

## 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 (BSA) Dashboard. At the top, it shows the NHS logo and 'Jobs' text. The user is logged 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
<a href="#">Draft</a>	106	on track 21	overdue 85
<a href="#">Approvals</a>	10	on track 0	overdue 10
<a href="#">Published</a>	7		
<a href="#">Shortlisting</a>	35	on track 4	overdue 31
<a href="#">Interviews</a>	30	on track 1	overdue 29
<a href="#">Ready to offer</a>	20	on track 1	overdue 19
<a href="#">Conditional offers</a>	13	on track 0	overdue 13
<a href="#">Pre-employment checks</a>	8	on track 0	overdue 8
<a href="#">Contracts</a>	11	on track 0	overdue 11
<a href="#">End recruitment</a>	9	on track 0	due 1, overdue 8

On the right side of the dashboard, 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 page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also 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.

**Important:** The report will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

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

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

You're viewing NHSBSA Lee UAT [Change](#)

Signed in as [redacted] [Sign out](#)

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

[< Go back](#)

Reporting

### Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

Type of report	Action
Export of application and listing data	<a href="#">Run report</a> <a href="#">(opens in new tab)</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
Equal opportunities	<a href="#">Run report</a> <a href="#">(opens in new tab)</a>
Equal opportunities progress	<a href="#">Run report</a> <a href="#">(opens in new tab)</a>
Equal opportunities for a specific job	<a href="#">Run report</a> <a href="#">(opens in new tab)</a>
Vacancy numbers	<a href="#">Run report</a> <a href="#">(opens in new tab)</a>
Time taken to hire	<a href="#">Run report</a> <a href="#">(opens in new tab)</a>
Vacancy bulletin	<a href="#">Run report</a> <a href="#">(opens in new tab)</a>

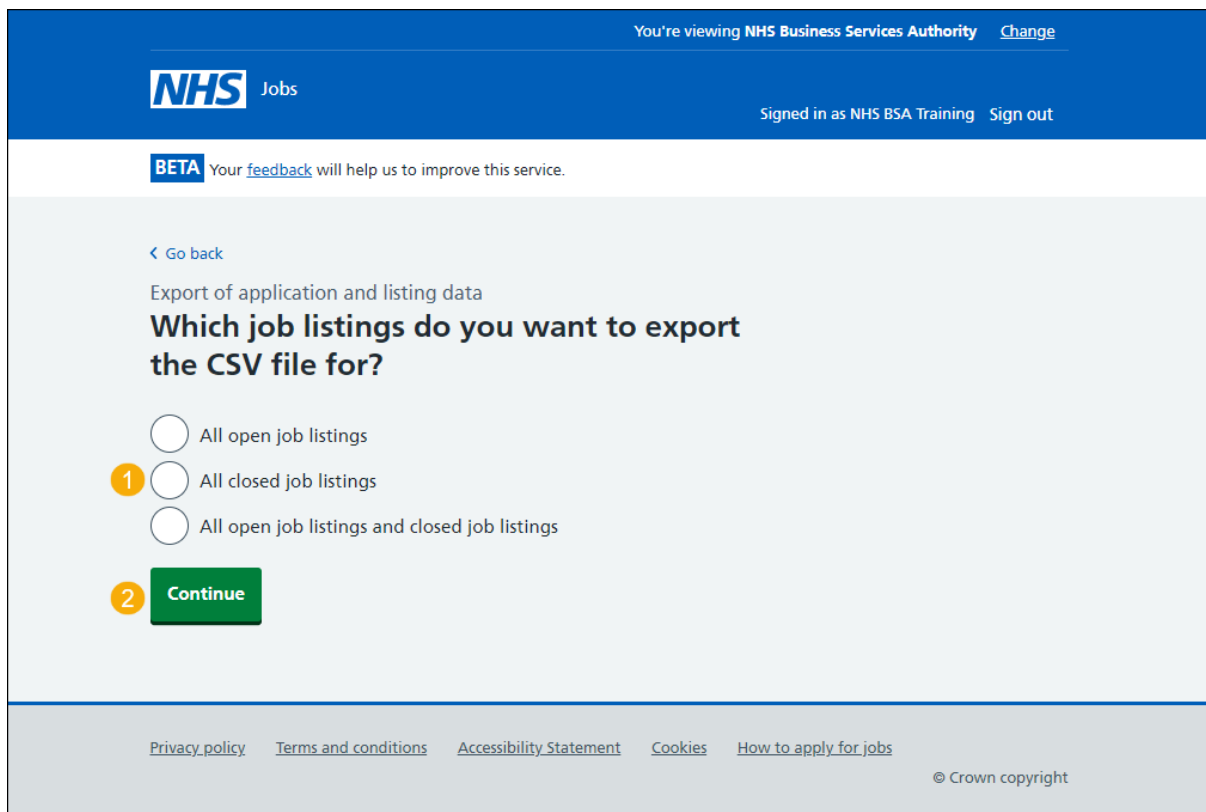
[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)
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## Which job listings do you want to export the CSV file for?

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. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Export of application and listing data' and '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 the options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer also includes the text '© 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, 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' with a 'Sign out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Which dates do you want the report to cover?'. Below this, there are two date selection sections: 'Date from' and 'Date to'. Each section includes an example date (15 3 2020 and 11 4 2020 respectively) and three input boxes for Day, Month, and Year. A green 'Continue' button is located below the 'Date to' section. At the bottom, 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'.

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

**NHS** Jobs

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

### Which dates do you want the report to cover?

**Date from**

For example, 15 3 2020

Day Month Year

1

**Date to**

For example, 11 4 2020

Day Month Year

2

3 [Continue](#)

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

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**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. A green 'Continue' button with a yellow circle and the number '2' is at the bottom of the list. 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

<b>Which report do you want to run?</b>	Export of application and listing data	<a href="#">Change</a>
<b>Which job listings do you want to export the CSV file for?</b>	All open job listings and closed job listings	<a href="#">Change</a>
<b>Date from</b>	01/01/2022	<a href="#">Change</a>
<b>Date to</b>	31/01/2022	<a href="#">Change</a>
<b>Which staff group is the report for?</b>	Additional Clinical Services <span style="float: right;"><a href="#">Change</a> <b>1</b></span> 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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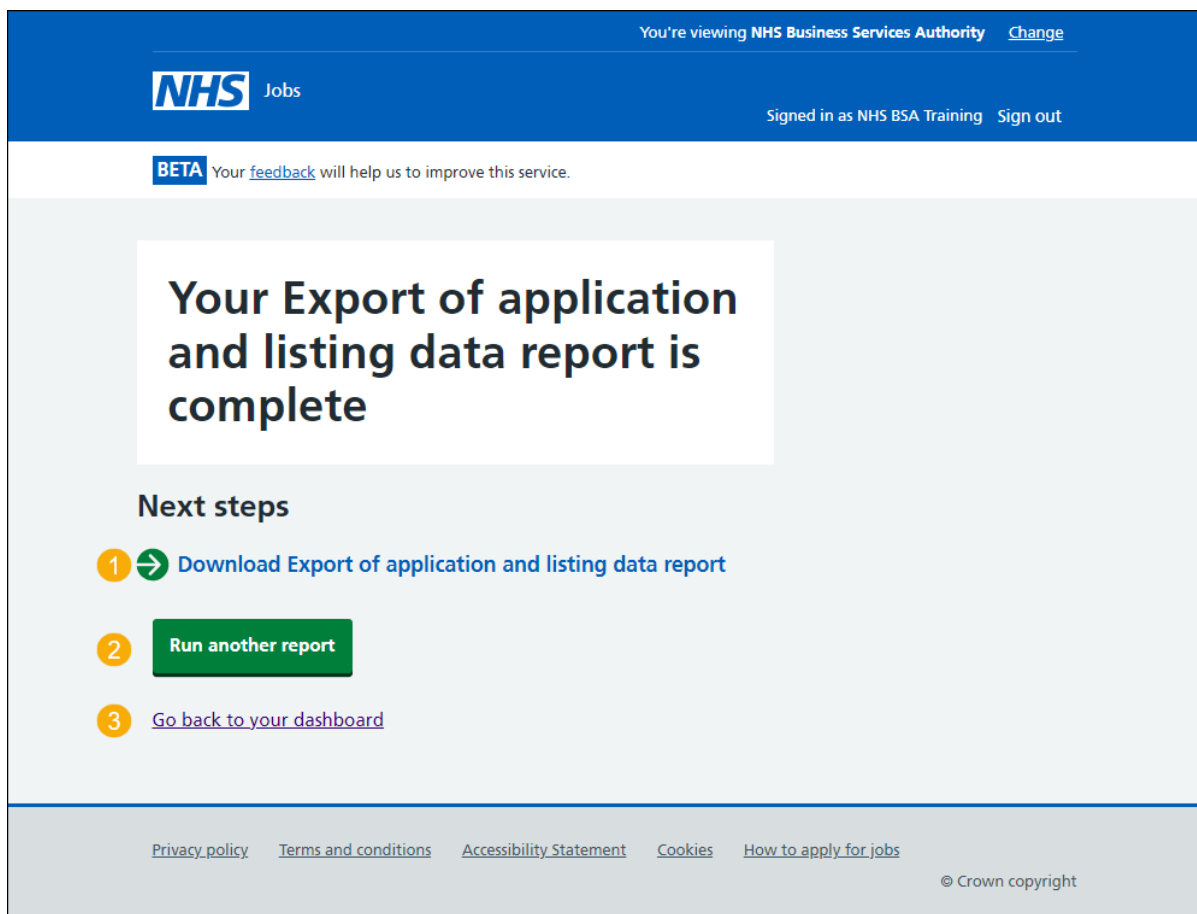


## Your report is complete

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'. The footer contains 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.