Export from The City

Topics

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Create folders needed for Slingshot

Create the following folders anywhere on your machine. This is where you will also drop off your csv’s extracted from The City. Slingshot will read from these directories.

* Financial
* GroupMembers
* Groups
* Persons

Extracting the Data needed

* + **The City**
    - Logging in go to ***https://www.onthecity.org/home*** where ‘www’ is usually a church’s acronym (example: [***https://gbc.onthecity.org/home***](https://gbc.onthecity.org/home))
    - Once logged in, go to settings/Admin.
    - **Extract format: CSV**
      * **Note**: The account which will be used to extract data will need access to the following menu items
        + Financial
        + Groups
        + Process
      * **Financial Data**
        + In the **admin panel**, expand the **Financial** menu.
        + Click **Reports**.
        + Select **Data Export**.
        + Click **Export Data**.
        + After a few minutes, click **Refresh** below the queue at the bottom of the page.
        + When the report is ready, click **ZIP** to download a zip file of all your financial CSV spreadsheets.
        + Source:

[***https://wiki.acstechnologies.com/display/TheCity/Export+Financial+Data***](https://wiki.acstechnologies.com/display/TheCity/Export+Financial+Data)

Once you’ve downloaded this csv ZIP file, extract the zip and drop it’s contents into the ***Financial*** folder that you created earlier.

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* **Groups**
  + In the **admin panel,** expand the **Admin** menu.
  + Click **Groups**.
  + Click **Export Groups to CSV**.

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* + At the bottom of the report queue, click **Refresh**.
  + When it becomes available, click the **CSV** link to download and open the file.
  + Source:

[***https://wiki.acstechnologies.com/display/TheCity/Export+a+List+of+Groups***](https://wiki.acstechnologies.com/display/TheCity/Export+a+List+of+Groups)

Once you’ve downloaded this csv ZIP file, extract the zip and drop it’s contents into the ***Groups*** folder that you created earlier.

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* **Group Participants (online/offline users)**
  + In the **admin panel**, expand the **Admin** menu.
  + Click **Groups**.
  + Select all available check boxes within the *Show Only* section.
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  Description generated with very high confidence
  + Click “***Search***”
  + For each group that show’s up, do the following..
  + Click **View Participants**.
  + Under the **Participant Reports** section,
  + Click **Export Active** **and** **Inactive Participants to CSV.**
  + At the bottom of the report queue, click **Refresh**.
  + When it becomes available, click **CSV** link and download the file. If you use Firefox, left-click to open the file. If you use Chrome, Safari or Internet Explorer, right-click and download the file.
  + Source:
    - [***https://wiki.acstechnologies.com/display/TheCity/Export+a+List+of+Group+Participants***](https://wiki.acstechnologies.com/display/TheCity/Export+a+List+of+Group+Participants)
* Once you’ve downloaded all of these csv ZIP files, extract the zips and drop it’s contents into the ***GroupMembers*** folder that you created earlier.
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* Also ensure to also drop the “Church” group members in BOTH the Groups directory AND Persons directory
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Download latest Slingshot tool

Download the latest version of the Slingshot tool available here.

<https://github.com/BEMADEV/Slingshot>

Once the download is complete, extract it’s contents onto your machine

Within the Slingshot folder recently extracted, open up the folder named “Slingshot.City”

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Navigate to the debug folder and run the executable named *“Slingshot.City.exe”*

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Navigate to the directory which holds all the folders that were created (i.e., *Financial, Groups, GroupMembers, Persons)* Then click *Open*

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Check all of the files you wish to have imported. Then click *Create Download Package.*

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Once the export is complete, you’ll be able to see the newly generated slingshot file within the debug directory below.

To check it’s contents, simply change the extension to “.zip” and review the contents. Be sure to remove the extension after reviewing.

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