

## For use with Citrix version of VOS (https://login.vospro.net)

- 1. Create a folder on your Local 'C' Drive and call it, \_CWExports (Please note You will create the \_CWExports folder just once. Each time you export, you export to this same folder.)
- 2. Open Church Windows and create your Accounting report to export. *Click Export*.
  - *Click* on the drop arrow at *Export Document* and choose the file type. (Example shows CSV File)
  - On CSV Export Options, *click OK* (The options box will appear with each export, simply *click OK*).

CSV Export Options		×
Encoding:	Windows-1252	$\checkmark$
Text export mode:	Text	$\checkmark$
Text separator:	,	
Quote strings with separators		
	OK Cancel	

Export				
Export Document  Send via E-Mail				
	PDF File	Display asterisk for over-budget items		
	HTML File	Truncate Cents		
	MHT File			
	RTF File			
	Excel File			
	XLSX File			
	CSV File			
	Text File			
	Image File			

- On the Save As screen choose the V Drive (which is your local C Drive when you are on Church Windows Web).
- Click on the '+' to expand the folder at (V:) C\$ (\\Client)
- Click on the CWExports folder
- You may choose to change the 'File Name' and click Save.
- A dialog box opens informing you that a file has been created and asks if you wish to open the file. Click NO.

Export

Yes



Close or minimize Church Windows

Do you want to open this file?

No

3. On your local computer, open your C Drive and go into the \_CWExports folder to find your file.