel' cell in the 'First Name' column of the first row.

Navigate to the **Logs** tab where you’ll find a list of any current ‘hand-entered’ log notes. *My example is below where it currently shows 10 of 134 log notes.*

How to Display the 'System Generate' Log Notes that are Now Suppressed by Default – 2016 System Enhancement



File Edit X [Icons] Joel Kristenson [12796]

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

Home Address: 2110 Golden Valley Rd, Apt 10, Beware of cats (street 3 merge field), Golden Valley, MN 55427, 718-447-1919
Email: jkristenson@trailblz.com
Work Address: No Address

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

Log Notes Email Log Clicked Links

New Delete Export Print Show Suppressed

Log [10 of 134 records found]

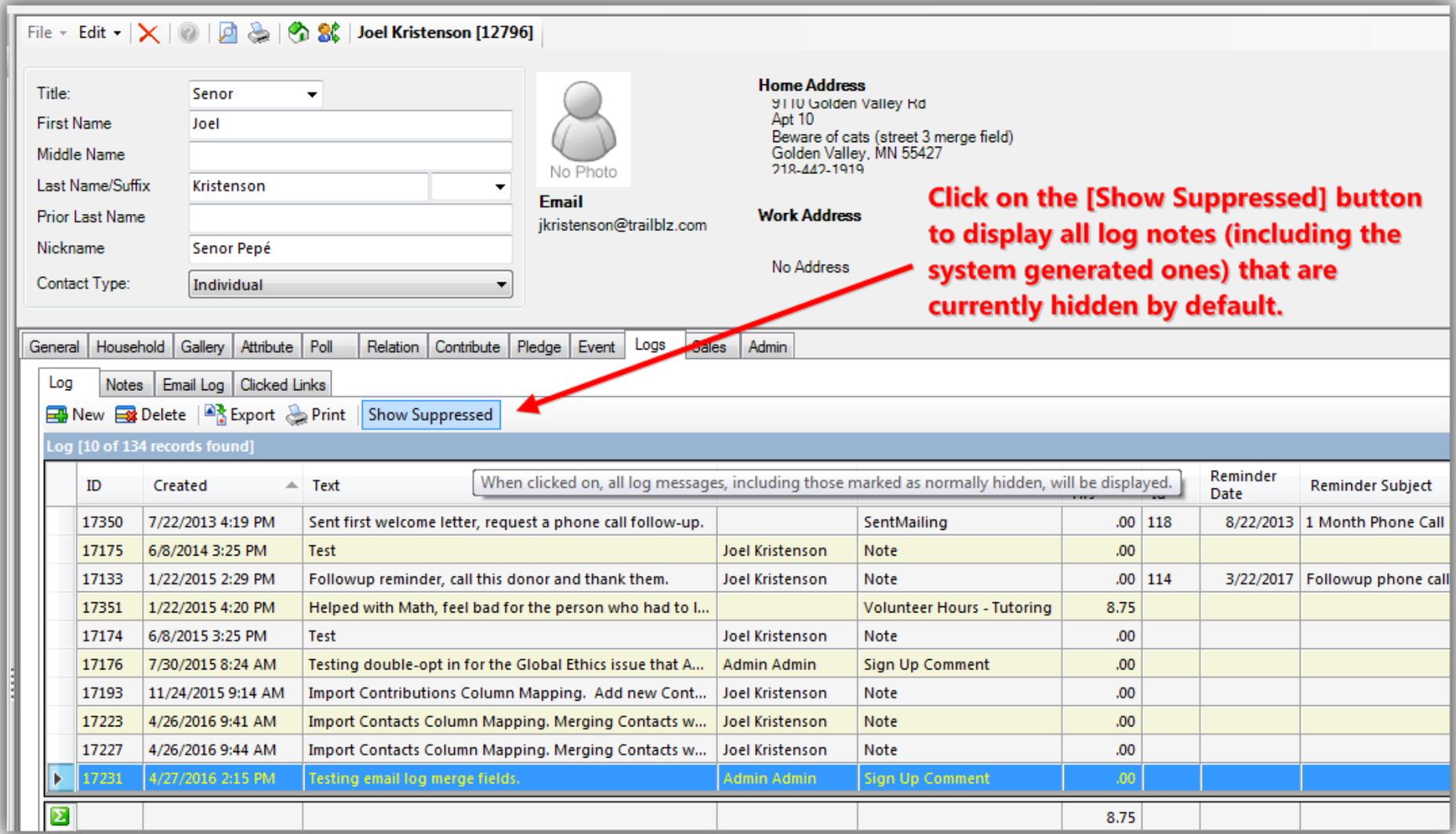
ID	Created	Text	By	Type	\$ or Hrs	Rem Id	Reminder Date	Reminder Subject
17350	7/22/2013 4:19 PM	Sent first welcome letter, request a phone call follow-up.		SentMailing	.00	118	8/22/2013	1 Month Phone Call Follow-up
17175	6/8/2014 3:25 PM	Test	Joel Kristenson	Note	.00			
17133	1/22/2015 2:29 PM	Followup reminder, call this donor and thank them.	Joel Kristenson	Note	.00	114	3/22/2017	Followup phone call
17351	1/22/2015 4:20 PM	Helped with Math, feel bad for the person who had to l...		Volunteer Hours - Tutoring	8.75			
17174	6/8/2015 3:25 PM	Test	Joel Kristenson	Note	.00			
17176	7/30/2015 8:24 AM	Testing double-opt in for the Global Ethics issue that A...	Admin Admin	Sign Up Comment	.00			
17193	11/24/2015 9:14 AM	Import Contributions Column Mapping. Add new Cont...	Joel Kristenson	Note	.00			
17223	4/26/2016 9:41 AM	Import Contacts Column Mapping. Merging Contacts w...	Joel Kristenson	Note	.00			
17227	4/26/2016 9:44 AM	Import Contacts Column Mapping. Merging Contacts w...	Joel Kristenson	Note	.00			
17231	4/27/2016 1:15 PM	Testing email log merge fields.	Admin Admin	Sign Up Comment	.00			

Log Type: Sign Up Comment
Log Date: 4/27/2016
\$ Amt or Hrs: .00
Add/Open Reminder
Testing email log merge fields.

By default the system will now 'only' show log notes that were hand entered or other critical log notes generated by the system. 10 out of 134 are showing in my example, prior to displaying the rest.

From the tool strip, click on the **[Show Suppressed]** button to display the rest of the log notes, that are now hidden from view by default.

How to Display the 'System Generate' Log Notes that are Now Suppressed by Default – 2016 System Enhancement



Click on the [Show Suppressed] button to display all log notes (including the system generated ones) that are currently hidden by default.

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

Log | Notes | Email Log | Clicked Links

New | Delete | Export | Print | **Show Suppressed**

Log [10 of 134 records found]

ID	Created	Text	When clicked on, all log messages, including those marked as normally hidden, will be displayed.	Reminder Date	Reminder Subject
17350	7/22/2013 4:19 PM	Sent first welcome letter, request a phone call follow-up.	SentMailing	.00 118	8/22/2013 1 Month Phone Call
17175	6/8/2014 3:25 PM	Test	Joel Kristenson Note	.00	
17133	1/22/2015 2:29 PM	Followup reminder, call this donor and thank them.	Joel Kristenson Note	.00 114	3/22/2017 Followup phone call
17351	1/22/2015 4:20 PM	Helped with Math, feel bad for the person who had to I...	Volunteer Hours - Tutoring	8.75	
17174	6/8/2015 3:25 PM	Test	Joel Kristenson Note	.00	
17176	7/30/2015 8:24 AM	Testing double-opt in for the Global Ethics issue that A...	Admin Admin Sign Up Comment	.00	
17193	11/24/2015 9:14 AM	Import Contributions Column Mapping. Add new Cont...	Joel Kristenson Note	.00	
17223	4/26/2016 9:41 AM	Import Contacts Column Mapping. Merging Contacts w...	Joel Kristenson Note	.00	
17227	4/26/2016 9:44 AM	Import Contacts Column Mapping. Merging Contacts w...	Joel Kristenson Note	.00	
▶ 17231	4/27/2016 2:15 PM	Testing email log merge fields.	Admin Admin Sign Up Comment	.00	
				8.75	

How to Display the 'System Generate' Log Notes that are Now Suppressed by Default – 2016 System Enhancement

After the button is clicked ***all*** the log notes will display. *My example is below.*

How to Display the 'System Generate' Log Notes that are Now Suppressed by Default – 2016 System Enhancement

File Edit X [Icons] Joel Kristenson [12796]

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

 No Photo

Home Address
 5110 Golden Valley Rd
 Apt 10
 Beware of cats (street 3 merge field)
 Golden Valley, MN 55427
 718-447-1919

Email
 jkristenson@trailblz.com

Work Address
 No Address

After clicking this button *all* the log notes will display in the grid.

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

Log Notes Email Log Clicked Links

New Delete Export Print **Show Suppressed**

Log [134 records found]

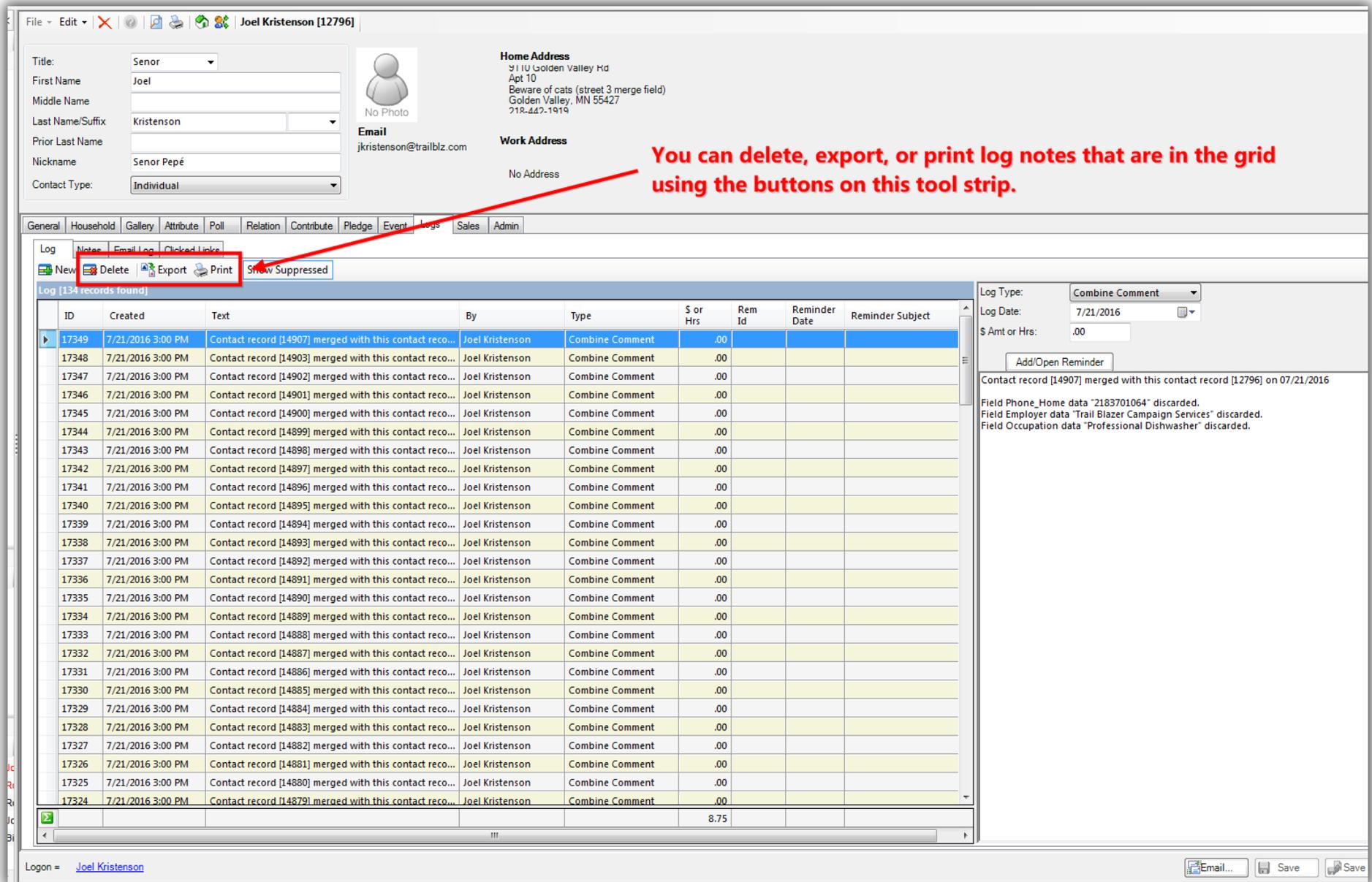
ID	Created	Text	By	Type	\$ or Hrs	Rem Id	Reminder Date	Reminder Subject
17210	3/10/2016 11:17 AM	Contact record [14817] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17211	3/10/2016 3:26 PM	Contact record [14818] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17213	3/21/2016 12:15 PM	Contact record [14822] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17216	4/5/2016 12:21 PM	Contact record [14825] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17219	4/5/2016 12:22 PM	Contact record [14826] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17221	4/5/2016 12:23 PM	Contact record [14827] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17222	4/8/2016 9:45 AM	Contact record [14828] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17223	4/26/2016 9:41 AM	Import Contacts Column Mapping. Merging Contacts w...	Joel Kristenson	Note	.00			
17227	4/26/2016 9:44 AM	Import Contacts Column Mapping. Merging Contacts w...	Joel Kristenson	Note	.00			
17231	4/27/2016 2:15 PM	Testing email log merge fields.	Admin Admin	Sign Up Comment	.00			
17232	4/27/2016 2:23 PM	Contact record [14842] merged with this contact record [...]	Joel Kristenson	Combine Comment	.00			
17234	6/10/2016 2:36 PM	Contact record [14849] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17236	6/10/2016 2:44 PM	Contact record [14850] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17238	6/10/2016 4:12 PM	Contact record [14851] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17239	6/10/2016 4:17 PM	Contact record [14852] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17246	6/14/2016 9:35 AM	Contact record [14859] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17248	6/14/2016 9:39 AM	Contact record [14860] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17250	6/14/2016 9:41 AM	Contact record [14861] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17252	6/14/2016 9:45 AM	Contact record [14862] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17254	6/14/2016 9:58 AM	Contact record [14863] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17256	6/14/2016 10:10 AM	Contact record [14864] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17257	6/14/2016 10:12 AM	Contact record [14865] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17261	6/14/2016 10:29 AM	Contact record [14868] merged with this contact record [...]	Admin Admin	Combine Comment	.00			
17263	6/14/2016 10:39 AM	Contact record [14869] merged with this contact record [...]	Admin Admin	Combine Comment	.00			

How to Display the 'System Generate' Log Notes that are Now Suppressed by Default – 2016 System Enhancement

You can perform many actions at this point such **exporting**, **printing**, and **deleting** the log notes in the grid. *The screenshot below provides details.*

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You can delete, export, or print log notes that are in the grid using the buttons on this tool strip.



The screenshot displays the TrailBlazer interface for contact management. The top section shows the contact profile for Joel Kristenson, including fields for Title, First Name, Middle Name, Last Name/Suffix, Prior Last Name, Nickname, Contact Type, Home Address, Email, and Work Address. Below the profile is a navigation bar with tabs for General, Household, Gallery, Attribute, Poll, Relation, Contribute, Pledge, Event, Logs, Sales, and Admin. The 'Logs' tab is active, showing a tool strip with buttons for New, Delete, Export, Print, and Show Suppressed. A red box highlights the 'Delete', 'Export', and 'Print' buttons, with a red arrow pointing to the text above. Below the tool strip is a grid of log records with columns for ID, Created, Text, By, Type, \$ or Hrs, Rem Id, Reminder Date, and Reminder Subject. The grid contains 14 records, all created on 7/21/2016 at 3:00 PM, with the text 'Contact record [ID] merged with this contact record [ID]'. The 'By' column for all records is 'Joel Kristenson' and the 'Type' is 'Combine Comment'. The '\$ or Hrs' column shows values of .00 for most records and 8.75 for the last record. To the right of the grid is a sidebar with fields for Log Type (Combine Comment), Log Date (7/21/2016), and \$ Amt or Hrs (.00). Below these fields is an 'Add/Open Reminder' button and a text area containing the log entry details: 'Contact record [14907] merged with this contact record [12796] on 07/21/2016' and several discarded field data items.

ID	Created	Text	By	Type	\$ or Hrs	Rem Id	Reminder Date	Reminder Subject
17349	7/21/2016 3:00 PM	Contact record [14907] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17348	7/21/2016 3:00 PM	Contact record [14903] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17347	7/21/2016 3:00 PM	Contact record [14902] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17346	7/21/2016 3:00 PM	Contact record [14901] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17345	7/21/2016 3:00 PM	Contact record [14900] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17344	7/21/2016 3:00 PM	Contact record [14899] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17343	7/21/2016 3:00 PM	Contact record [14898] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17342	7/21/2016 3:00 PM	Contact record [14897] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17341	7/21/2016 3:00 PM	Contact record [14896] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17340	7/21/2016 3:00 PM	Contact record [14895] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17339	7/21/2016 3:00 PM	Contact record [14894] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17338	7/21/2016 3:00 PM	Contact record [14893] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17337	7/21/2016 3:00 PM	Contact record [14892] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17336	7/21/2016 3:00 PM	Contact record [14891] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17335	7/21/2016 3:00 PM	Contact record [14890] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17334	7/21/2016 3:00 PM	Contact record [14889] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17333	7/21/2016 3:00 PM	Contact record [14888] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17332	7/21/2016 3:00 PM	Contact record [14887] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17331	7/21/2016 3:00 PM	Contact record [14886] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17330	7/21/2016 3:00 PM	Contact record [14885] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17329	7/21/2016 3:00 PM	Contact record [14884] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17328	7/21/2016 3:00 PM	Contact record [14883] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17327	7/21/2016 3:00 PM	Contact record [14882] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17326	7/21/2016 3:00 PM	Contact record [14881] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17325	7/21/2016 3:00 PM	Contact record [14880] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			
17324	7/21/2016 3:00 PM	Contact record [14879] merged with this contact reco...	Joel Kristenson	Combine Comment	.00			



Trail Blazer™

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

Related Resources

Article: [Adding Log Notes, Mass Log Notes & Reminders](#)

Article: [Adding Log Types](#)

Article: [PayPal Error Codes and Warning Codes](#)

Article: [Vanco Response Codes and Error Code Messages](#)

Article: [How to Track Volunteer Hours in Trail Blazer, and How to Build a Pivot Report that Summarizes Volunteer's Hours](#)

Article: [Tracking Grants in Trail Blazer – Requested, Denied, Approved, and How to Build a Pivot Summary Report Off the Data](#)

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: [SQL Shrinking the Transaction Log](#)

Video: [Getting Started 101 – Orientation to the screen](#)

Video: [Getting Started 103 – Adding a new record](#)

Video: [Getting Started 105 – Queries with an AND condition](#)

Video: [Getting Started 102 – Beginning Queries](#)

Video: [Getting Started 104 – Queries with wildcards](#)

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>

** 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.*