

How to run the export of applications and listing data report in NHS Jobs user guide

This guide gives you instructions for how to run the export of applications and listing data report in the NHS Jobs service.

To run and download the export of applications and listing data report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for

To find out which roles can do this, go to the **'Roles and permissions'** link in the **'Help and information'** section of the [employer dashboard](#).

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Run a report

This page gives you instructions for how to run a report.

Important: The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot displays the NHS Business Services Authority Dashboard. At the top, it shows the NHS logo and 'Jobs' text. The user is signed in as 'NHS.BSA.Training' and can sign out. A toggle switch for 'Show tasks for all accounts' is visible. A BETA banner indicates that feedback will help improve the service.

The main content area is titled 'NHS Business Services Authority Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The dashboard lists various recruitment stages with their respective counts and overdue status, accompanied by progress bars:

Stage	Count	Track	Overdue
Draft	106	on track 21	overdue 85
Approvals	10	on track 0	overdue 10
Published	7		
Shortlisting	35	on track 4	overdue 31
Interviews	30	on track 1	overdue 29
Ready to offer	20	on track 1	overdue 19
Conditional offers	13	on track 0	overdue 13
Pre-employment checks	8	on track 0	overdue 8
Contracts	11	on track 0	overdue 11
End recruitment	9	on track 0	due 1, overdue 8

On the right side, there are several sections:

- What you can do:** Contains three buttons: 'Create a job listing' (green), 'Search for a listing' (dark blue), and 'Search for an applicant' (dark blue).
- Manage the account:** Contains links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.
- Documents and templates:** Contains links for 'Overview of your organisation', 'Supporting documents', 'Contract templates', and 'Offer letter templates'.
- Help and information:** Contains links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** Contains a link for 'Run a report' which is highlighted with a yellow circle and the number '1'.

At the bottom of the dashboard, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes the copyright notice '© Crown copyright'.

Which report do you want to run?

This page gives you instructions for how to confirm which report you want to run.

To confirm which report you want to run, complete the following steps:

1. Select the 'Export of application and listing data' option.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign out' link. Below the header, there is a white banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and features a 'Go back' link. The title 'Which report do you want to run?' is prominently displayed. Below the title, there is a paragraph explaining that a vacancy bulletin is a PDF document, while other reports convert data into a CSV document. A list of seven radio button options is provided: 'Export of application and listing data', 'Equal opportunities', 'Equal opportunities progress', 'Equal opportunities for a specific job', 'Vacancy numbers', 'Time taken to hire', and 'Vacancy bulletin'. A green 'Continue' button is located below the list. At the bottom of the page, there is a grey footer containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Which job listings do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listings you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign out' link. Below the header, there is a white banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains a 'Go back' link, the text 'Export of application and listing data', and the question 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings' (marked with a '1' in a yellow circle), and 'All open job listings and closed job listings'. Below these options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

To confirm which dates you want the report to cover, complete the following steps:

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. Select the ['Continue'](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the title 'Export of application and listing data'. The main heading is 'Which dates do you want the report to cover?'. Underneath, there are two date selection sections. The first is 'Date from' with the example '15 3 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. The second is 'Date to' with the example '11 4 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '2' is next to the 'Day' box. Below these is a green 'Continue' button with a yellow circle and the number '3' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the [‘Continue’](#) button.

The screenshot shows a web page from the NHS Business Services Authority. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Export of application and listing data' followed by 'Which staff group is the report for?'. Below this, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. At the bottom of the list is a green 'Continue' button with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.


Check your answers

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Continue](#)' button.

You're viewing [NHS Business Services Authority](#) [Change](#)


Signed in as [NHS BSA Training](#) [Sign out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Export of application and listing data

Check your answers

Which report do you want to run?	Export of application and listing data	Change
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	Change
Date from	01/01/2022	Change
Date to	31/01/2022	Change
Which staff group is the report for?	Additional Clinical Services Change 1 Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	

2
Continue

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)
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Your report is complete

This page shows confirmation your report is complete.

To do a task, complete the following steps:

1. Select the 'Download Export of application and listing data report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Export of application and listing data report is complete'. Below this, under the heading 'Next steps', there are three items: 1. A green arrow icon followed by the text 'Download Export of application and listing data report'. 2. A green button labeled 'Run another report'. 3. A purple link labeled 'Go back to your dashboard'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Tip: The report is downloaded in a comma-separated values (CSV) document.

You've run and downloaded the export of applications and listing data report and reached the end of this user guide.