

## Virtuous Integration Quick-Start Guide

Welcome to Qgiv's Virtuous integration! To get started exporting Qgiv data to Virtuous, there are a few settings you'll need to configure.

This document focuses on defining the settings that are specific to Virtuous. To read the full integration documentation—including getting started, choosing default values, and configuring optional mappings—[check out this article](#). (Just make sure you're logged into your Qgiv account before clicking the link.)

At the end of this document, you'll find a brief checklist you can use to make sure everything's ready to go!

### Virtuous Settings

#### Enable Recurring Gift and Pledge Support

**Enable Passthrough Gift (soft credits)** – Enable this feature if you'd like to create additional entries in Virtuous for donations made to peer-to-peer participants.

**Enable Tributes** – This toggle enables mapping to tributes. Tributes are equivalent to dedications in the Qgiv system.

**Override Anonymous** – This toggle overrides the anonymity settings on the Qgiv form and marks transactions as not anonymous / does not give anonymously. If the toggle is turned off, each transaction's anonymous field will be respected.

**Household Contact Type** – The **Household Contact Type** drop-down determines how individual donors are categorized in Virtuous.

**Organization Contact Type** – The **Organization Contact Type** drop-down determines how company donors are categorized in Virtuous.

**Maximum Transactions** – This field specifies the maximum number of transactions Qgiv will export to Virtuous at a single time. The default is 100 transactions.

## Setup checklist

- Activate the integration in Qgiv using your Virtuous API Key.
- Determine start date for export and export frequency. You can export historical data!
- Decide whether to specify an end date for export and whether to include offline and matching donations.
- Set Virtuous-specific settings (see above).
- Determine Default Values for export.
- Choose any additional information to add to the Notes field upon export.
- Save your settings at the bottom of the screen.
- Configure Optional Mappings, if needed.
- If you choose the Manual export frequency, click Run Export to run an export. Otherwise, hourly exports will run once an hour, and daily exports will run at the time you choose.
- Log into Virtuous and confirm the imported entries.