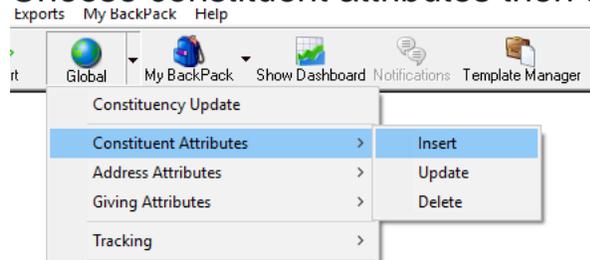


How do I insert a constituent attribute?

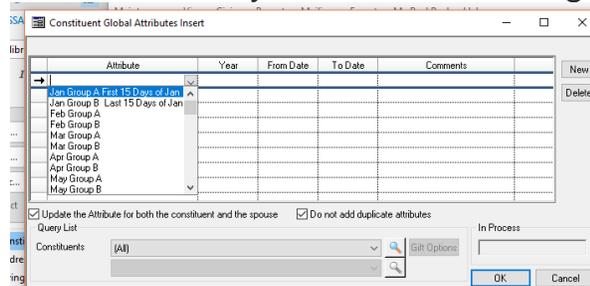
Note: Create the query on the constituent search screen to verify group before inserting. Below snapshots are from a test database.

CLICK ON THE GLOBAL ICON (looks like the world)

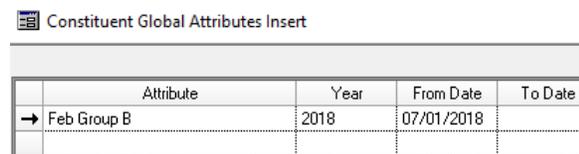
Choose constituent attributes then the INSERT choice



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



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.



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