



## Exporting Data Using the Cathedral Directories Export

You can export and send data to Cathedral Directories® to create a directory personalized for your church. Once you export your data, you can send it to Cathedral Directories via e-mail.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **People Reports** and click **Go** .
3. In the upper sidebar, under **People Reports**, expand **Extracts**, select the **Cathedral Directories Export** and click **Customize**.
4. Click on the **Report Options** tab.
5. In the **Filename** field, click **Browse**  to select the location or folder in which you want save the export file. You cannot change the file name of the cdexport.csv file.
6. To include certain e-mail or phone types, under **Field Selection**, in the **E-mail**, **Phone 1**, or **Phone 2** drop-down list, select the type to include.
7. To export the records from the last search conducted, under **Search Results**, select **Use Last Search Results**.
8. If you want to include any deactivated records in the export, under **Export Options**, select **Include Deactivated**.
9. Click **Extract**.
10. Once processing is complete, e-mail the extract file and your church's contact information to prepress@cathedraldirectories.com.