Update Info Requests

The **Update Info Requests** viewport shows updated contact and demographic information that was submitted by your volunteers. When volunteers submit these updates, they show up here so that you can review them before making changes to your database.

This viewport can be exported and passed along to your data entry team on a regular basis. You should keep track of when you last reviewed the changes and updated your database, so that you know which submissions are new and need to be reviewed. Use the Date of Request field in the viewport as a reference for knowing which submissions are new.

Once the changes are made in your database, they will flow in to Blackbaud Volunteer Network Fundraising the next day after the nightly data feed processes.

Key Definitions Related to this Viewport:

- **Entity ID:** The ID of the entity whose information was updated
- **Entity Name:** The name of the entity whose information was updated
- **Agent Name**: The name of the agent who submitted the updated information
- **Date of Request**: The date and time that the volunteer submitted the updated information
- **Details**: This field shows the updated information that was submitted by the volunteer