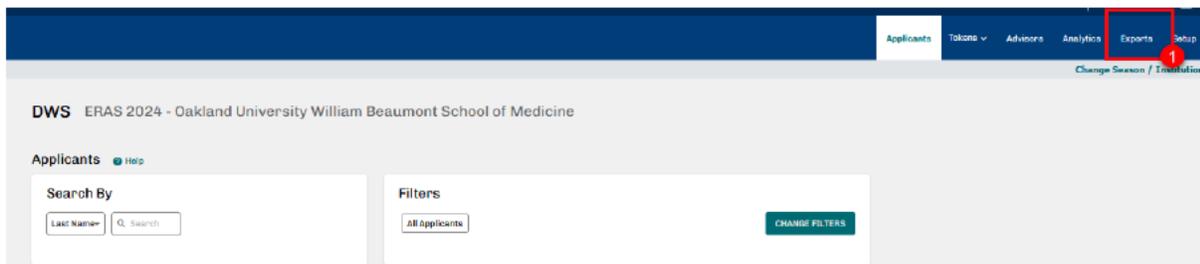


## How to Create a Detailed Export for Interview Data

This job aid shows users how to get a report that lists individual students along with their interview data using the Detailed Export Tool in DWS. Click [here](#) to access the previous version of the DWS Reports.

1. Once you are signed in to DWS, click the **Exports** tab.



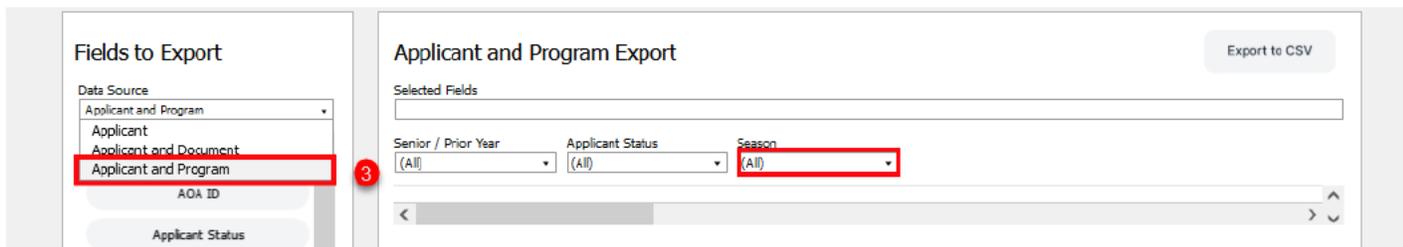
2. Click **Detailed Export dashboard**.

- a. This tool allows users to view their applicant, applicant and document, and applicant and program data and export to CSV



3. Select **Applicant and Program** from the data source drop-down list

- a. then select a Season from the Applicant and Program Export, You can also filter for Senior/Prior Year and Applicant Status.
- b. Keep the –Header—selections in your filters to retain the headers in your export.



4. Select the following fields to include all interview data on the report:
  - a. Full Name
  - b. Program Specialty
  - c. Program Name
  - d. Interview Status
  - e. Interview Date
  - f. Interview Data Source
  - g. Or paste the following into the Selected Fields text box: Full Name/Program Specialty/Program Name/Interview Status/Interview Date/Interview Data Source/

### Fields to Export 4

Data Source  
Applicant and Program

- Full Name
- Geographic Preferences
- Geographic Setting Preferences
- Interview Data Source
- Interview Date
- Interview Status
- Last Name
- Middle Name
- NBOME ID
- NRMP Program Code
- Program Accreditation ID
- Program City
- Program Name
- Program Osteopathic Recognition
- Program Signal
- Program Specialty

Select All Clear All

### Applicant and Program Export Export to CSV

Selected Fields  
Full Name/Program Specialty/Program Name/Interview Status/Interview Date/Interview Data Source/

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

Full Name	Program S.	Program N.	Interview St.	Interview D.	Interview D.
Aaron Marti..	Emergency ..	University o..	Null	Null	Null
Aimbez Fol..	Anesthesiol.	Stanford H..	Null	Null	Null
Aisha Arif	Emergency ..	University o..	Null	Null	Null
Alarin	Child Neuro..	Baylor Coll..	Null	Null	Null
Carthan	Emergency ..	University o..	Null	Null	Null
Alejandra N Lazcano	Anesthesiol.	Advocate H..	Null	Null	Null
		Baylor Coll..	Null	Null	Null
	Internal Medicine	Advocate H..	Null	Null	Null
		Advocate H..	Null	Null	Null
	Psychiatry	Baylor Coll..	Null	Null	Null
		Berkshire ..	Null	Null	Null
		Boston Uni..	Null	Null	Null
		Boston VA ..	Null	Null	Null
	Surgery	Allegheny ..	Null	Null	Null
		Arrowhead ..	Null	Null	Null
Alex Oneil	Child Neurology (.	Baylor Coll..	Null	Null	Null
		Boston Uni..	Null	Null	Null
	Diagnostic ..	Johns Hop..	Null	Null	Null
	Emergency..	University o..	Null	Null	Null
	Transitiona.	Alameda H..	Null	Null	Null
Alexandria ..	Internal Me.	AAMC Prog..	Null	Null	Null
Alimamy	Anesthesiol.	Advocate H..	Null	Null	Null
Kanu	Dermatology	Baylor Coll..	Null	Null	Null
	Emergency Medicine	AdventHeal.	Null	Null	Null
		Akron Gene..	Null	Null	Null
		Albert Einst..	Null	Null	Null
		Allegheny ..	Null	Null	Null
		University of Alabama	DELETED	2022-07-27..	ERAS RSVP..
				2022-07-27	FRAS RSVP

5. Double check the correct information is selected by checking the Selected Fields
6. Click **Export to CSV**

**Applicant and Program Export**

Selected Fields  
Full Name/Program Specialty/Program Name/Interview Status/Interview Date/Interview Data Source/

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

**Export to CSV**

7. Select the **Program** sheet.
8. Select **Excel** or **CSV** as a format.
9. Click **Download**

## Applicant and Program Export

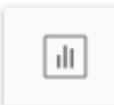
Selected Fields  
Full Name/Program Specialty/Program Name/Interview Status/Interview Date/Interview Data Source/

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

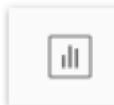
Full Name	Program S..	Program N..	Interview St..	Interview D..	Interview D..
Aaron Marti..	Emergencv...	University o..	Null	Null	Null
Aimbez Fol..					
Aisha Arif					
Alarin Carthan					
Alejandra N Lazcano					
Alex Oneil					
neurology (...)	Boston Uni..		Null	Null	Null
Diagnostic ...	Johns Hop..		Null	Null	Null

Download Crosstab

Select a sheet from this dashboard



Applicant



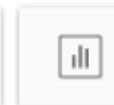
Document



Program



No Data - Cle...



No Data - Fi

Select Format

Excel  CSV

**Download**

10. The file will be exported to your computer.

 Program.xlsx  
Completed — 219 KB

Show all downloads