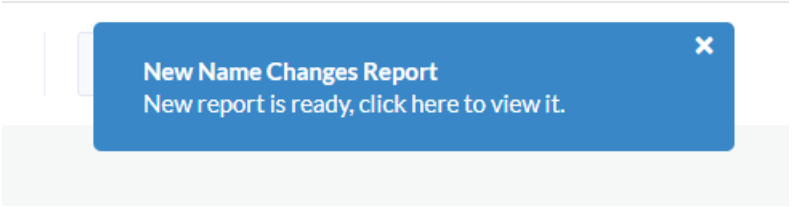
What is the Name Changes Report

Last Modified on 09/04/2025 12:17 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:

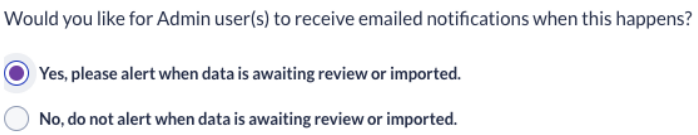
> Organization Name: [Your Organization]
>
> Report Date: Today's Date [YYYY-MM-DD]
>
> New constituent name changes from the nightly automated GiveSmart import need review. To view the new report, click the View List button under the "Check name changes from automated imports" section under Merging Center.

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



Need to turn off the Name Changes Report Email Notification?

When "Yes, please alert when data is awaiting review or imported" is enabled in your Client Settings, you **cannot** opt individual Admins out of receiving the *Name Changes Report* email.

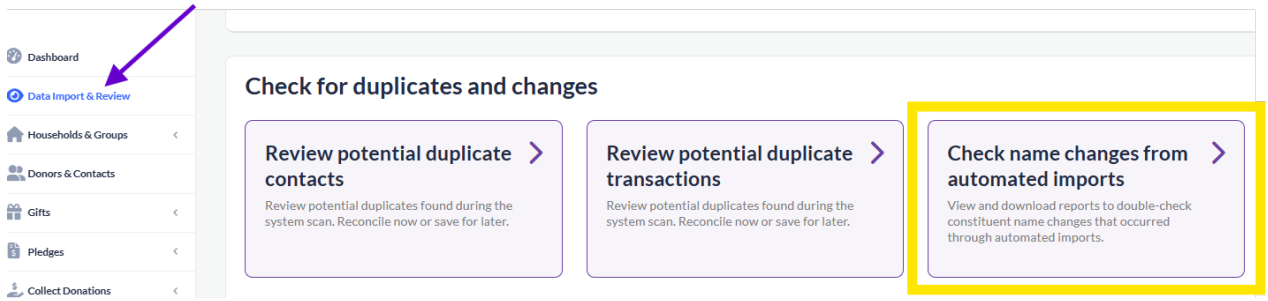


As a workaround, Admins who do not wish to receive this notification (or any email notifications) can have their access level changed to "**User**" from the User Management screen. Those who remain with Admin privileges will have access to the Client Settings, and the ability to add and manage new fields, codes, and other admin users.

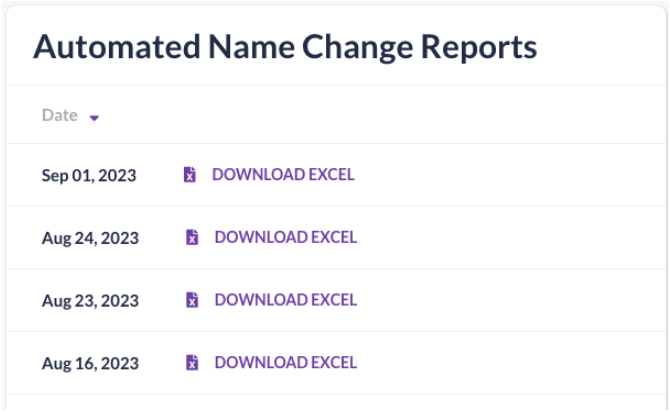
NOTE: Only those with **Admin** privileges will continue receiving the Name Change Report emails.

Check Name Changes

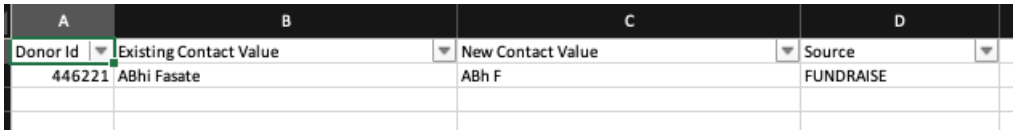
To review a list of name changes that occurred during an automated data sync, navigate to Data Import & Review and select **Check Name Changes from Automated Imports.**



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



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