**Virtuous Process to Download List of Donors with addresses**

1. Open Virtuous to Dashboard
2. Click on $ on side tab to open gifts page
3. Click on “Add a Filter”
4. Scroll down to select “Gift Date”
5. To sort select “Between” – Select beginning and ending dates you desire for gifts given
6. Select “Apply”
7. Click on “Actions” Blue button in top right of page
8. Select “Download” – This will open to all of the available fields you desire to download to spreadsheet.
9. Basic Fields to choose:

**Gift** – Gift date, Amount

**Contacts** – Contact Name

**Individual Information** – Primary First Name, Primary Last Name

**Address Information** – Primary Address Line 1, Primary Address Line 2, Primary Address City, Primary Address State, Primary Address Postal

**Passthrough Contact** – These are donors who give through foundations, trusts, etc.- Select “Passthrough Contact Name” (hover curser over names to reveal entire field name)

**Passthrough Individual Information** – Passthrough Primary Full Name, Passthrough Primary First Name, Passthrough Primary Last Name

**Passthrough Address Information** – Passthrough Primary Address Line 1, Passthrough Primary Address Line 2, Passthrough Primary Address City, Passthrough Primary Address State, Passthrough Primary Address Postal

1. Select “Download”
2. In box that pops up on dashboard, select the “Download” highlighted link – Once you do this it will take you back to main page – Allow time for it to process
3. Once processed, an orange-colored number “1” will appear over download arrow on top right of page. Click on download arrow and select “Download Designation Export” – This will download file into Excel.
4. Open downloaded Excel spreadsheet
5. Once in Excel spreadsheet, “highlight all fields by scrolling over all the fields or placing cursor in top left box and selecting Ctrl-A on keyboard to “select all” fields
6. **To eliminate duplicate donors,** click on “Data” tab and then find “Remove Duplicates.” It may be a symbol if your screen view is too small. Hover your mouse over the symbols to find the “Remove Duplicates” button.
7. Choose “Unselect All” and then click on “Contact Name” box and select OK
8. Once you have removed all the duplicates, you will have a spreadsheet with all of your donors/ addresses for selected period of time.