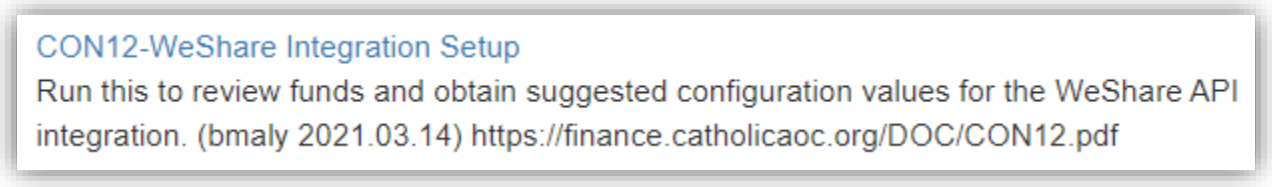
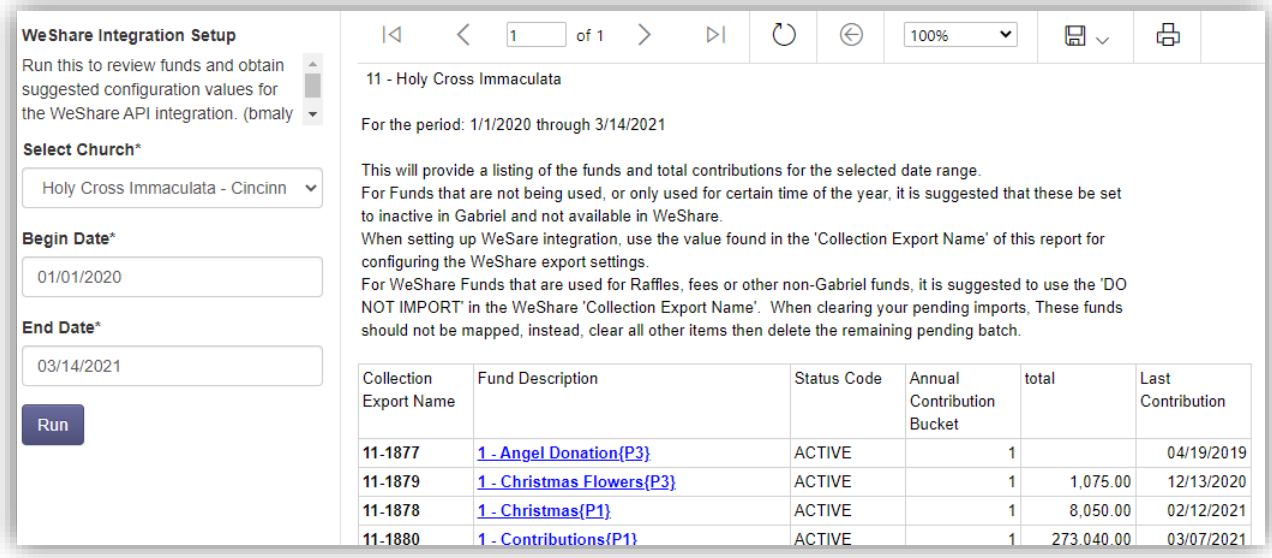
CON12 - WeShare Integration Setup

Description – Run this to review funds and obtain suggested configuration values for the WeShare API integration. (bmaly 2021.03.14) https://finance.catholicaoc.org/DOC/CON12.pdf

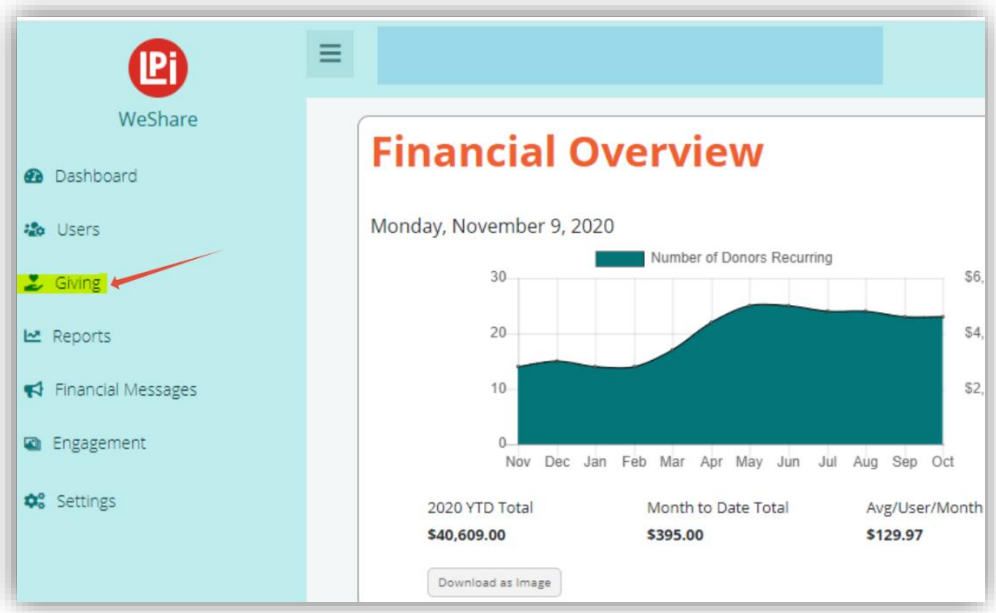


Prior to importing any funds into Gabriel through the Import Contributions function or through the integration you will want to login to your WeShare dashboard and make sure each fund that you have on your WeShare page has a unique Collection Export Name. Please use the steps below:

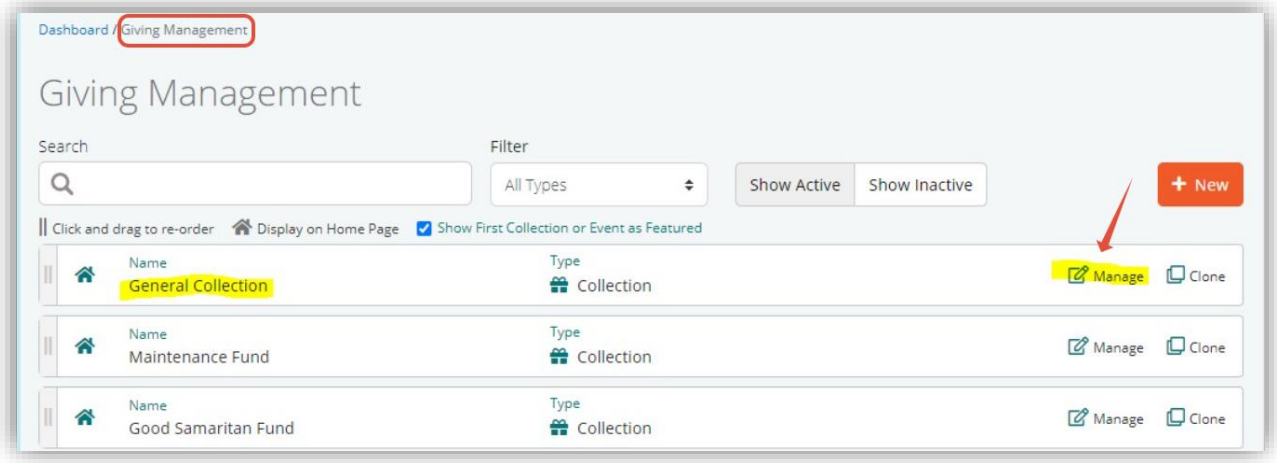
First, go to the Gabriel Report Library and run the following report:



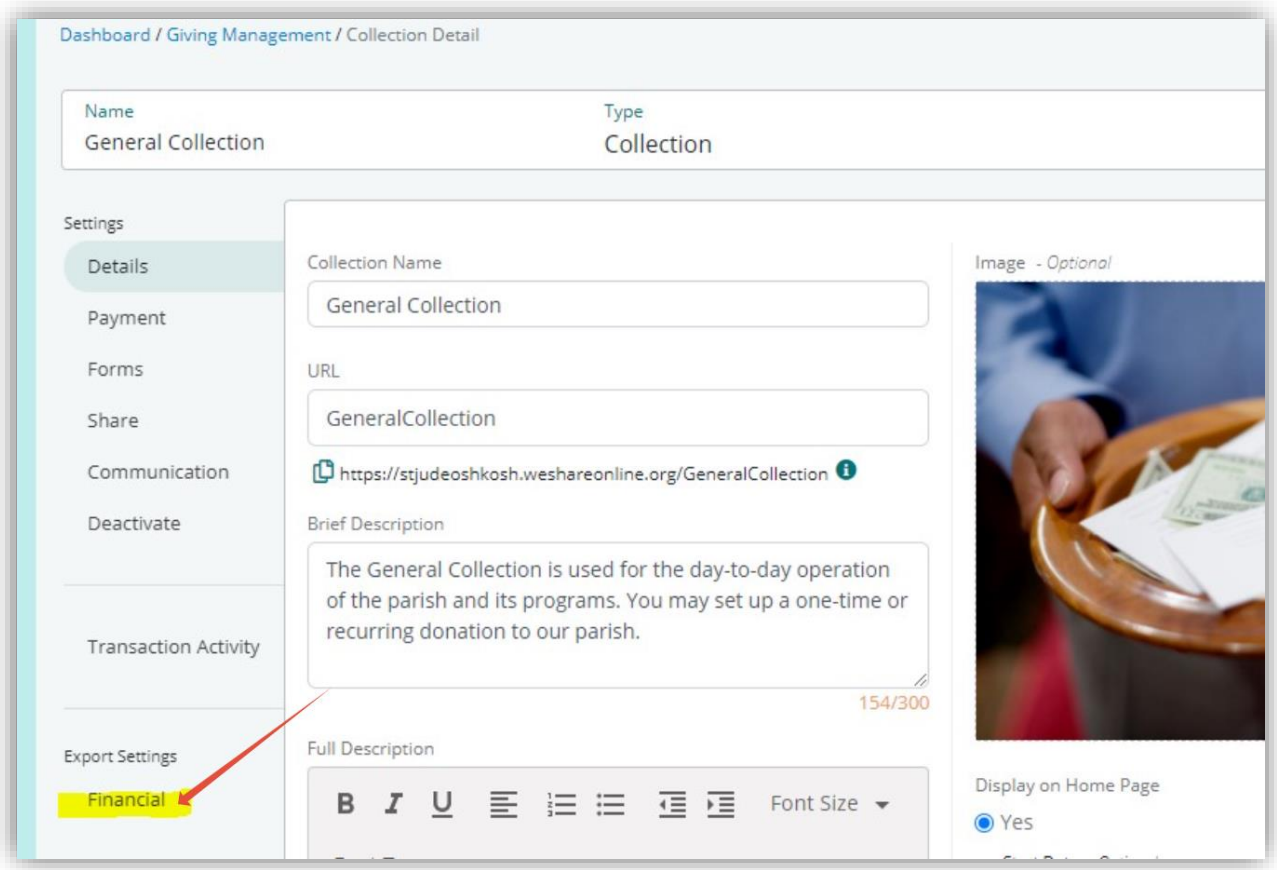
Next: :Login to your WeShare Account and click on Giving



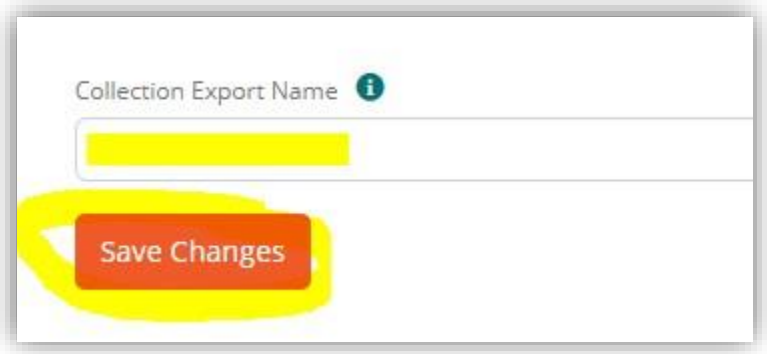
Choose the collection and/or event and click on Manage.



Next, scroll down the sub-menu bar on the left to Export Settings and click on Financial.



Type in the Collection Export Name from the Collection Export Name found on the 'WeShare Integration Setup' report.



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IMPORTANT: For WeShare Funds that are used for Raffles, fees or other non-Gabriel funds, it is suggested to put 'DO NOT IMPORT' in the WeShare 'Collection Export Name'. When clearing your pending imports, resolve all but these items, then delete the remaining pending batch.

IMPORTANT: For funds that are not is use or used for specific times of the year, it is suggested they be set to inactive.