Deleting and Restoring Contacts

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Donor Management System

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Considerations

- Before deleting Contacts, consider merging them instead.
- If you delete (not permanently) a Contact with at least one Contribution, the Contributions associated with this Contact will be hidden (cannot be seen nor searched for). Once you restore the deleted Contact, then the Contributions will also go back.
- If you try to permanently delete a Contact with at least one offline Contribution, you will get this message



How to Delete Contacts

Deleting a Single Contact

1. Go to the Contacts Tab

2. Search for the Contact you wish to delete and select its name

(Welli Avenue	ness Dashboa	rd Contacts	Contributions	Campaigns	Opportunities Reports [DMS Mail			Settings Help DMSCA DMSCA -
K	arolina								٩	Advanced Search
	Actions -	The Found Record						All contacts 👻	Advanced Actions 👻	Add Contact 👻
		Name	City	Province	Phone	Email	Date Create	d	Last Modified	
	□ ▲	Karolina Maya	Ottawa	ON		celinaabernalq@gmail.com	May 8th, 20	22 11:00 PM	Feb 27th, 2023 1:28	3 AM
						Search for a Contac	ct			

3. In the *Summary tab* of the Contact's profile, select *Delete Contact* at the bottom of the page.

Note: Once completed, this contact will remain (soft) deleted indefinitely until you manually delete them permanently (i.e., purge the record entirely from your DMS).

Avenue Dashboard Contacts Contributi	ons Campaigns Opportunities Reports DMS Mail	Settings Help DMSCA DMSCA -
Karolina Maya 프 Summary 금 Contributions 34 = Activities 91 ලො Relatio	nships 2 👹 Groups 7 📄 Notes 0 👒 Tags 1 🛞	☐ Actions ∠ Edit
Home Address 45 Sweetland St Ottawa, ON K1N 6G1 Canada Billing Address Karolina Maya 45 Sweetland St	 ✓ Summary Fields Total Lifetime 638.44 Contributions Amount of last 1.23 contribution 	Tags Gold Donor Contact Type Individual Contact ID 333 External ID
Ottawa, ON K1N 6G1 Canada Home Email 🧭 celinaabernalq@gmail.com Billing Email 🤗 celinaabernalq@gmail.com	Date of Last 02/27/2023 1:28AM Contribution 05/09/2022 3:40PM Contribution 1000000000000000000000000000000000000	Gender She/Her Date of Birth Age
Phone	Count of 34 Contributions	Employer Job Title Recognition Name Source CanadaHelps ?
Website		
Delete Contact		
	Delete Contact	

Deleting Multiple Contacts at once

1. Go to the Contacts Tab

2. Search for a specific Contact or select either:

- (1) The specific Contacts you wish to delete,
- (2) Every listed Contact on the page, or
- (3) All Contacts in your DMS

Well Avenue	ness Dashboard	Contacts Con	tributions Ca	mpaigns Opportu	nities Reports DMS Mail		Settings Help DMSCA DMSCA +
Search by contact	name or email						Q Advanced Search
Actions -	4 Selected Records Only	All 174 Records] ³			All contacts v Advance	Add Contact 👻
2 I	Name	City	Province	Phone	Email	Date Created	Last Modified
🗹 🔺 /	A Amadu	Toronto	ON		amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	Feb 24th, 2023 2:57 PM
Z 4	A. L. Kostenko	Toronto	ON		angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	Feb 23rd, 2023 1:21 PM
	Accessibility Foundation					Nov 24th, 2022 6:05 PM	Feb 14th, 2023 11:17 AM
	aine@ainemcglynn.com				aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM
2 4	Alex Fergie	London	ON	5145216699	jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46 PM	Feb 24th, 2023 11:27 AM
	Alex Fergie					Oct 6th, 2022 12:48 PM	Jan 26th, 2023 2:12 PM
Z	Alicia Mitre	Mississauga	ON		amitreeatwell@outlook.com	Oct 19th, 2022 2:01 PM	Feb 24th, 2023 2:39 PM
				Select	Contacts 3 ways		

- 3. Select the Actions menu at the upper-left side of the Contact list
- 4. Either type "delete" in the Actions search bar or scroll the list to find the Delete contacts option

Well	Dashboard	Contacts Cont	tributions Ca	mpaigns Opportu	nities Reports DMS Mail		Settings He
earch by contact	name or email						Q Advanced Se
Actions 🔺	4 Selected Records Only	All 174 Records				All contacts	d Actions 👻 Add Contact 👻
Add Contacts to	Q Smart Group	City	Province	Phone	Email	Date Created	Last Modified
Add Tag		Toronto	ON		amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	Feb 24th, 2023 2:57 PM
Create Mail Me	rge	Toronto	ON		angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	Feb 23rd, 2023 1:21 PM
Delete	ation					Nov 24th, 2022 6:05 PM	Feb 14th, 2023 11:17 AM
Export	← com				aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM
	Alex Fergie	London	ON	5145216699	jubino+woodcoaster@canadahelps.org	Apr 20th, 2022 12:46 PM	Feb 27th, 2023 1:23 PM
	Nex Fergie					Oct 6th, 2022 12:48 PM	Jan 26th, 2023 2:12 PM
Z 🔺 /	Alicia Mitre	Mississauga	ON		amitreeatwell@outlook.com	Oct 19th, 2022 2:01 PM	Feb 24th, 2023 2:39 PM
Z 🔺 /	Anderson Ada	Burlington	ON	333-555-8888	anderson.a@test.com	Oct 21st, 2021 11:52 AM	Feb 24th, 2023 1:40 PM
🗹 🔺 /	Andy Duplicate	Test Town	ON	6475556666	andyl+testduplicate@canadahelps.org	Jan 9th, 2023 2:26 PM	Jan 9th, 2023 2:33 PM
				Del	lete Contacts		

5. On the next page, select Delete Contact(s). You will also be able to view the selected Contacts by selecting View

Selected Contacts before deletion.

Note: Once completed, these contacts will remain (soft) deleted indefinitely until you delete them permanently (i.e., purge the records entirely from your DMS).

Welliness Avenue Das	shboard Contacts	Contributions C	Campaigns	Opportunities	Reports	DMS Mail	Settings Help DMSCA DMSCA ~
• Are you sure you want to delete th Number of selected contacts: View Selected Contacts		contact(s) and all related	d data will be m	oved to trash and or	ly users with	he relevant permission will be able to restore it.	
Delete Contact(s) Cancel				Delete C	ontact(5)	_

Deleting a Contact Permanently

Once you have deleted a single Contact, you can also delete them permanently.

Note: If you delete a Contact permanently, you will not be able to retrieve them.

From a Contact Profile

- 1. Follow the steps above to delete a single Contact
- 2. If you're still on the deleted Contact's Contact Profile, scroll down and select Delete Permanently.

Avenue Dashboard Contacts Contribution	ns Campaigns Opportunities Reports DMS Mail	Settings Help DMSCA DMSCA +
Alex Fergie	iips 0 👹 Groups 1 🗔 Notes 0 👒 Tags 0 🛞 Opportunities	
Email Phone 😢	✓ Summary Fields Total Lifetime 1,000.00 Contributions Amount of last 1,000.00	Tags Contact Type Individual Contact ID 425 External ID JKO-1123
	contribution Date of Last 01/26/2023 2:07PM Contribution Date of First 01/26/2023 2:07PM Contribution Largest 1,000.00	Gender Date of Birth Age
	Contribution Count of 1 Contributions	Employer Job Title Recognition Name
Website		Source import file ?
D Restore From Trash		
	Delete Permanently	

3. The system will prompt you to confirm that you wish to delete your single Contact permanently

Avenue Dashboard Contacts Contributions Campaigns Opportunities Reports DMS Mail	Settings Help DMSCA DMSCA
Delete Contact	
Are you sure you want to delete the selected contact(s)? The contact(s) and all related data will be permanently removed. This action cannot be undone.	
Number of selected contacts: 1	
Delete Contact(s) Cancel	_
Delete a single Contact	

From the Contacts Tab

If you have navigated away from the deleted Contact's **Contact Profile** after deleting them:

1. Go to the **Contacts Tab**

2. In the top right-hand corner of the screen, select Advanced Search

- Aver	nue Dashboa	rd Contacts	Contributions Campaigns	Opportunities Reports DMS Mail		DMSCA DMSCA 🗸
earch by con	itact name or email					Q Advanced Sea
Actions	O Selected Records C	Only 🔿 All 173 Re	cords		All contacts 👻 Adva	nced Actions 👻 Add Contact 👻
	Name	City	Province Phone	Email	Date Created	Last Modified
	A Amadu	Toronto	ON	amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	Feb 24th, 2023 2:57 PM
□ ▲	A. L. Kostenko	Toronto	ON	angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	Feb 23rd, 2023 1:21 PM
	Accessibility Foundation				Nov 24th, 2022 6:05 PM	Feb 14th, 2023 11:17 AM
□ ▲	aine@ainemcglynn.com			aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM

3. Under *Display Settings*, check the box *Search in trash (deleted contacts)* and select *Search*

Wellness Avenue	Dashboard	Contacts	Contributions	Campaigns	Opportunities	Reports	DMS Mail		Settings Help DMSCA DMSCA +
 Edit Search Criteri 	a								
~ Display Settings									
DISPLAY RESULTS AS						SEARCH (PERATOR		
Contacts		-				AND	O OR		
Search in trash (dele	ted contacts)								
~ Contacts									
~ Address Fields									
~ Custom Fields									
~ Activities									
~ Demographics									
				Searc	h in trash (deleted	contacts)	

4. Scroll down to view your search results, and **select the name** of the Contact you wish to delete permanently.

Avenue Dashboard C	Contacts Contributions Campai	ns Opportunities Reports	DMS Mail	Settings Help DMSCA DMSCA ~
 A Edit Search Criteria 				
~ Display Settings				
~ Contacts				
~ Address Fields				
∽ Custom Fields				
~ Activities				
~ Demographics				
~ Notes				
∽ Change Log				
~ Contributions				
∽ Mailings				
~ Opportunities				?
Search Reset Form				
Actions • O Selected Records Only (All 75 Records			Advanced Actions 🔹 Add Contact 👻
Name	City Province Ph	ne Email	Date Created	Last Modified
275 4007			Dec 14th, 2022 4:29 PM	Dec 14th, 2022 4:29 PM
Adam Anderson	Toronto ON	adam@dssssssss	s.ca Oct 21st, 2021 11:52 AM	Dec 30th, 2021 1:32 PM
		Select a single Co	ntact	

5. Once on their Contact Profile, scroll down and select Delete Permanently

Avenue Dashboard Contacts Contribution	ons Campaigns Opportunities Reports DMS Mail		Settings Help DMSCA DMSCA +
Adam Anderson	hips 0 👹 Groups 0 🔲 Notes 0 👒 Tags 0 🛞 Opportunities		
Work Address 123 3 St Toronto, ON N3N 4N4 Canada Home Email adam@dssssssss.ca 	✓ Summary Fields Total Lifetime Contributions Amount of last contribution	Tags Contact Type Contact ID External ID	Individual 281
Phone	Date of Last Contribution Date of First Contribution Largest Contribution	Gender Date of Birth Age	
	Contribution Count of Contributions	Employer Job Title Recognition Name Source	A DMS Manual
Website			
9 Restore From Trash			
	Delete Permanently		

How to Restore Contacts

If you've only (soft) deleted a Contact/s (i.e., not yet permanently deleted them; see section above), you'll be able to restore the Contact record/s anytime.

Restoring a Single Contact

1. Go to the Contacts Tab

2. On the top right corner of the screen, select Advanced Search

					DMSCA DMSCA
name or email					Q Advanced Se
O Selected Records Only	All 173 Records			All contacts v Advance	ed Actions 👻 Add Contact 👻
Name	City	Province Phone	Email	Date Created	Last Modified
A Amadu	Toronto	ON	amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	Feb 24th, 2023 2:57 PM
A. L. Kostenko	Toronto	ON	angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	Feb 23rd, 2023 1:21 PM
Accessibility Foundation				Nov 24th, 2022 6:05 PM	Feb 14th, 2023 11:17 AM
aine@ainemcglynn.com			aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM
	O Selected Records Only Name A Amadu A L. Kostenko Accessibility Foundation	O Selected Records Only All 173 Records Name City AAmadu Toronto A. L. Kostenko City Coronto City City City City City City City City	O Selected Records Only All 173 Records Name City Province Phone A Amadu Toronto ON All Kostenko Toronto ON Accessibility Foundation Toronto ON Construction Construction	Image: Selected Records Only All 173 Records Name City Province Phone Email A Annadu Toronto ON amadua@canadahelps.org A L. Kostenkoo Toronto ON angelakostenko88@gmail.com	• 0 Selected Records Only • All 173 Records • All 173 Records • All 273 Records • Advance • All 273 Records • All 273 Records • All 273 Records • Advance • All 273 Records • All 273 Records • Advance • All 273 Records • Advance • Advance • Advance • All 273 Records • Advance • Advance • Advance • All 273 Records • Advance • Adva

3. Under Display Settings, check the box Search in trash (deleted contacts)

Wellness Avenue Da	shboard Contacts	Contributions Cam	oaigns Opportunities	Reports DMS Mail	Settings DMSCA DMSC
∧ Edit Search Criteria					
~ Display Settings					
DISPLAY RESULTS AS Contacts Costact in trash (deleted conta	v (ts)			SEARCH OPERATOR	
 Contacts 					
~ Address Fields					
~ Custom Fields					
~ Activities					
~ Demographics					
		S	earch in trash	(deleted contacts)	

4. Under *Contacts*, type the name of the deleted Contact and select *Search*

Welliness Dashboard Contacts Con	tributions Campaigns Opportunities Reports DMS Ma		Settings Ho
 A Edit Search Criteria 			
~ Display Settings			
~ Contacts			
NAME	EMAIL	CONTACT TYPE(S)	
Dagny Thompson	Complete or partial email		
GROUP(S)	CONTACT TAGS(S)		
·			
Exclude Include by Privacy Option(s)		PREFERRED COMMUNICATION METHOD	
· ·		Any 👻	
PHONE	PHONE LOCATION	Email On Hold PHONE TYPE	
	Any	Any	
Punctuation and spaces are ignored.			
CONTACT ID			
JOB TITLE	Contact source		(
Job title			
PREFERRED LANGUAGE			
Any -			
∽ Address Fields			
~ Custom Fields			
~ Activities			
∽ Demographics			
∽ Notes			
∽ Change Log			
~ Contributions			
∽ Mailings			
~ Opportunities			
Search Reset Form			
	Search Contact name and select S	Search	

5. From the search results at the bottom of your screen, select the name of the Contact you wish to restore

Welliness Avenue Dashboard	d Contacts	Contributions	Campaigns	Opportunities Reports	DMS Mail		Settings Help DMSCA DMSCA ~
 Edit Search Criteria 							
~ Display Settings							
~ Contacts							
∽ Address Fields							
~ Custom Fields							
~ Activities							
~ Demographics							
~ Notes							
∽ Change Log							
~ Contributions							
∽ Mailings							
~ Opportunities							?
Search Reset Form							
Actions 🔻 💿 The Found Record						Advanced Actions 👻	Add Contact 👻
Name	City	Province	Phone	Email	Date Created	Last Modified	
Dagny Thompson	Toronto	ON		akostenko+test@gmail.	com Jul 14th, 2022		44 PM
	Select a single Contact						

6. Once on their **Contact Profile**, under **Summary**, select **Restore From Trash**.

Avenue Dashboard Contacts Con	tributions Campaigns Opportunities Reports DMS Mail	Settings Help DMSCA DMSCA -					
Dagny Thompson En Summary	Relationships 1 👹 Groups 4 🗌 Notes 0 👒 Tags 0 @) Opportunities					
Home Address Address belongs to A. L. Kostenko 79 Earlscourt Ave. Toronto, ON M6E4A7 Canada	✓ Summary Fields Total Lifetime 950.00 Contributions	Tags Contact Type Individual Contact ID 383					
Home Email akostenko+test@gmail.com	Amount of last 100.00 contribution Date of Last 11/24/2022 4:42PM Contribution	External ID Gender					
	Date of First 07/14/2022 12:33PM Contribution Largest 400.00 Contribution Contribution Contribution	Date of Birth Age					
	Count of 7 Contributions	Employer Job Title Recognition Name					
Website		Source					
D Restore From Trash							
	Restore from trash						

Restoring Multiple Contacts at Once

1. Go to the Contacts Tab

2. On the top right corner of the screen, select Advanced Search

Aven	llness ue Dashboar	d Contacts	Contributions Campaig	; Opportunities Reports DMS Mail		Settings He DMSCA DMSCA +
earch by cont	act name or email					Q Advanced Sea
Actions	O Selected Records O	nly 🔿 All 173 Re	cords		All contacts v Adva	nced Actions 👻 Add Contact 👻
	Name	City	Province Pho	e Email	Date Created	Last Modified
□ ▲	A Amadu	Toronto	ON	amadua@canadahelps.org	Jul 13th, 2022 5:12 PM	Feb 24th, 2023 2:57 PM
□ ▲	A. L. Kostenko	Toronto	ON	angelakostenko88@gmail.com	Jul 7th, 2022 11:53 AM	Feb 23rd, 2023 1:21 PM
	Accessibility Foundation				Nov 24th, 2022 6:05 PM	Feb 14th, 2023 11:17 AM
□ 4	aine@ainemcglynn.com			aine@ainemcglynn.com	Jun 24th, 2022 10:09 AM	Oct 26th, 2022 2:17 PM

3. Under *Display Settings*, check the box *Search in trash (deleted contacts)* and select *Search*.

CanadaHelps.org Home	Contacts Contributions	Campaigns Opportunities	Reports Administer			DMS Charity Admin 👻		
 Edit Search Criteria 								
 Display Settings 								
RESULTS	•	VIEW Search Result Listing	•	SEARCH OPERATOR				
Search in trash (deleted contacts)					Reset Form	Search		
Search in trash (deleted contacts)								

4. From the search results at the bottom of your screen, select multiple Contacts, and then from the *Actions* menu, select *Restore contacts from trash*

	Uness Dashboar	d Contacts (Contributions	Campaigns Oppor	tunities Reports DMS Mail		Settings DMSCA DMSCA
∧ Edit Se	earch Criteria						
~ Display	y Settings						
~ Contac	cts						
~ Addres	ss Fields						
~ Custon	m Fields						
~ Activiti	ies						
✓ Demog	graphics						
∽ Notes							
∽ Change	e Log						
∽ Contrib	butions						
∽ Mailing	gs						
~ Opport	tunities						
Remove Con Trash Actions	3 Selected Records (Only O All 75 Rec	cords			Ad	vanced Actions 👻 Add Contact
Trash	3 Selected Records (Name	Only All 75 Rec	Province	Phone	Email	Ad Date Created	Vanced Actions Add Contact Last Modified
Trash Actions		-		Phone	Email		
Trash Actions	Name	-		Phone	Email adam@dssssssss.ca	Date Created	Last Modified
Actions A	Name 275 4007	City	Province	Phone		Date Created Dec 14th, 2022 4:29 PM	Last Modified Dec 14th, 2022 4:29 PM
Actions A	Name 275 4007 Adam Anderson	City	Province	Phone		Date Created Dec 14th, 2022 4:29 PM Oct 21st, 2021 11:52 AM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM
Trash Actions - Actions - A Actions - A A Actions - A A Actions - A Actions - Actions	Name 275 4007 Adam Anderson Adam Anderson	City	Province	Phone	adam@dssssssss.ca	Date Created Dec 14th, 2022 4:29 PM Oct 21st, 2021 11:52 AM Oct 21st, 2021 11:53 AM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM
Trash Actions -	Name 275 4007 Adam Anderson Adam Anderson Adam Anderson	City	ON	555-555-5555	adam@dssssssss.ca	Date Created Dec 14th, 2022 4:29 PM Oct 21st, 2021 11:52 AM Oct 21st, 2021 11:53 AM Oct 21st, 2021 11:52 AM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 1st, 2022 3:25 PM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM
Trash Actions	Name 275 4007 Adam Anderson	City	Province	555-555-5555 888-888-8888	adam@dsssssssss.ca anderson.b@gmail.com	Date Created Dec: 14th, 2022 4:29 PM Oct: 21st, 2021 11:52 AM Oct: 21st, 2021 11:53 AM Oct: 21st, 2021 11:52 AM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 1st, 2022 3:25 PM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM
Trash	Name 275 4007 Adam Anderson	City	ON	555-555-5555 888-888-888 555555555	adam@dsssssssss.ca anderson.b@gmail.com	Date Created Dec 14th, 2022 4:29 PM Oct 21st, 2021 11:52 AM Oct 21st, 2021 11:53 AM Oct 21st, 2021 11:52 AM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 1st, 2021 8:31 AM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM Apr 12th, 2022 5:59 PM
Trash	Name 275 4007 Adam Anderson	City	ON	555-555-5555 888-888-8888	adam@dsssssssss.ca anderson.b@gmail.com	Date Created Dec: 14th, 2022 4:29 PM Oct: 21st, 2021 11:52 AM Oct: 21st, 2021 11:53 AM Oct: 21st, 2021 11:52 AM Apr 12th, 2022 5:59 PM Apr 18th, 2022 2:54 PM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM Apr 12th, 2022 2:55 PM Apr 18th, 2022 2:54 PM
Trash Actions	Name 275 4007 Adam Anderson	City	ON	555-555-5555 888-888-888 555555555	adam@dssssssss.ca anderson.b@gmail.com adam@iiiiiiiii.org	Date Created Dec 14th, 2022 4:29 PM Oct 21st, 2021 11:52 AM Oct 21st, 2021 11:53 AM Oct 21st, 2021 11:52 AM Apr 12th, 2022 5:59 PM Apr 18th, 2022 2:54 PM Apr 18th, 2022 3:01 PM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 1st, 2021 8:31 AM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM Apr 18th, 2022 2:54 PM Apr 18th, 2022 3:01 PM
Trash Actions	Name 275 4007 Adam Anderson	City	ON	555-555-5555 888-888-888 555555555	adam@dsssssss.ca anderson.b@gmail.com adam@iiiiiiiii.org aine@ainemcglynn.com	Date Created Dec: 14th, 2022 4:29 PM Oct: 21st, 2021 11:52 AM Apr 18th, 2022 2:59 PM Apr 18th, 2022 2:51 PM Apr 18th, 2022 2:51 PM Feb 24th, 2022 1:58 PM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM Apr 12th, 2022 2:54 PM Apr 18th, 2022 3:01 PM Feb 24th, 2022 1:58 PM
Trash Actions	Name 275 4007 275 4007 Adam Anderson Adam Anderson	City	ON	555-555-5555 888-888-888 555555555	adam@dssssssss.ca anderson.b@gmail.com adam@iiiiiiiii.org	Date Created Dec: 14th, 2022 4:29 PM Oct: 21st, 2021 11:52 AM Apr: 12th, 2022 2:559 PM Apr: 18th, 2022 2:54 PM Feb 24th, 2022 1:58 PM Jun 2nd, 2022 2:29 PM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 1st, 2021 8:31 AM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM Apr 12th, 2022 5:59 PM Apr 18th, 2022 2:54 PM Apr 18th, 2022 3:01 PM Feb 24th, 2022 1:58 PM Jun 2nd, 2022 2:29 PM
Trash Actions	Name 275 4007 Adam Anderson Adam Anderson	- City Toronto Burlington	ON	555-555-5555 888-888-8888 555555555 123-123-1234	adam@dssssssss.ca anderson.b@gmail.com adam@iiiiiiii.org aine@ainemcglynn.com aine@ainemcglynn.com	Date Created Dec 14th, 2022 4:29 PM Oct 21st, 2021 11:52 AM Apr 18th, 2022 5:59 PM Apr 18th, 2022 3:01 PM Feb 24th, 2022 1:58 PM Jun 2nd, 2022 2:29 PM Oct 6th, 2022 12:48 PM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 11th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM Apr 12th, 2022 2:54 PM Apr 18th, 2022 3:01 PM Feb 24th, 2022 1:58 PM
Trash Actions	Name 275 4007 275 4007 Adam Anderson Adam Anderson	City	ON	555-555-5555 888-888-888 555555555	adam@dsssssss.ca anderson.b@gmail.com adam@iiiiiiiii.org aine@ainemcglynn.com	Date Created Dec: 14th, 2022 4:29 PM Oct: 21st, 2021 11:52 AM Apr: 12th, 2022 2:559 PM Apr: 18th, 2022 2:54 PM Feb 24th, 2022 1:58 PM Jun 2nd, 2022 2:29 PM	Last Modified Dec 14th, 2022 4:29 PM Dec 30th, 2021 1:32 PM Nov 1st, 2021 8:31 AM Nov 1st, 2021 8:31 AM Nov 1st, 2021 8:31 AM Jan 4th, 2022 3:25 PM Jan 4th, 2022 1:06 PM Jan 4th, 2022 1:06 PM Apr 12th, 2022 5:59 PM Apr 18th, 2022 2:54 PM Apr 18th, 2022 2:54 PM Jun 2nd, 2022 2:29 PM Jun 2nd, 2022 2:21 PM

5. On the next page, select **Restore Contact(s)**. You will also be able to view the selected Contacts by selecting **View Selected Contacts** before restoration.

Welliness Avenue Dashbo	ard Contacts Contributions	Campaigns Opportunities	Reports DMS Mail	Settings Help DMSCA DMSCA -				
• Are you sure you want to restore the se	elected contact(s)? The contact(s) and all r	elated data will be fully restored.						
Number of selected contacts: 3 View Selected Contacts								
Restore Contact(s) Cancel	Restore Contact(s) Cancel							
	Restore Contact(s)							