

# 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.

### Table of Contents:

- [Considerations](#)
- [Managing your Data Export Mappings](#)

## 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**

The screenshot shows the Wellness Avenue Admin interface. At the top left is the logo for Wellness Avenue. The top navigation bar includes links for Dashboard, Contacts, Contributions, Campaigns, Opportunities, Reports, and DMS Mail. In the top right corner, there are links for Settings (highlighted with a red box) and Help, and a dropdown menu for DMSCA DMSCA. The main content area is titled 'Administer CanadaHelps DMS' and contains a grid of settings categories. The 'System Settings' category is highlighted with a red box and contains sub-items: Payment Processor Settings, Import/Export Mappings (highlighted with a red box), Misc (Undelete, PDFs, Limits, Logging, etc.), and Receipt Settings. A blue question mark icon is visible on the right side of the System Settings row. Below the System Settings category are sections for CanadaHelps Contribute, CanadaHelps Campaign Group, DMS Mail, and Mailchimp Settings. At the bottom of the page, a dark grey banner displays the text '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**.

Wellness Avenue

Dashboard | Contacts | Contributions | Campaigns | Opportunities | Reports | DMS Mail

Settings | Help

DMSCA DMSCA

### Import/Export Mappings

Saved mappings allow you to easily run the same import or export job multiple times. Mappings are created and updated as part of an Import or Export task. This screen allows you to rename or delete existing mappings.

| Name                   | Description               | Mapping Type        |      |        |
|------------------------|---------------------------|---------------------|------|--------|
| Andy Test Note         | Notes -> Contacts mapping | Import Participant  | Edit | Delete |
| FE Report              | Report to upload to FE    | Export Contribution | Edit | Delete |
| JKO API Import Contact | JKO API Import Contact    | Import Participant  | Edit | Delete |
| Opps                   |                           | Export Opportunity  | Edit | Delete |

Edit *Import/Export Mappings*

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

### Edit Field Mapping

Name \* Contribution Gross Net fees

Description

Mapping Type Export Contribution

Cancel Save

Edit Name and *Description*