

What is the Name Changes Report?

Last Modified on 03/28/2025 1:31 pm EDT

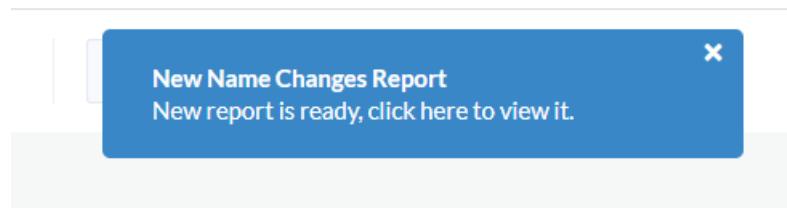
When the **automated data sync (ADS)** detects that a name has been changed in GiveSmart Events or Fundraise, it will automatically update the name on the associated contact in Donor CRM. When this occurs, all admins will receive an email from **notifications_crm@mail.donorcrm.givesmart.com**:

Organization Name: [Your Organization]

Report Date: Today's Date [YYYY-MM-DD]

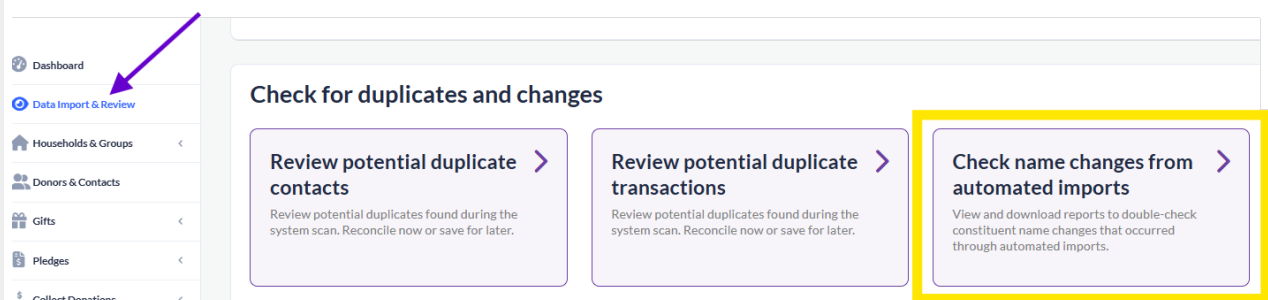
New constituent name changes from the nightly automated GiveSmart import need review. To view the new report, click the View List button under the "Check name changes from automated imports" section under Merging Center.

A pop-up notification will also appear the next time you visit Donor CRM.






Check Name Changes

To review a list of name changes that occurred during an automated data sync, navigate to Data Import & Review and select **Check Name Changes from Automated Imports**.



Select **Download Excel** to view the details of the name change.

Automated Name Change Reports	
Date ▾	
Sep 01, 2023	 DOWNLOAD EXCEL
Aug 24, 2023	 DOWNLOAD EXCEL
Aug 23, 2023	 DOWNLOAD EXCEL
Aug 16, 2023	 DOWNLOAD EXCEL

In the Excel file, Column B will note the former name, and Column C notes the new name that was updated.

A	B	C	D
Donor Id ▾	Existing Contact Value ▾	New Contact Value ▾	Source ▾
446221	ABhi Fasate	ABh F	FUNDRAISE

How do I edit a Donor's Name?

If you need to change a name that's been updated on the name changes report, locate the module source in Column D (Events or Fundraise) and proceed to that GiveSmart module to make any necessary changes.

IMPORTANT: Changing the contact name within Donor CRM will **not** prevent the name from being changed again during the next automated data sync. The name will need to be changed directly in GiveSmart **Events** or **Fundraise** to ensure the name is reflected properly.

- Update a name in Events: <https://help.givesmart.com/help/manage-user-details>
- Update a name in Fundraise: <https://support.givesmart.com/help/edit-donor-name>