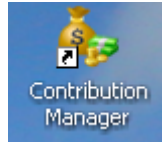


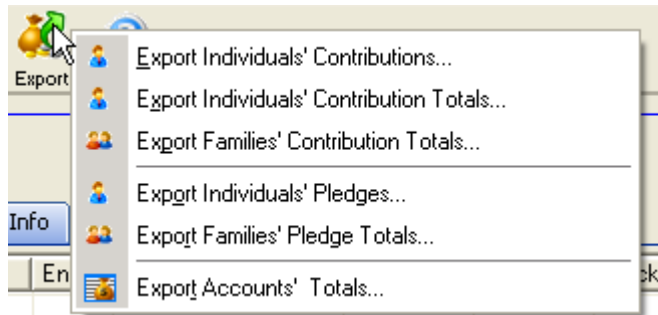
How to Export Contributions

Step 1

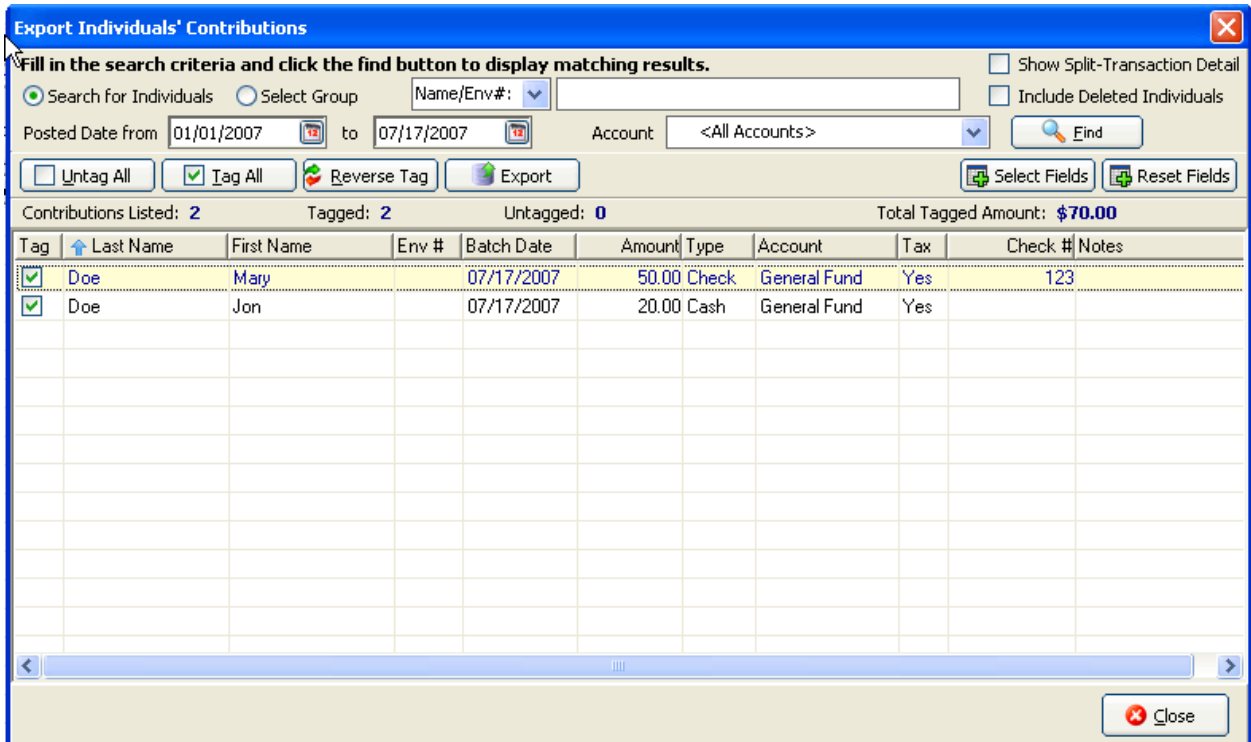


Open the Contribution Manager by double left clicking on shortcut located in your Servant Keeper 6 folder located on your desktop.

Step 2



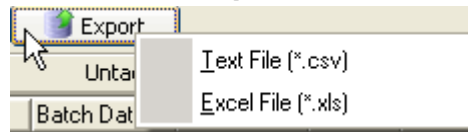
Left click on the Export button located on the icon bar. You will see this drop down box. You have several options on how to export your data. We'll touch on each one. First is **Export Individuals' Contributions...**



In this box is where you are going to tell Servant Keeper which transactions you wish to export and to what type of file you want to export to. You have 3 options on how to search for individuals to export: the Search for individuals' radio button and Select Group. You may search by individual or if you have created a group in Groups Keeper based on individuals, you may use that here. The

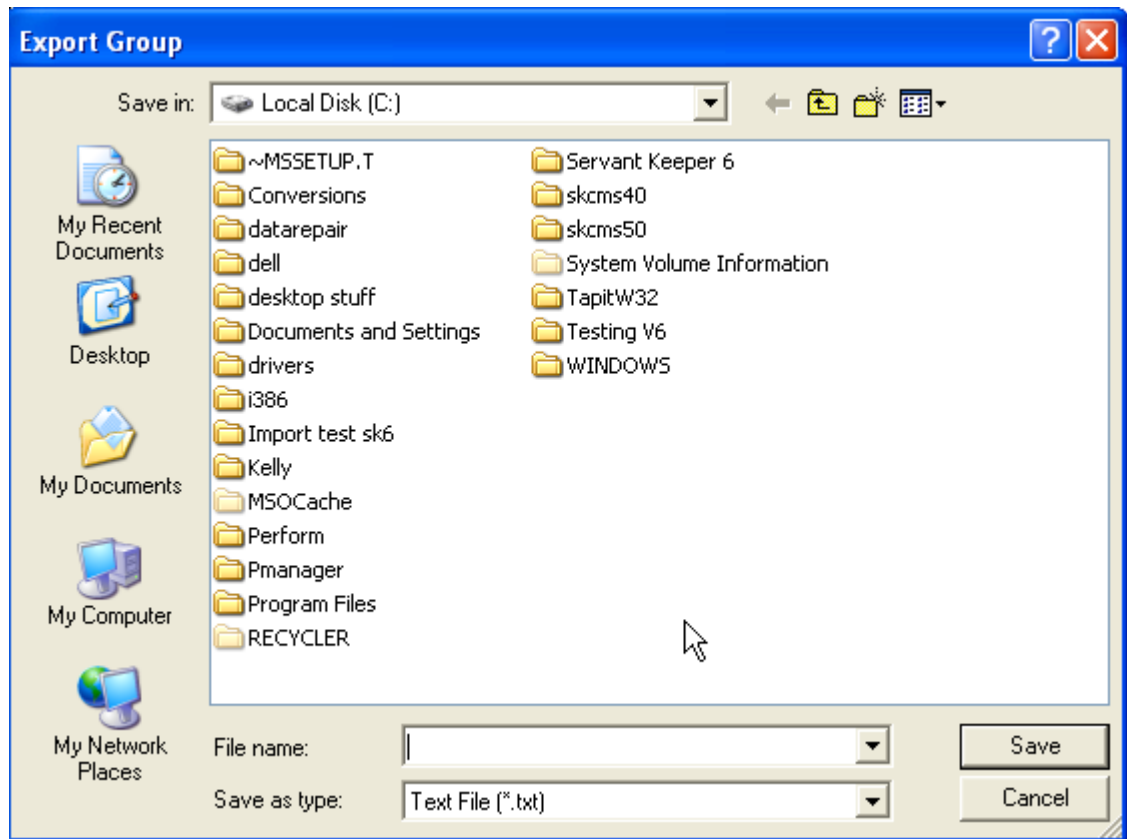
3rd way to search is by Posted date from and to. If you are looking for transactions within a date range this is the option you will want to choose. Then simply click on the **[Find]** button and the system will bring up the transactions based on your search criteria.

Step 3



After setting your search criteria and you have the list of transactions listed, click on the **[Export]** button to begin the export process. Here you have two options for the export file, Text File(*.csv) or straight to an Excel file Excel File(*.xls).

Next you will see this window:



This window is asking you where you would like to save the exported file to. Choose a place to save the file and then give the file a name. Click the **[Save]** button. Your export is now complete. Your exported file can now be opened in the place where you saved it to