

Exporting Donations data from the Web

(Rev 8/20)

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.*)

Export		
È	Export Documen	t • 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	

Open Church Windows and create your Donations report to export. *ick 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*).

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

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. <u>This is a virtual desktop that is</u> 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.

