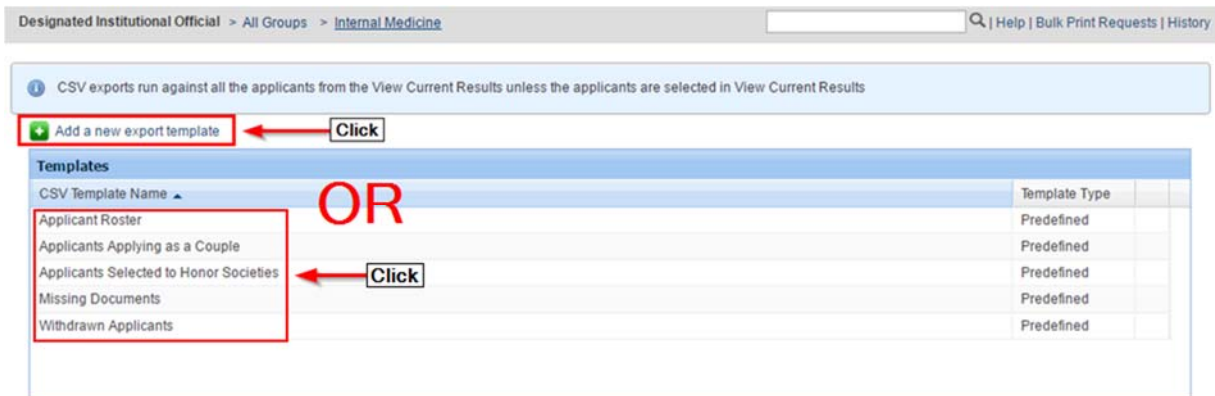


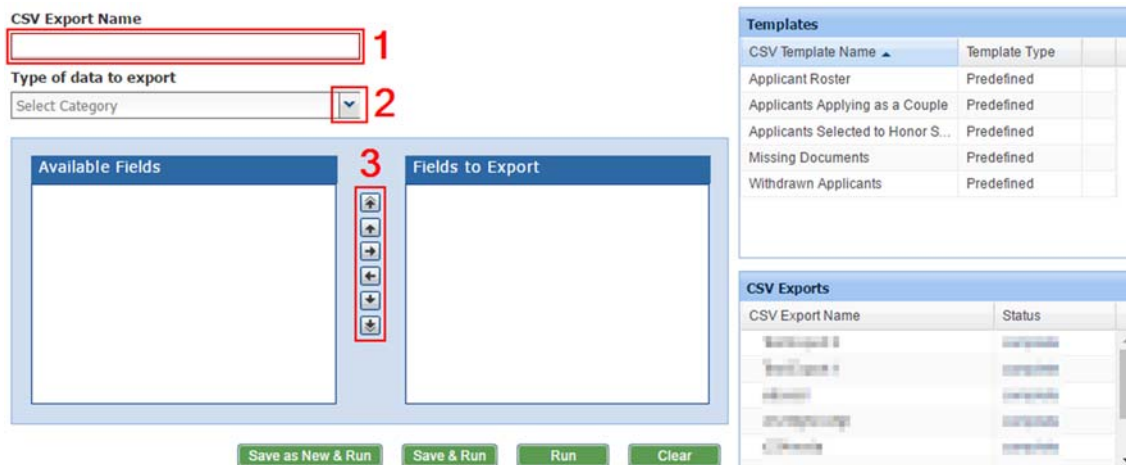
1. To do an export of all applicants under the **View Current Results**, click on the **Exports** sub-tab under **Applications**.



2. Select from an existing Template by clicking on the name, or click on **Add a new export template**.



3. If New Template, name the template ①, select the category from the **Type of data to export** drop down menu ② and move the desired fields under the Left column to the Right Column using the arrow keys ③.



If this job aide did not help resolve your issue, please [CLICK HERE](#) to contact us for further assistance.

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4. After making desired export selections, select one of the options:

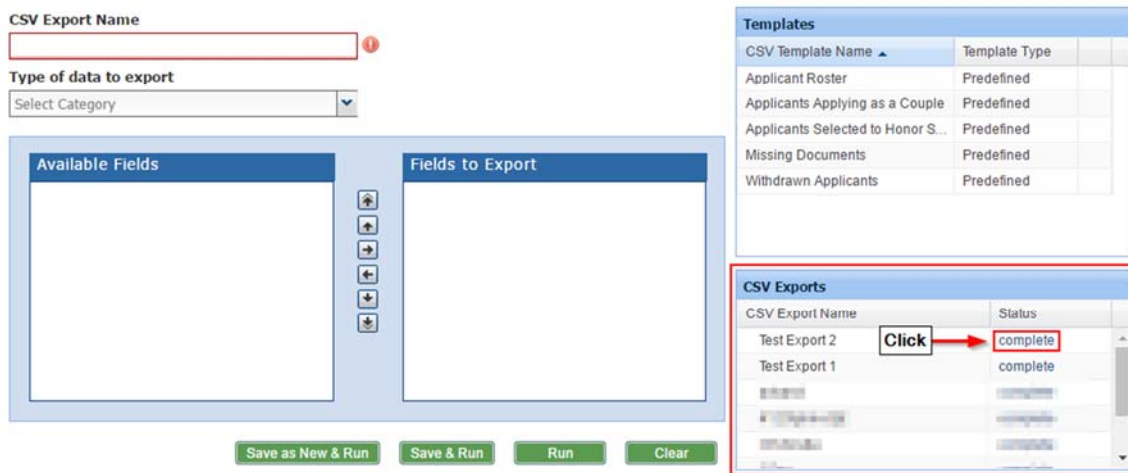
- **Save as New & Run:** *Creates a new export template*, runs the export.
- **Save & Run:** *Modifies and updates an existing template*, runs the export.
- **Run:** *Does NOT save the template*, runs the export.



Military Service Obligation  
Military Service Years Remaining  
NBOME ID  
Other Service Obligation

Save as New & Run Save & Run Run Clear

5. After receiving confirmation message, the export will be available on the right. Once the status goes from **Pending** to **Complete**, the file may be downloaded by clicking on the status.



CSV Export Name  
Type of data to export  
Select Category

Available Fields Fields to Export

Save as New & Run Save & Run Run Clear

Templates	
CSV Template Name	Template Type
Applicant Roster	Predefined
Applicants Applying as a Couple	Predefined
Applicants Selected to Honor S...	Predefined
Missing Documents	Predefined
Withdrawn Applicants	Predefined

CSV Exports	
CSV Export Name	Status
Test Export 2	complete
Test Export 1	complete
	complete
	complete
	complete

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