Managing your Data Export Mappings

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Donor Management System

You can export your Contacts and Contributions at any time in the DMS, as well as select which specific DMS fields you'd like to export. This can be useful if you need to export some of your data from the DMS and import it to MailChimp, Constant Contact, or another third-party software.

And, if you export the same data regularly from your DMS, you can save a template of this export data as a Data Mapping so that you can easily generate the same export over and over again.

This article will cover how you can manage the export data mappings that you have saved for any future data export.

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Considerations

- This section **only allows you to modify your Saved Mapping's Name and Description**.
- **If you need to modify the export fields** for a specific Mapping, **you'll need to follow the steps for exporting Contacts or Contributions**.
    - Make sure to select a **_Used Saved Field Mapping_** and then choose your new desired fields.

Managing your Data Export Mappings

1. First, make sure you've previously selected and saved your desired fields as a mapping when exporting Contacts or Contributions

2. Then, visit your **administrative Settings**.

3. Under **_System Settings_**, select **_Import/Export Mappings_**

Import/Export Mappings

4. On the next page, **you'll see all of your saved fields for data export**

5. Select *Edit* to modify the Mapping's **Name** or **Description**.

Edit *Import/Export Mappings*

6. Make the desired changes to your Data Mapping and select **Save.**

Edit Name and *Description*