Zoho Manual

Downloading the AFWG Scholars Database

1. From dashboard, “Edit” the database.
2. There are two Database Views listed. One has the current date (Database View with Date) and the other does not. We will be working with the one with the date. Select Database View with Date.
3. At the top right, click “Access this application”.
4. Click the settings button on the right most of the toolbar in the database view.
5. Export > Spreadsheet
6. Open the file in Microsoft Excel.
   1. There may be some issues with opening this file on Microsoft Excel. If so, upload it to Google Docs and then from there, File > Download as > .xls