

Modifying Multiple Contributions at Once

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Donor Management System

This article covers modifying multiple Contributions at once within the Contributions tab. If needed, you can also [modify a single Contribution](#).

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Considerations

- Be sure to select only manually-entered (i.e., [offline](#)) Contributions for your mass-update.
- [CanadaHelps-sourced Contributions](#) have limited editing available.

Tip: To locate only manually-entered Contributions, perform an [Advanced Search for "DMS Manual" Contributions](#) first to segment your results by source.

Modifying Multiple Contributions at Once

1. Visit the **Contributions Tab**

2. Select either:

- (1) **The specific Contributions** you wish to modify,
- (2) Every listed Contribution **on the page**, or
- (3) All **Contributions** in the list
- You may also conduct an [Advanced Search for Contributions](#) first

Wellness Avenue Dashboard Contacts **Contributions** Campaigns Opportunities Reports DMS Mail Settings Help DMSCA DMSCA

Search by contributor name or email

Actions 5 Selected Records Only All 1565 Records

Received	Name	Amount	Fund	Campaign	Source	Method	Status	Receipt No.	Thanked
<input checked="" type="checkbox"/> May 8th, 2023 01:12 PM	Anderson Ada	\$100.00	General Fund		DMS Manual	Cheque	Completed	WEL00001082	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> May 8th, 2023 11:39 AM	Anderson Ada	\$100.00	General Fund		DMS Manual	Cheque	Completed	WEL00001081	<input checked="" type="checkbox"/>
<input type="checkbox"/> May 8th, 2023 11:07 AM	Maya Karolina	\$1.23 (Recurring)	Fitness	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		<input type="checkbox"/>
<input type="checkbox"/> May 8th, 2023 11:07 AM	Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		<input type="checkbox"/>
<input type="checkbox"/> May 7th, 2023 10:58 AM	Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		<input type="checkbox"/>
<input checked="" type="checkbox"/> May 6th, 2023 10:54 AM	Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> May 5th, 2023 04:49 PM	Rahmani Tamara	\$100.00	General Fund		DMS Manual	Cheque	Completed	WEL00001080	<input checked="" type="checkbox"/>
<input type="checkbox"/> May 5th, 2023 03:17 PM	Rahmani Tamara	\$50.00	General Fund		DMS Manual	Cheque	Completed		<input type="checkbox"/>
<input type="checkbox"/> May 5th, 2023 10:50 AM	Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		<input type="checkbox"/>
<input checked="" type="checkbox"/> May 5th, 2023 10:30 AM	Rahmani Tamara	\$100.00	General Fund		DMS Manual	Cash	Completed		<input checked="" type="checkbox"/>

Select Contacts 3 ways

3. Select the **Actions** menu towards the upper-left of your Contributions list

4. Select the **Update multiple contributions** action

Wellness Avenue Dashboard Contacts **Contributions** Campaigns Opportunities Reports DMS Mail

Search by contributor name or email

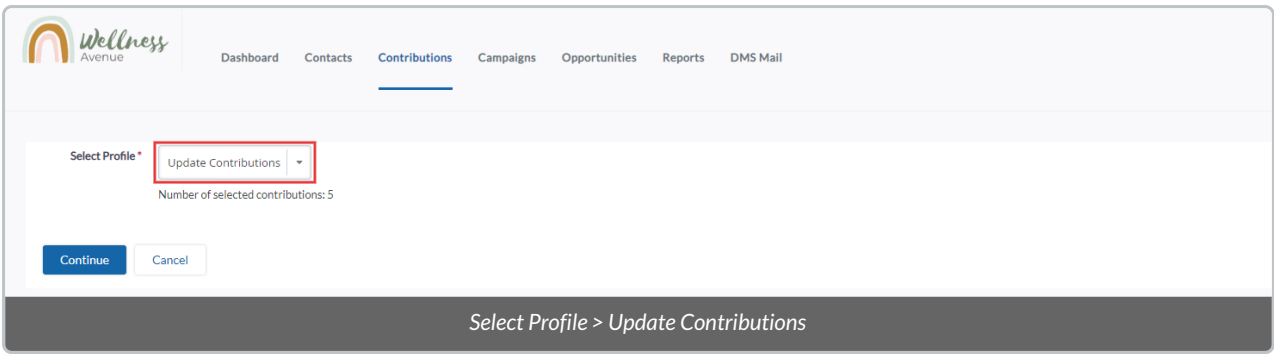
Actions 5 Selected Records Only All 1565 Records

- Export contributions
- Issue Aggregated Tax Receipts
- Issue Separate Tax Receipts
- Send Thank You
- Update multiple contributions**

Name	Amount	Fund	Campaign	Source
Anderson Ada	\$100.00	General Fund		DMS Manual
Anderson Ada	\$100.00	General Fund		DMS Manual
Maya Karolina	\$1.23 (Recurring)	Fitness	Bottle Drive	DMS Payments Credit Ca Contribution (Recurring)
Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Ca Contribution (Recurring)
Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Ca Contribution (Recurring)
Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Ca Contribution (Recurring)
Rahmani Tamara	\$100.00	General Fund		DMS Manual
Rahmani Tamara	\$50.00	General Fund		DMS Manual
Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Ca Contribution (Recurring)
Rahmani Tamara	\$100.00	General Fund		DMS Manual

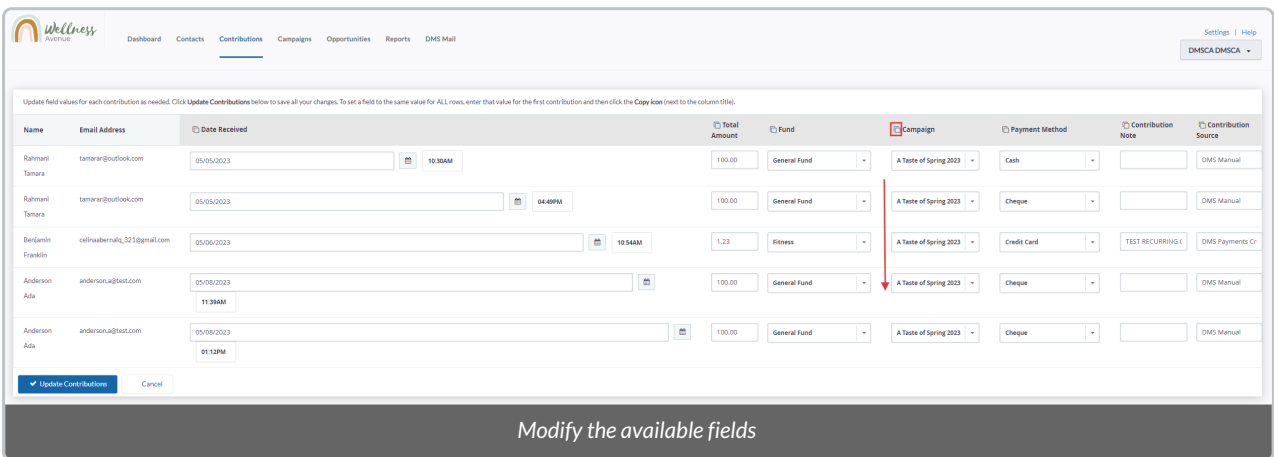
Actions > Update multiple Contributions

5. On the next page, select **Update Contributions** from the profile dropdown menu. You'll also see the total number of Contributions that you've selected. Next, select **Continue**.



6. You will be directed to the **Update Page** where you can **modify key Contributions fields**

Tip: next to each column's name you'll see a "two pieces of paper" symbol. Selecting it will copy the value of the first row to all subsequent rows in the same column.



7. After making the necessary changes, select **Update Contributions** in the bottom left corner.

8. In the top right-hand corner, you'll see a notification that the selected Contributions have been updated successfully. Select **Done** to return to the Contributions tab.