

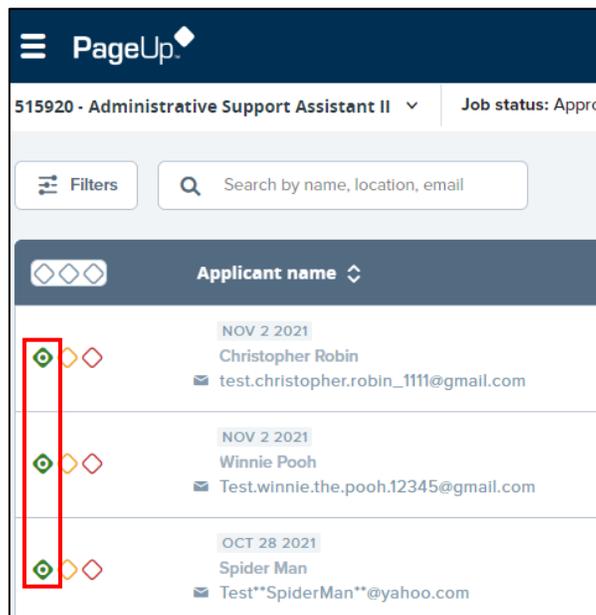
## How is the Export Action Helpful?

This instruction guide supports the content found in the required course UF\_PST098\_OLT Careers at UF and is targeted to those serving as **Originators** in Careers at UF and who possess the security role of UF\_N\_JRQ Department Req Orig and those serving as **Approvers** and who possess the security role of UF\_N\_JRQ Department Req App

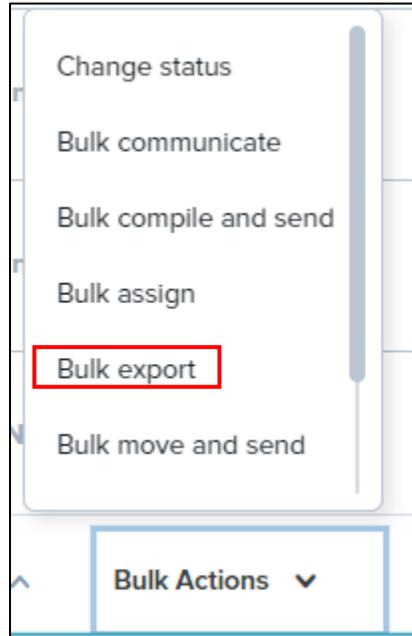
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If desired, Originators and Approvers may export application data to an excel spreadsheet so all applicants can be viewed together and compared more easily.

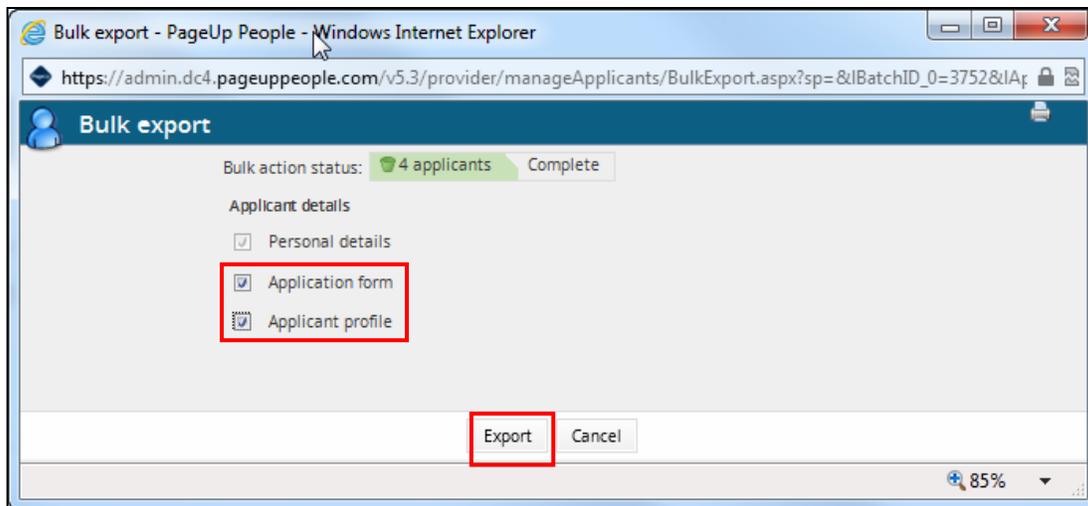
1. From the list of applicants, click the first **green checkbox** of the applicants you wish to export to Excel



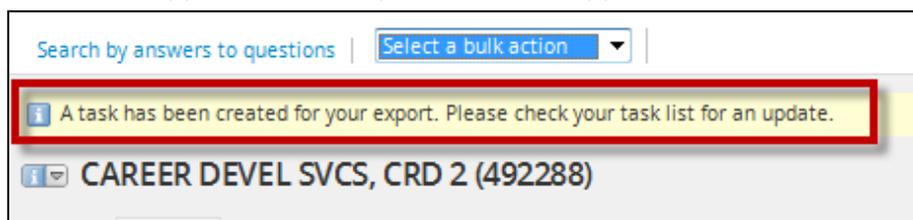
2. Click the Select a **bulk action** drop down field
3. Select **Bulk export**

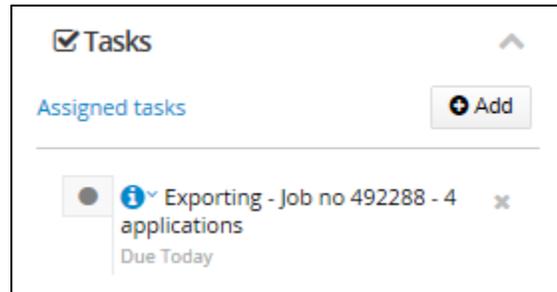


4. In the pop up window, select the **components** you wish to export
5. Click the **Export** button



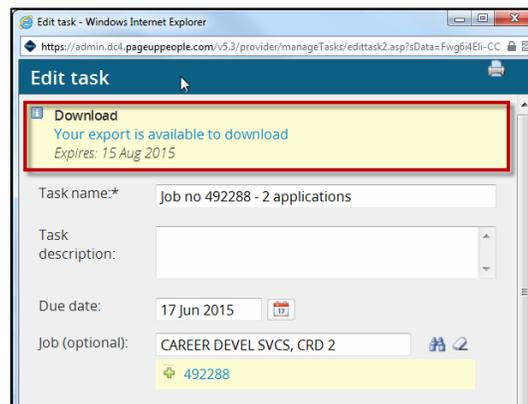
Notice the task notice that appears at the top of the list of applicants



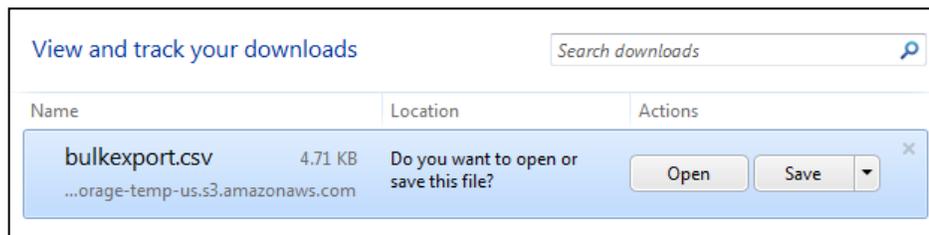


NOTE: Clicking the Export button creates a task that needs to be completed. It does NOT generate the exported spreadsheet.

6. Click **Home** to return to the Dashboard
7. Click the **title** of the export task generated
8. Click the **Download** notification at the top of the popup window to download the Excel spreadsheet



9. **Open or save** the spreadsheet as desired.



If opened, here is a preview of what the exported Excel file looks like:

| ApplicantID | Title | First name | Last name | Email     | Pref name | Street1           | Street2 | Street3 | Suburb      | State        | Postcode | Country    | Phone        | Mobile | Gender |
|-------------|-------|------------|-----------|-----------|-----------|-------------------|---------|---------|-------------|--------------|----------|------------|--------------|--------|--------|
| 47285       |       | Scott      | Blades    | sblades1@ | Scott     | 9818 NW 18th Road |         |         | Gainesville | Florida      |          | United Sts | 352-256-9483 |        |        |
| 47284       |       | Scott      | Blades    | jhblades@ | Scott     | 9818 NW 18th Road |         |         | Dublin      | Pennsylvania |          | United Sts | 555-555-5555 |        |        |
| 47282       |       | Cynthia    | Mendoza   | cmendoza  | Cynthia   | 4578 sw 28 st     |         |         | Gainesville | Florida      | 32601    | United Sts | 7.89E+08     |        |        |
| 47281       |       | John       | Sun       | jsun@ufl. | John      | 3515 NW 39 Place  |         |         | Gainesville | Florida      | N/A      | United Sts | 352-256-4939 |        |        |

**NOTE:** The applicant's responses regarding minimum qualifications are included in the Excel export file.

### Additional Help

Further resources are available at in the [Careers at UF toolkit](#).

For help with technical issues, contact the UF Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).