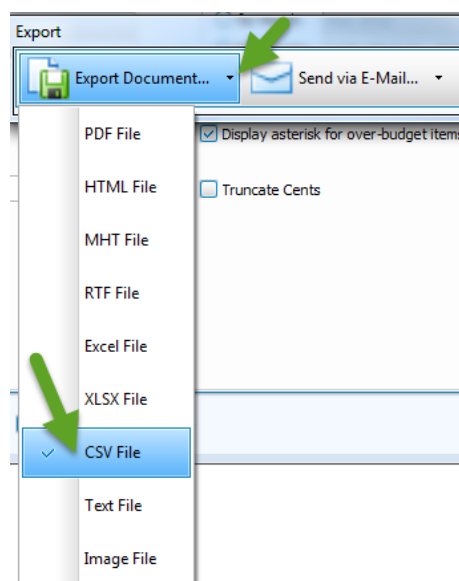
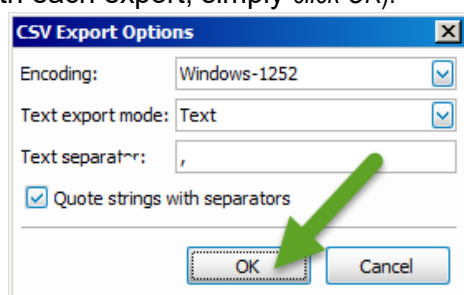


For use with Citrix version of VOS (<https://login.vospro.net>)

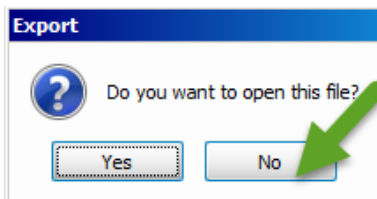
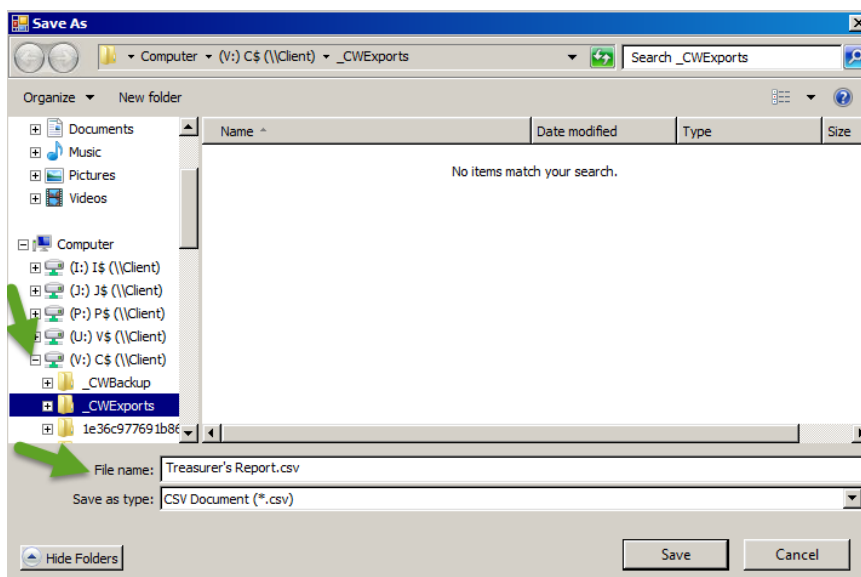
1. Create a folder on your Local 'C' Drive and call it, *_CWExports* (Please note – You will create the *_CWExports* folder just once. Each time you export, you export to this same folder.)

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*).



- 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*.



- Close or minimize Church Windows

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