

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](#).

Sign In

* User Name

* Password

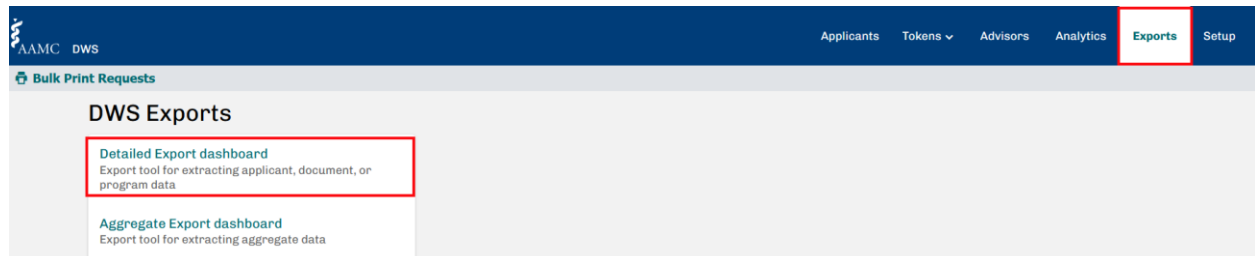
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Select the Exports tab.
3. Click Detailed Export dashboard.



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

Detailed Export Tool

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About this Section

Export tool for extracting applicant, document, or program data



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

Data Source

Applicant
Applicant
Applicant and Document
Applicant and Program

Applicant Export

Export to CSV

Selected Fields

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

5. Under Fields to Export, select the following:
 - a. Full Name
 - b. Interview Status

Fields to Export

Data Source: Applicant and Program

Applicant and Program Export Export to CSV

Selected Fields: Full Name/Interview Status/

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

Full Name	Interview St.
Aisa 3rd yr...	Not Applied
Alarin Carth...	Not Releas...
Alexandria...	Not Releas...
Alya Lou	Not Releas...
Anastasia	DECLINED/...
Hendricks	No Intervie...
Andrew Mc...	Not Applied
Anna Giann...	Not Applied
Ashley Plou...	No Intervie...
Ashley Wils...	Not Releas...
Avon	DECLINED/...
Barksdale	DELETED
	INVITED
	No Intervie...
	SCHEDULED
	WAITLISTED
Ayanna Wiseman	DECLINED/...
	DELETED
	INVITED
	No Intervie...
Blythe Jonas	Not Applied
Brandon Hall	Not Applied
Brenen Butl...	Not Applied
Debbie Y	DECLINED/...
Fong	DELETED
	INVITED
	No Intervie...
	SCHEDULED

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

To export data from the Detailed Export Tool:

6. Click Export to CSV.
7. Select the following:
 - a. Program
 - b. Excel or CSV Format
8. Click Download.

Fields to Export

Data Source: Applicant and Program

Applicant and Program Export Export to CSV

Selected Fields:

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

Download Crosstab

Select a sheet from this dashboard

Applicant Document **Program** No Data - Cle... No Data - Fi...

Select Format

☒ Excel ☐ CSV

Download