

## 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 Jobs Employer Dashboard for user Michael Wardman. The dashboard is titled 'NHSBSA MW UAT Dashboard' and features a navigation menu with 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'All users' selected. The main content area lists various task categories with counts and progress bars:

Task Category	Count	Progress / Status
<a href="#">Draft</a>	28	- on track 24, overdue 4
<a href="#">Approvals</a>	2	- on track 0, due 1, overdue 1
<a href="#">Published</a>	6	
<a href="#">Shortlisting</a>	22	- on track 11, overdue 11
<a href="#">Interviews</a>	10	- on track 0, overdue 10
<a href="#">Ready to offer</a>	4	- on track 0, overdue 4
<a href="#">Conditional offers</a>	4	- on track 0, overdue 4
<a href="#">Pre-employment checks</a>	0	
<a href="#">Contracts</a>	3	- on track 0, overdue 3
<a href="#">End recruitment</a>	3	- on track 0, overdue 3

On the right-hand side, there are several utility sections:

- What you can do:**
  - [Create a job listing](#)
  - [Search for a listing](#)
  - [Search for an applicant](#)
- Manage the account:**
  - [Manage users](#)
  - [At risk applicants](#)
  - [Accredited logos](#)
  - [Key performance indicators \(KPIs\)](#)
  - [Approval settings](#)
  - [Departments](#)
  - [Criminal convictions and cautions](#)
  - [Welsh listings](#)
  - [Moving applicants to other accounts](#)
- Documents and templates:**
  - [Overview of your organisation](#)
  - [Supporting information library](#)
  - [Contract templates](#)
  - [Offer letter templates](#)
- Help and information:**
  - [The employer hub](#)
  - [Roles and permissions](#)
  - [Contact your super users](#)
- Reporting:**
  - [Run a report](#) (highlighted with a yellow circle and the number 1)

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## 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   [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: orange; border-radius: 50%; padding: 2px 6px; 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>

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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.

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

All open job listings

**1**  All closed job listings

All open job listings and closed job listings

**2** [Continue](#)

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## 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 portal 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. Below this is a 'Go back' link and the text 'Export of application and listing data'. The main heading is 'Which dates do you want the report to cover?'. Under 'Date from', there is an example '15 3 2020' and three input boxes for Day, Month, and Year, with a '1' in a yellow circle next to the Day box. Under 'Date to', there is an example '11 4 2020' and three input boxes for Day, Month, and Year, with a '2' in a yellow circle next to the Day box. A green 'Continue' button with a '3' in a yellow circle is below the 'Date to' boxes. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

**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 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 Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link and the text 'Export of application and listing data'. The main heading is 'Which staff group is the report for?'. Below the heading, 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. Below the list is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© 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; color: orange; font-weight: bold;">1</span> Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	

2
Continue

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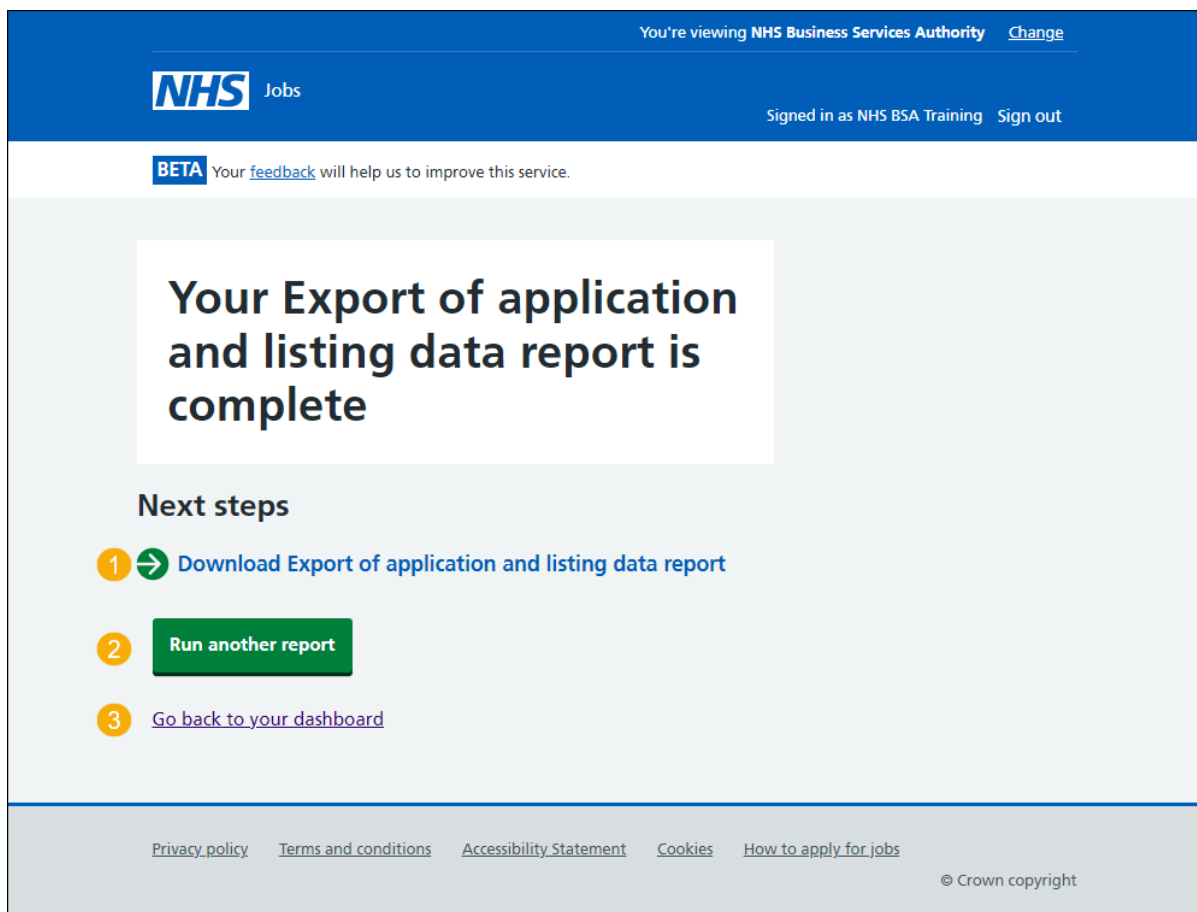


## Your report is complete

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 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 reads 'Your Export of application and listing data report is complete'. Below this, under 'Next steps', there are three items: 1. 'Download Export of application and listing data report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; and 3. 'Go back to your dashboard' with a purple link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

**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.