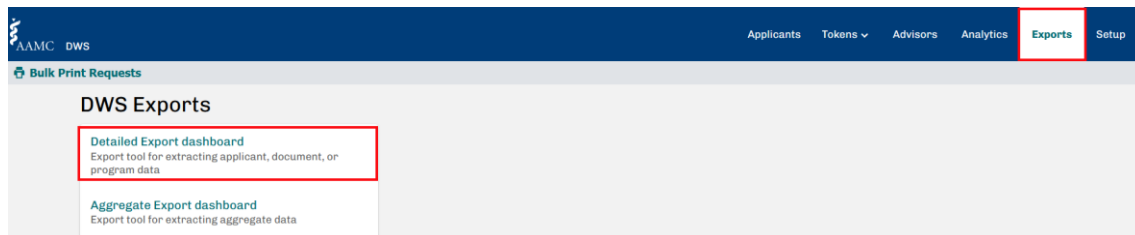


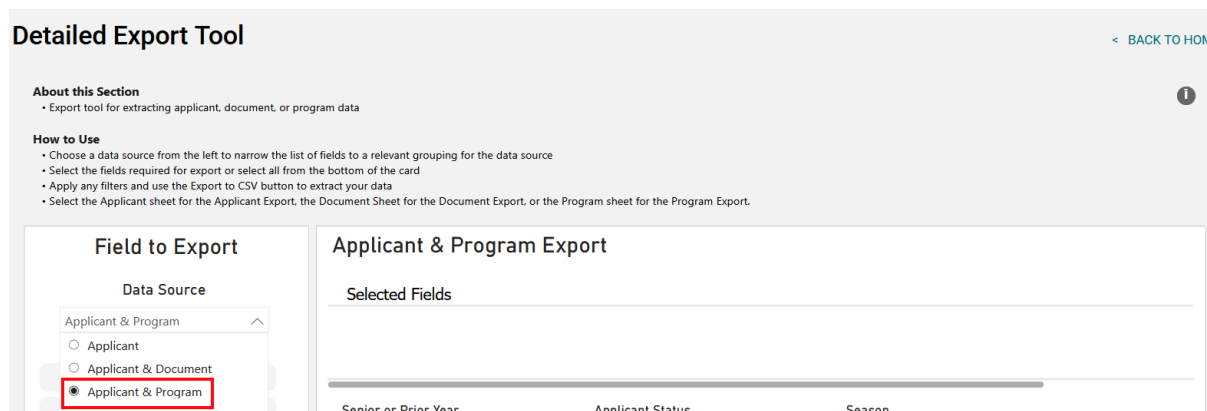
## Interview Data - Opt-in/out Status

This job aid provides step-by-step instructions for users on how to pull a detailed export in the DWS (Dean’s Office WorkStation) system for a student’s opt-in/out status for their interview data. The report aims to assist administrators and faculty members in efficiently identifying a student’s interview status.

1. Navigate and log in to the [DWS](#).
2. Select the Exports tab.
3. Click Detailed Export dashboard.



4. Select Applicant and Program from the Data Source drop-down menu.



### Field to Export 5

Data Source  
Applicant & Program

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

### Applicant & Program Export

Selected Fields  
Full Name/Interview Status

Senior or Prior Year: All | Applicant Status: All | Season: 2027 6

*To export data, hover over the table to reveal the '...' menu in the top-right corner, then select Export data.*

Full Name	Interview Status
Daisy Gray	Not Applied
Dequinzio Agcaoli	Not Applied
Diesel Gray	Not Applied
Dill Pickle	Not Applied
Dodsworth Jeans	Not Applied
Dong Kumudini	Not Applied
Elena Alexandra Petrova	Not Released
ERASEDUCTION AUTOMATION	Not Applied
Erin Helbling	Not Applied
Fozzie Bear	Not Applied
George Michael	Not Applied
Gerald Garcia	Not Applied
Gerchak Pett	Not Applied
Gibb Roy Andrew	Not Applied
JIM HALPERT	Not Released
Jim Maury Benson	Not Applied
Justice Aidoo	Not Released
Lachat Bhadraniidhi	Not Applied
Layla Hassan	Not Released

- Export data
- Show as a table
- Spotlight
- Get Insights
- Sort descending
- Sort ascending
- Sort by

5. Under Fields to Export, select the following:

- a. Full Name
- b. Interview Status

For students who have not elected to share their data, the Interview Status field will say “Not Released.”

1. When you are viewing the results, hover over the results.
2. Click the horizontal ellipses (three dots) and click “Export data”.

3. Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. Select the X icon to return to the previous views in the dashboard.

4. Click “Export.”

#### Which data do you want to export? ✕

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

**Data with current layout**

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

**Summarized data**

Export the summarized data used to create your visual (for example, sums, averages, and medians).

**Underlying data**

Visual does not have aggregates or measures

File format:

➔ Export Cancel