How do I insert a constituent attribute?

Note: Create the query on the constituent search screen to verify group before inserting. Below snapshots are from a test database.

CLICK ON THE GLOBAL ICON (looks like the world)



Next window is where you choose the attribute / year / any comments / from date that you will be attaching

	Attribute	Year	From Date	To Date	Comments		Ne
→	×						
Jan Group A F	rst 15 Days of Jan						Dele
Feb Group A	Last 15 D dys 015 dri						
Feb Group B							
Mar Group A							
And Group 8							
Apr Group B							
May Group A							
May Group B	•						
I Indate the Attrit	wite for both the constit	ent and the s	ouse 🖂 D	not add dunlir	sate attributes		
Query List				o not dob dopin		In Process	
o							

Where you see the Constituent query section click the magnifying glass and find the query that is applicable group where the attribute will be inserted. You can update to both constituent and spouse if you keep that checkbox checked. Keep checked to not add duplicate attributes too.

E Constituent Global Attributes Insert									
	Attribute	Year	From Date	To Date					
→	Feb Group B	2018	07/01/2018						

Now, click OK. You can print the report prior to inserting the attribute if you choose or just skip it. Continue with the insert.

