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

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

10. The file will be exported to your computer.