

Exporting Donations data from the Web

(Rev 4/24)

## For use with RDP (Remote Desktop Protocol) RDI (https:\\cw.cloudrdi.com) 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			2. Clic
	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		
	1	1	

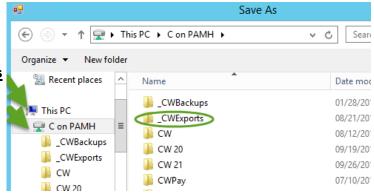
Open Church Windows and create your Donations report to export. ck Export.

- 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	$\checkmark$		
Text export mode:	Text	$\checkmark$		
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. •-Save As

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.

