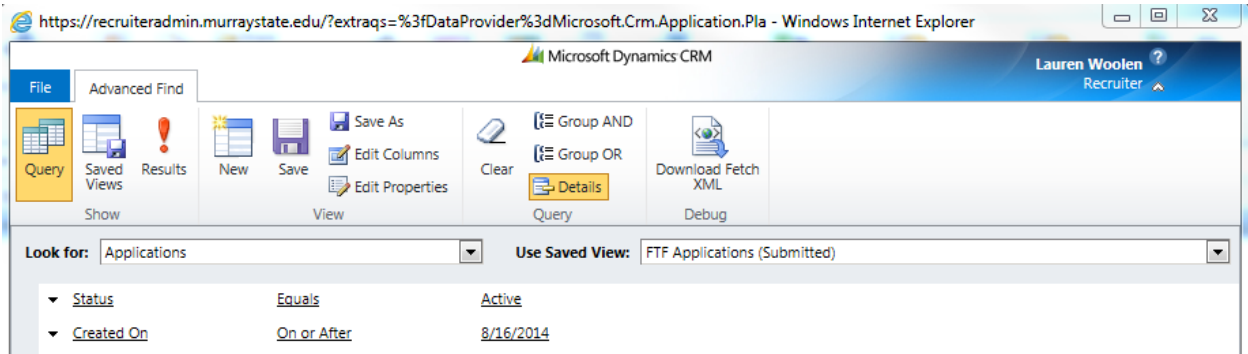


## Running an Advanced Find

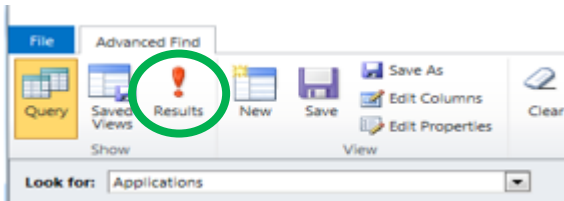
At the top of your Recruiter console, click on the "Advanced Find" binoculars, a box will come up that looks similar to this:



The **"Look for"** will be different depending on what you're looking for, (i.e. Applications, Application Folders, Contacts, etc)

The **"Use Save View"** will list all of the system views, plus all of the custom views that have been shared with you (listed under "My Views").

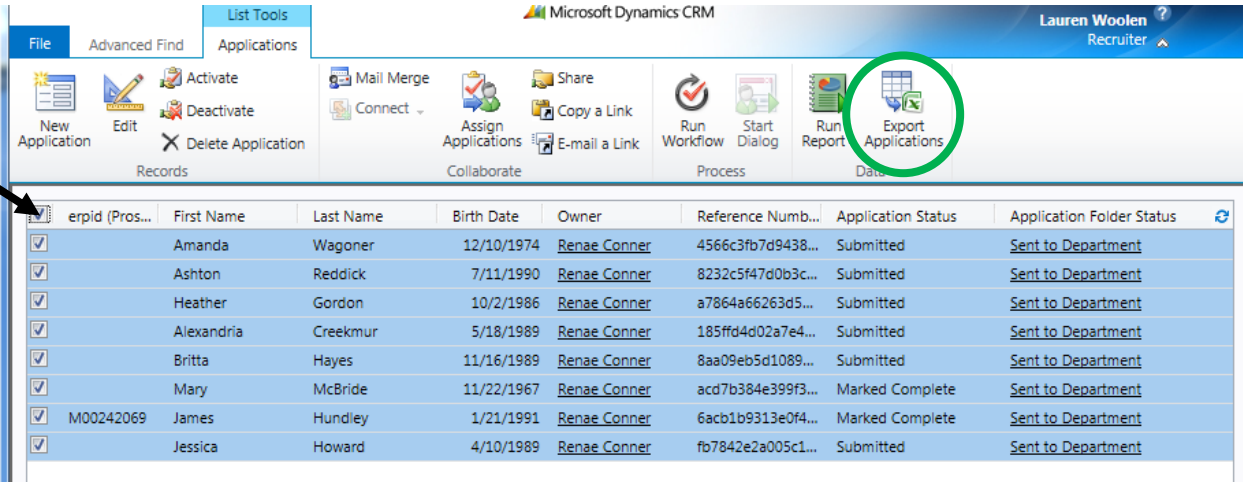
Once you've selected the view you're wanting to use for your find, click **Results**.



## Exporting Advanced Find Results to Excel

\*This will only work in Internet Explorer

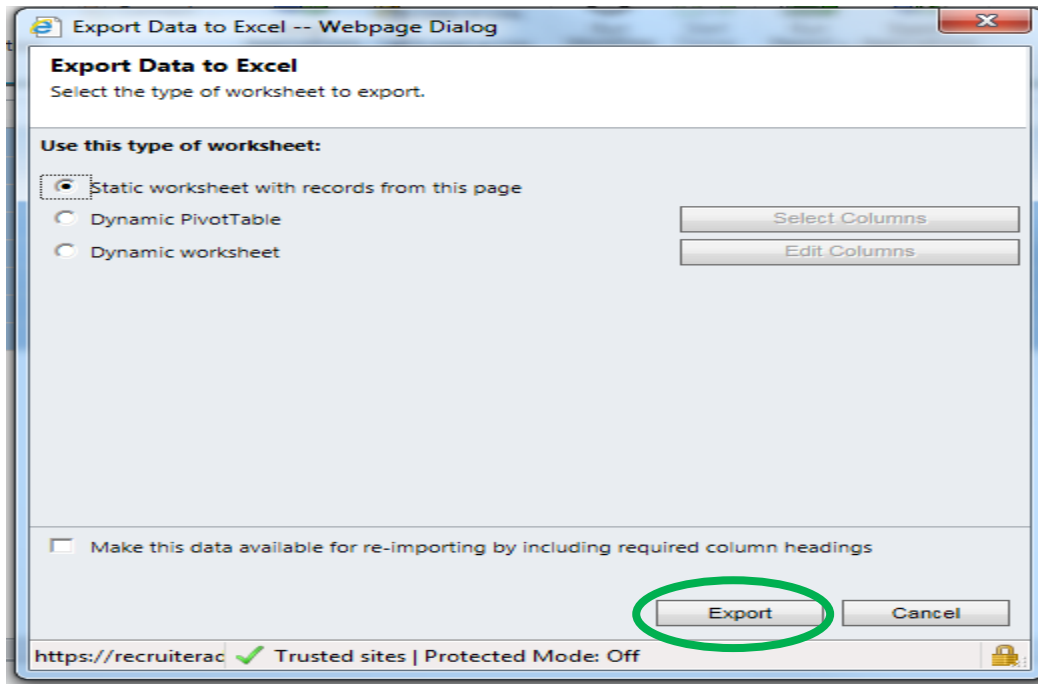
Within your advanced find results, check the box at the top to highlight all, then click “Export Applications”



The screenshot shows the Microsoft Dynamics CRM interface. The top navigation bar includes 'File', 'Advanced Find', and 'Applications'. The 'Applications' menu is open, showing various options. The 'Export Applications' option is circled in green. Below the menu is a table of application records. A black arrow points to the top-left corner of the table, where a checkbox is located.

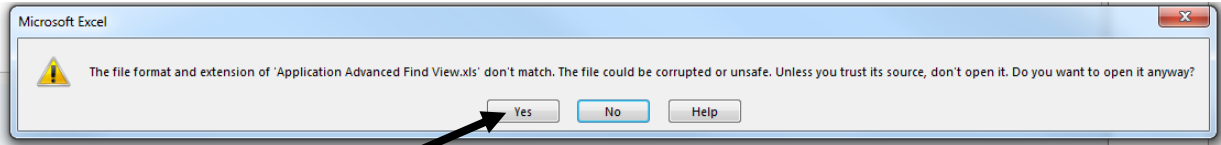
erpId (Pros...	First Name	Last Name	Birth Date	Owner	Reference Numb...	Application Status	Application Folder Status	
<input checked="" type="checkbox"/>	Amanda	Wagoner	12/10/1974	<a href="#">Renae Conner</a>	4566c3fb7d9438...	Submitted	<a href="#">Sent to Department</a>	
<input checked="" type="checkbox"/>	Ashton	Reddick	7/11/1990	<a href="#">Renae Conner</a>	8232c5f47d0b3c...	Submitted	<a href="#">Sent to Department</a>	
<input checked="" type="checkbox"/>	Heather	Gordon	10/2/1986	<a href="#">Renae Conner</a>	a7864a66263d5...	Submitted	<a href="#">Sent to Department</a>	
<input checked="" type="checkbox"/>	Alexandria	Creekmur	5/18/1989	<a href="#">Renae Conner</a>	185ffd4d02a7e4...	Submitted	<a href="#">Sent to Department</a>	
<input checked="" type="checkbox"/>	Britta	Hayes	11/16/1989	<a href="#">Renae Conner</a>	8aa09eb5d1089...	Submitted	<a href="#">Sent to Department</a>	
<input checked="" type="checkbox"/>	Mary	McBride	11/22/1967	<a href="#">Renae Conner</a>	acd7b384e399f3...	Marked Complete	<a href="#">Sent to Department</a>	
<input checked="" type="checkbox"/>	M00242069	James	Hundley	1/21/1991	<a href="#">Renae Conner</a>	6acb1b9313e0f4...	Marked Complete	<a href="#">Sent to Department</a>
<input checked="" type="checkbox"/>	Jessica	Howard	4/10/1989	<a href="#">Renae Conner</a>	fb7842e2a005c1...	Submitted	<a href="#">Sent to Department</a>	

The top function is what you want to have selected (unless you have more than one page of students, then it will give you another choice saying “Status worksheet with records from all pages”, and you would make sure that option is selected) then click “Export”.

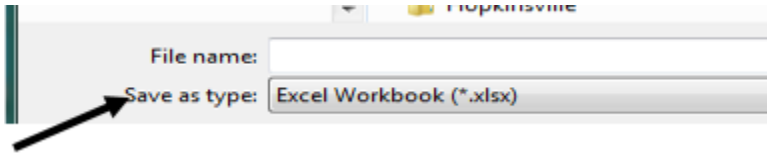


The screenshot shows the 'Export Data to Excel -- Webpage Dialog' window. The dialog has a title bar with the text 'Export Data to Excel -- Webpage Dialog'. The main content area is titled 'Export Data to Excel' and contains the instruction 'Select the type of worksheet to export.' Below this, there is a section titled 'Use this type of worksheet:' with three radio button options: 'Static worksheet with records from this page' (which is selected), 'Dynamic PivotTable', and 'Dynamic worksheet'. To the right of the 'Dynamic PivotTable' and 'Dynamic worksheet' options are two buttons: 'Select Columns' and 'Edit Columns'. At the bottom of the dialog, there is a checkbox labeled 'Make this data available for re-importing by including required column headings' which is unchecked. Below the checkbox are two buttons: 'Export' (circled in green) and 'Cancel'. The status bar at the bottom of the dialog shows 'https://recruiterac' with a green checkmark and the text 'Trusted sites | Protected Mode: Off'.

Make sure you OPEN the file instead of SAVE, you will have the option to save later and will need to change the file type. This warning will always pop up, and you will always need to select “Yes”.



If you are wanting to save your report, you will need to go to “File” and do a “Save As”, then change your “Save as type” to “Excel Workbook”. This will allow you to save your information.



To get back to your filter, click on the “Advanced Find” tab of your open find.

