

Use Marketing Cloud Data Extensions ^[1]

September 10, 2024 by melanie.jones@cu.edu ^[2]

Data Extensions is the term Marketing Cloud uses for an audience. Learn how to interact with Data Extensions after they have been created initially ^[3].

Re-Start Data Extensions

Why re'Start' Data Extensions?

Data Extensions **MUST** be re'Start'ed before every email send because they capture a Salesforce Report at a moment in time. If you fail to re'Start' your Data Extension, your email will be distributed to an out-of-date audience. An outdated audience will result in:

1. **not targeting your intended audience**

- If your audience includes current employees or students, re'Start'ing your Data Extension ensures new employees/students are included and those who are no longer employed/enrolled are not
- If your audience includes alumni, re'Start'ing your Data Extension ensures new alumni (or recent graduates) are included

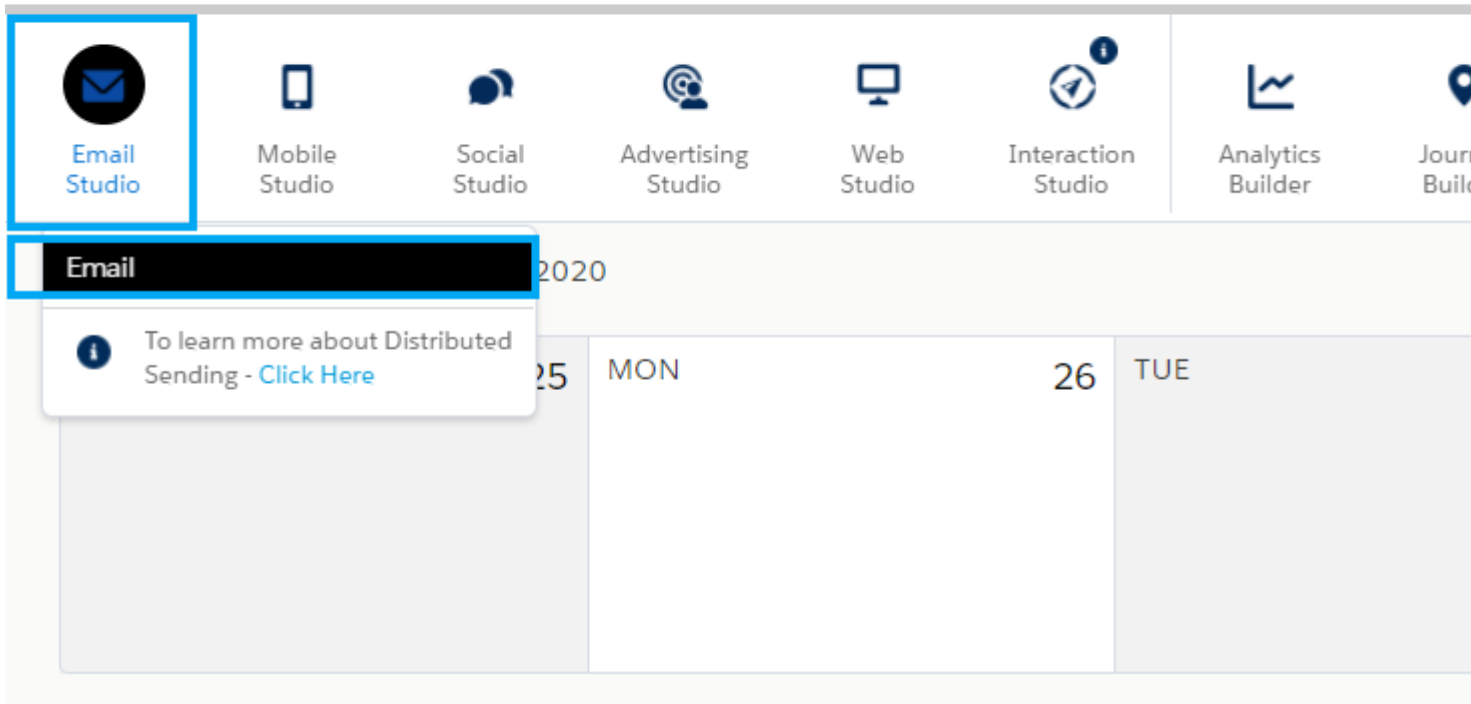
2. **distributing to inaccurate email addresses**

- in cases where someone recently updated their email address

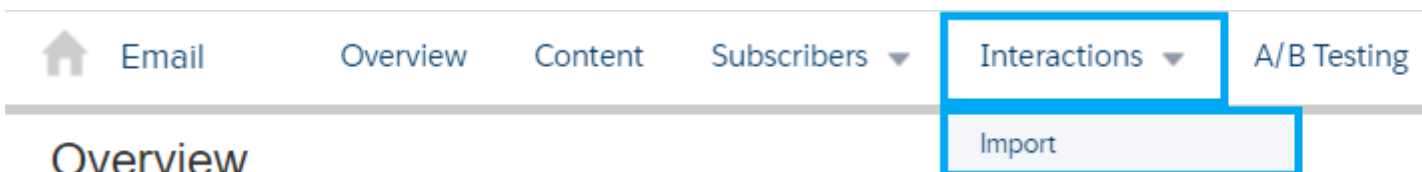
How-To re'Start' Data Extensions

Re-Run Data Extension | 13 sec. video ^[4]

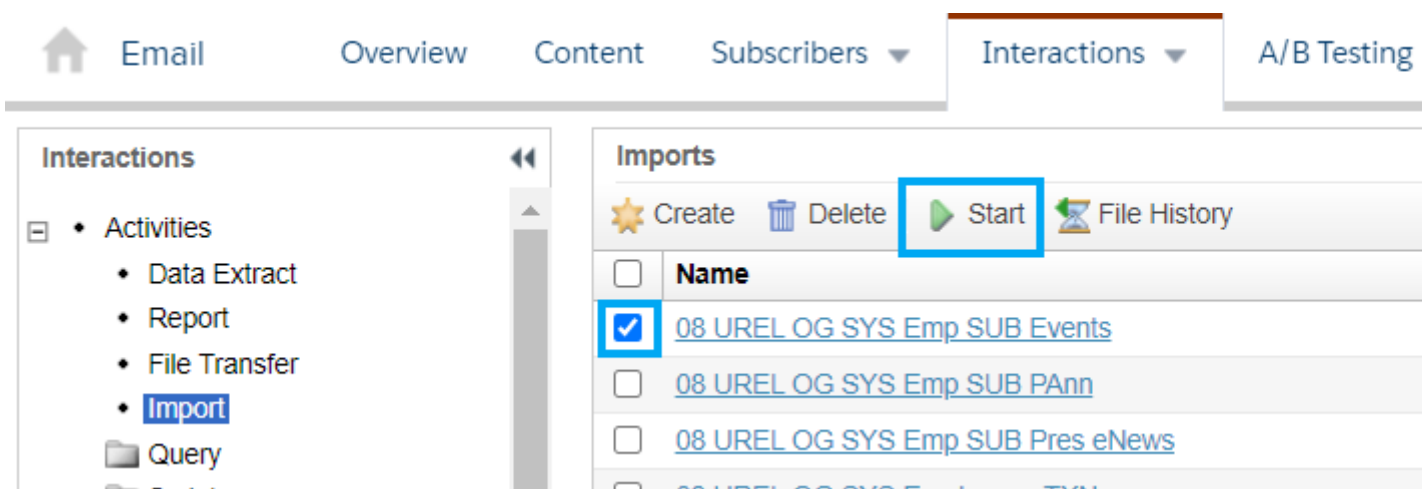
- Navigate to **Email Studio > Email**



- Hover **Interactions** in the navigation bar then select **Imports**



- Click the check boxes in front of each of the imports (data extensions) you will use for your email.
- Click the Start button in the navigation bar.

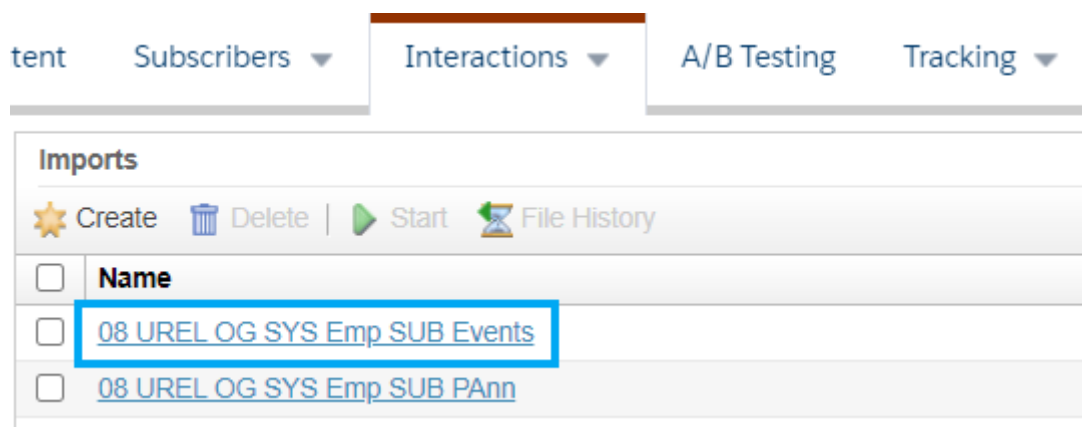


Notifications

[Set Data Extension Notification | 13 sec. video](#) [4]

If the Data Extension lists your email to receive notifications about updates (see below), you should receive a notification email confirming the Data Extension ran successfully or not. If your import failed, ask your eComm specialist for help.

- Click the Data Extension title to open it



- Once open, scroll to the bottom to see who

Imports > 08 UREL OG SYS Emp SUB Events

 Save  Delete  Cancel**Name** *(required)*

08 UREL OG SYS Emp SUB Events

External Key

08 UREL OG SYS Emp SUB Events_1

Description

08 UREL OG SYS Emp SUB Events

 Source**File location** *(required)*

Salesforce Objects & Reports ▾

Destination Information *(not editable)*

This Salesforce Import currently maps 00Of4000007yfYwEAI to the 08 UREL OG SYS Emp SUB Events Data Extension

 Import Action Settings**Update Type** *(required)*

Overwrite ▾

Data Quality Settings

- ☒ Skip rows with bad data
- ☒ Respect double quotes (") as a text qualifier

Import Qualifications

☐ Skip import if last import was less than hours ago.☐ Fail import if file is older than hours. Allow System Buffer of hours.

Validation

Date Format: English (United States) ▾

Example: 10/26/2020 3:10 PM

 Import Completion Settings

- ☒ Send notification email to

History & Status

- You can also see the status and history of the Data Extension import by checking the box next to the Data Extension and then clicking **File History**.

Content Subscribers Interactions A/B Testing

Imports

Create Delete Start File History

☐	Name
☒	08 UREL OG SYS Emp SUB Events
☐	08 UREL OG SYS Emp SUB PAnn

Content Subscribers Interactions A/B Testing Tracking

Imports > 08 UREL OG SYS Emp SUB Events

Start Date	File Name	Status	Description
10/22/2020 4:25 PM	00Of4000007yfYwEAI	Completed	OK
10/13/2020 3:38 PM	00Of4000007yfYwEAI	Completed	OK

Find Data Extension's Corresponding Report

Every Marketing Cloud Data Extension is based on a Salesforce Report. Follow the tip below to find the corresponding Report in Salesforce, where you can also view all Contacts that are captured in the Report.

Step 1:

- From **Interactions >> Import >>** select Data Extension Name
- Once open, **copy the ID** of the mapped Data Extension

Home

Email

Overview

Content

Subscribers

Interactions

A/B Testing

Interactions

Activities

Data Extract

Report

File Transfer

Import

Query

Scripts

Filter

Data Factory Utility

Messages

Email

User-Initiated

Salesforce Sends

Triggered Sends

Journey Builder Sends

Imports > 00 Campus News Subs SUB Communiqué

Save

Delete

Cancel

Properties

Name (required)

00 Campus News Subs SUB Communiqué

External Key

00 Campus News Subs SUB Communiqué

Description

00 = UCCS Communiqué frequently used list

Source

File location (required)

Salesforce Objects & Reports

Destination Information (not editable)

This Salesforce Import currently maps 0005G000008cvMGUAY to the

Import Action Settings

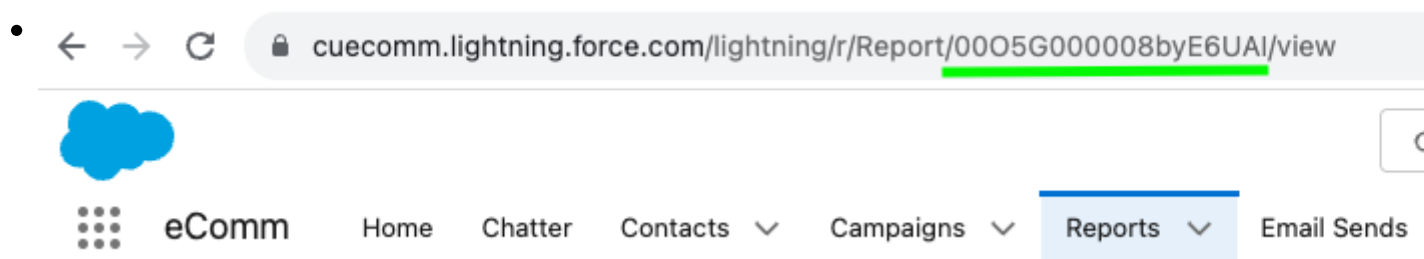
Update Type (required)

Overwrite

Step 2:

- Login to Salesforce [6]
- Replace the following URL with the ID found within your Data Extension:
<https://cuecomm.lightning.force.com/lightning/r/Report/> [7] **PASTE ID HERE**/view
 - The URL should look something like this:
<https://cuecomm.lightning.force.com/lightning/r/Report/00O5G000008byE6UA...> [8].**Note:** This is an example of what the URL should look like, clicking on this link will take you to a report you may not have access to view.

Looking for multiple reports? After looking up your first report in Step 2, repeat Step 1 to find the report ID in the Data Extension and then simply replace the Report ID in the URL at the top of your browser.



Display Title:
Use Marketing Cloud Data Extensions

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/integrated-online-services/use-marketing-cloud-data-extensions>

Links

- [1] <https://www.cu.edu/blog/integrated-online-services/use-marketing-cloud-data-extensions>
- [2] <https://www.cu.edu/blog/integrated-online-services/author/145641> [3] <https://www.cu.edu/blog/integrated-online-services/create-marketing-cloud-data-extensions>
- [4] <https://biteable.com/watch/2923644/225fd023b9027971f0d2d45f85134c04>
- [5] <https://docs.google.com/document/d/1k-xylAC5ujBuXt5PpzulCZ6W1QKUUVQ9gscd7VdYmF8/edit?usp=sharing>
- [6] <https://cuecomm.my.salesforce.com/> [7] <https://cuecomm.lightning.force.com/lightning/r/Report/>
- [8] <https://cuecomm.lightning.force.com/lightning/r/Report/00O5G000008byE6UAI/view>