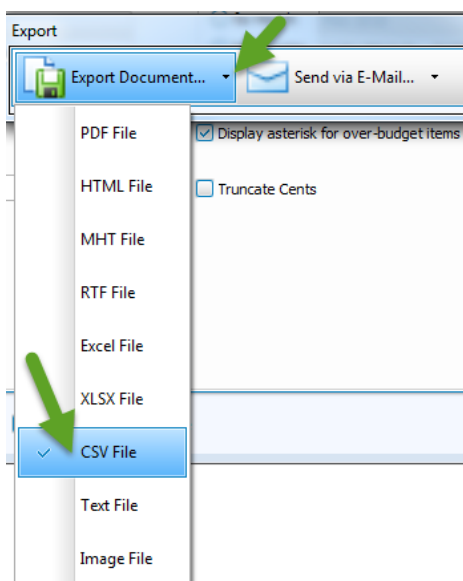


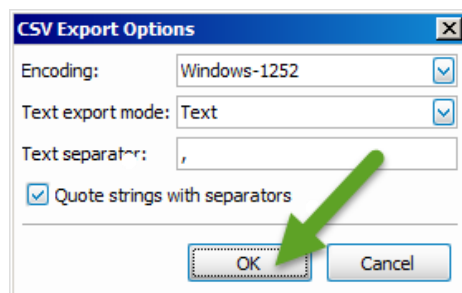
For use with RDP (Remote Desktop Protocol)
VOS (<https://cloud.vospro.net>)
Summit (RDP icon on local Desktop)
Kloud9 (RDP icon on local Desktop)

1. On your local computer, 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.)



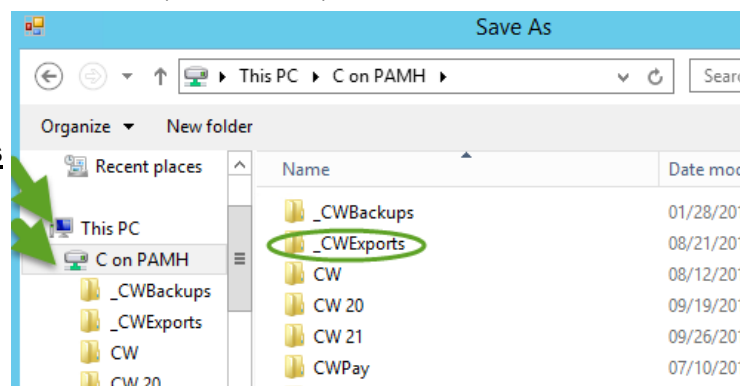
2. Open Church Windows and create your Donations report to export. Click **Export**.

- Click on the drop arrow at **Export Document** and choose the file type (our example shows CSV File)
- On CSV Export Options, click **OK** (the options box will appear with each export, simply click **OK**).



3. On the **Save As** window, click to expand 'This PC' and expand 'C on (your PC name)', click the **_CWExports** folder and click **Save** on the bottom right.

Please Note: The *Browse for Folder* screen does have an option called **Desktop**. **This is a virtual desktop that is available for Church Windows Web and is not the desktop on your local computer.**



- 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 screens.

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

