

Report for extracting applicant, document, and program data at a school

About this Section

Export tool for extracting applicant, document, or program data

1

How to Use

Choose a data source from the left to narrow the list of fields to a relevant grouping for the data source

Select the fields required for export or select all from the bottom of the card

Apply any filters and use the Export to CSV button to extract your data

Select the Applicant sheet for the Applicant Export, the Document Sheet for the Document Export, or the Program sheet for the Program Export.

Fields to Export

2

Data Source: Applicant

- AAMC ID
- AOA ID
- Applicant Status
- Applied to Program(s)
- Birth Date
- Comment(s)
- Date First Applied
- Degree Year
- Email
- First Name
- Full Name
- Geographic Preferences
- Geographic Setting Preferences
- Last Name
- Middle Name
- NBOME ID

Select All Clear All

Applicant Export

3

Export to CSV

Selected Fields

Senior / Prior Year: (All) Applicant Status: (All) Season: (All)

Header

1 About This Dashboard

The Detailed Export report allows users to view their applicant, applicant and document, and applicant and program data and export to CSVs.

2 Fields to Export

This section allows the user to select between applicant, applicant and document, and applicant and program based datasets from the Data Source dropdown. Clicking the fields will populate them in the table. To choose all fields, click the Select All button. To clear all fields, click the Clear All button.

3 Export Table

As objects are selected, they'll appear both in the Selected Fields textbox and the table below. To reuse a selection of fields, save the text in the Selected Fields textbox for future use. To filter the results in the table, select from the Senior / Prior Year, Applicant Status, and Season filters.

Please note, within the filters, the column header will be listed. Removing this from a filter selection will remove the headers from the export.

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Select All Clear All

Applicant Export

Selected Fields

Senior / Prior Year: (All) Applicant Status: (All) Season: (All)

Export to CSV

4 Export to CSV Button

Select the Export to CSV button to bring up a menu with options for downloading the dataset. Once selected, choose the sheet that is associated with your download. For example, with the Applicant data source, select the Applicant sheet. For Applicant and Document, select the Document sheet. For Applicant and Program, select the Program sheet. Additionally, choose either an Excel or CSV format and select the download button to retrieve the dataset.

Please note, when viewing the dashboard in the current season, the visuals may appear blank until more data points become available throughout the season.