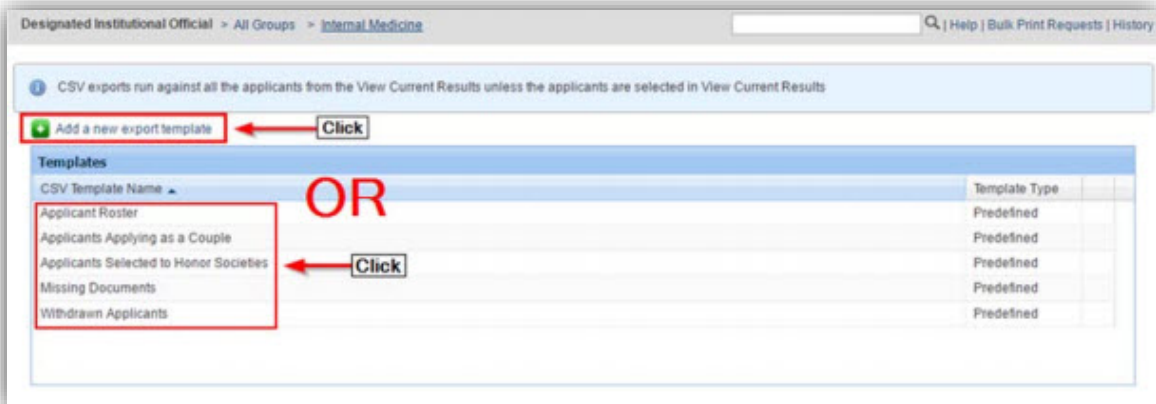


1. To do an export of all applicants under the *View Current Results*, click on the *Exports* sub-tab under *Applications*.

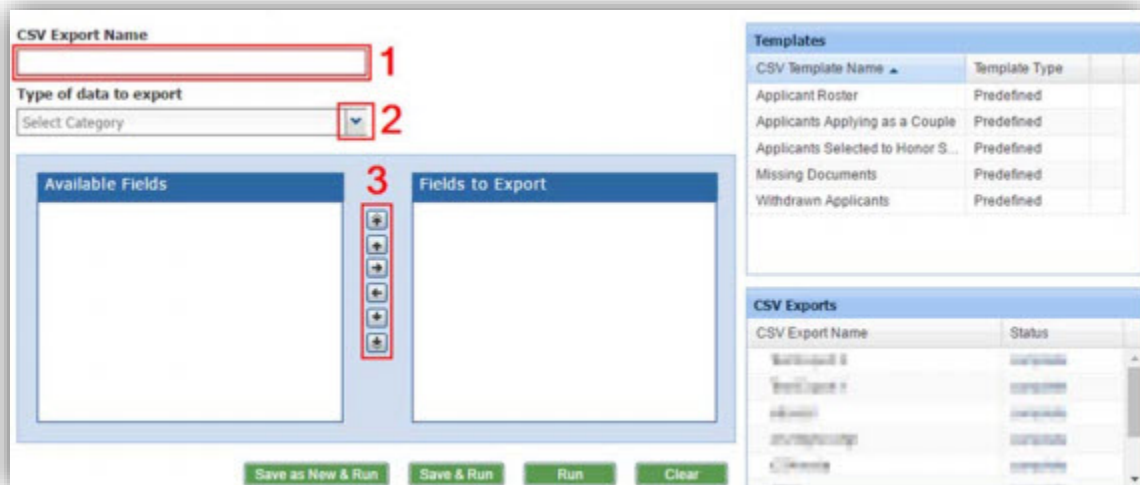


2. Select from an existing Template by clicking on the name or click on *Add a new export template*.



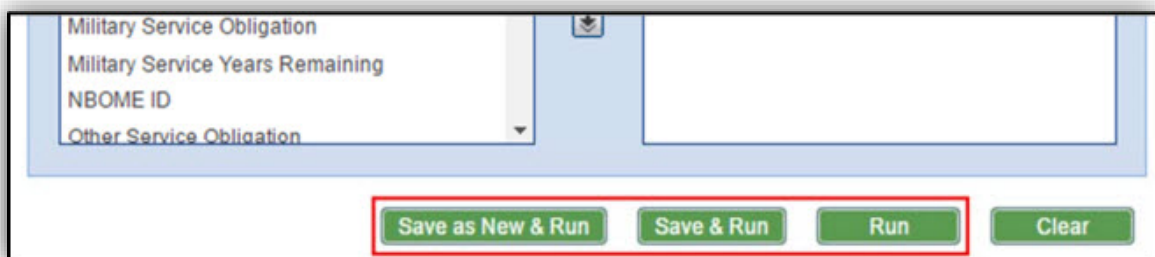
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- If New Template, name the template ①, select the category from the *Type of data to export* drop down menu ② and move the desired fields under the Left column to the Right column using the arrow keys ③.



The screenshot shows the 'CSV Export' configuration screen. At the top left, there is a text input field for 'CSV Export Name' (labeled 1) and a dropdown menu for 'Type of data to export' (labeled 2). Below these are two columns: 'Available Fields' on the left and 'Fields to Export' on the right, separated by a vertical bar with five arrow keys (labeled 3) for moving items between columns. On the right side of the screen, there are two tables: 'Templates' and 'CSV Exports'. The 'Templates' table lists predefined templates like 'Applicant Roster' and 'Applicants Applying as a Couple'. The 'CSV Exports' table shows a list of existing exports with their names and statuses.

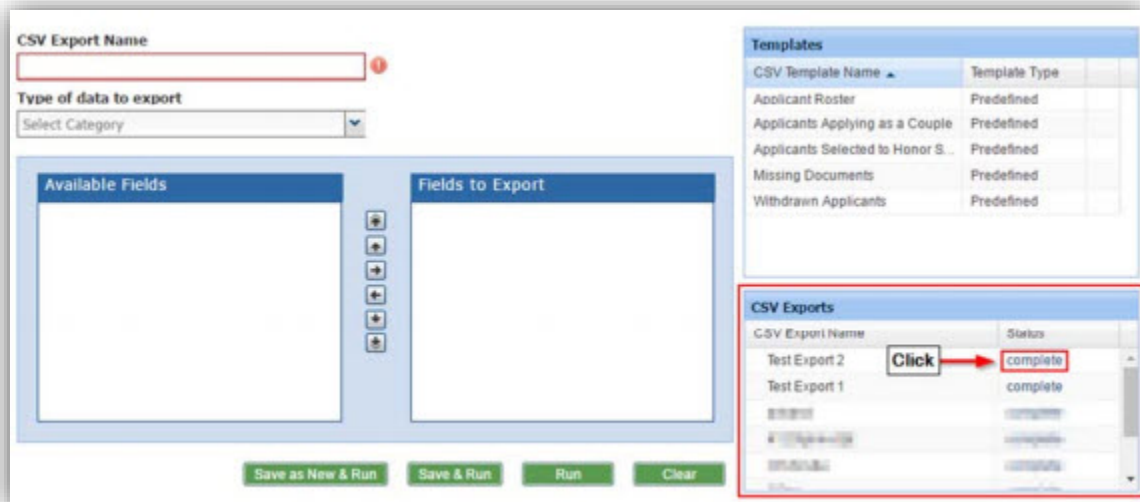
- After making desired export selections, select one of the options:
 - Save as New & Run:** **Creates a new export template**, runs the export.
 - Save & Run:** **Modifies and Updates an existing template**, runs the export.
 - Run:** **Does NOT save the template**, runs the export.



This close-up view shows the 'Available Fields' dropdown menu with the following items: 'Military Service Obligation', 'Military Service Years Remaining', 'NBOME ID', and 'Other Service Obligation'. Below the dropdown are four buttons: 'Save as New & Run', 'Save & Run', 'Run', and 'Clear'. A red box highlights the first three buttons.

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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.



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