

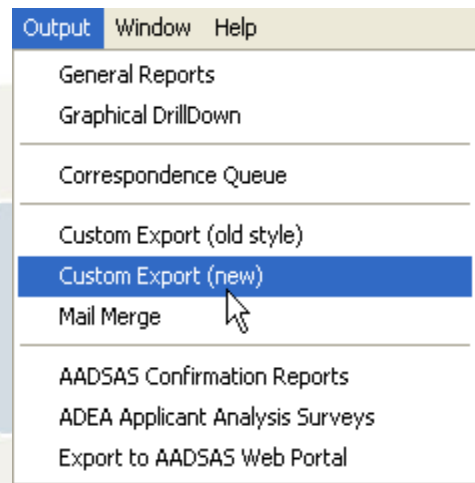
PharmAdMIT™

AdMIT *Custom Export (new)*

The new Custom Export utility features an easier to use interface and more fields

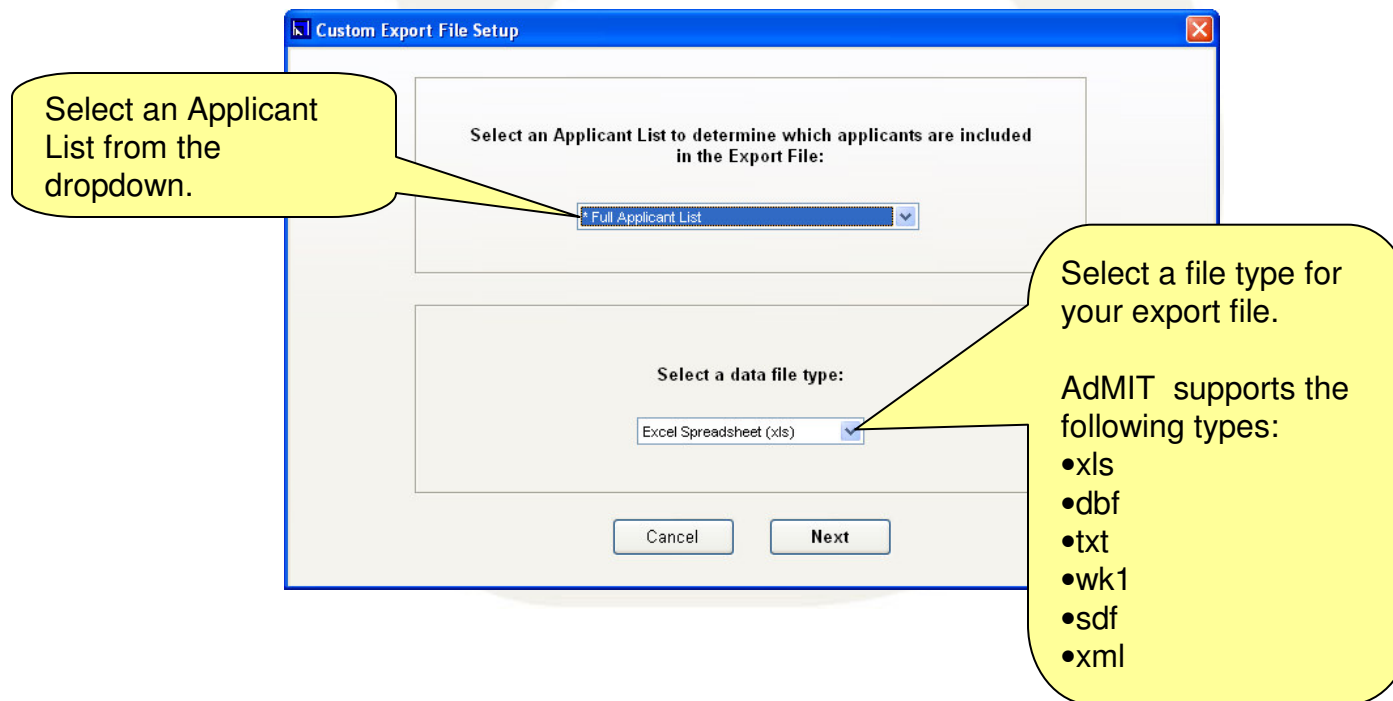
To use the new export:

Step 1 : Open Output → Custom Export (new)



Step 2: Select which applicants to export and what file format to create.

- Once the list and format are set, click **Next**



Step 3: The new export process allows you to select fields based on the tab that they appear on in AdMIT's **Applicant Information** screens.

The screenshot shows the 'Custom Export File Setup' dialog box with three main sections: 'Screen Tabs', 'Fields Available', and 'Fields Selected'. Callouts provide instructions for each section.

Screen Tabs: A list of tabs including Applicant Information, Contact, Fees, General, Grades->Academic Requirement, Grades->College Summary, Grades->GPA, Grades->Subj Crse GPA, Interview, Letters->Letter Log, Letters->Word Letter Merge field, Notes, Personal->Address, Personal->Othr->Certs, Personal->Othr->Discp Act, Personal->Othr->Empl, Personal->Othr->ExCur, Personal->Othr->Felony, and Personal->Othr->Honors. A callout points to this list: "Select the desired Applicant Information Screen Tab".

Fields Available: A list of fields with their corresponding labels, such as APPTYPE (Applicant Type), CLISTDONE (Checklist Done), NCURSCORE (Current Score), DCURSTAT (Current Status - Date L), CURSTAT (Current Status of Appli), CSTCHK (Custom Checkbox), DENTER (Date Entered), ERLYDEC (Early Decision), ERLYDC1 (Early Decision Imported), NFEPAID (Fee Paid? (1=Yes,0=Nc), IMPDEC (Imported), DUPDATE (Last Updated), DOFFSTAT (Official Status - Date L), OFFSTAT (Official Status of Appli), CAADSAS (PharmCas #), CSSNUM (Social Security Number), and NTRANSCHK (Transcripts Verified). A callout points to this list: "This section lists the fields available on the selected Screen Tab".

Fields Selected: A list of selected fields: CFNAME (First Name), CLNAME (Last Name), and CMNAME (Middle Name). A callout points to this list: "Fields Selected on the selected Screen Tab".

Between the 'Fields Available' and 'Fields Selected' lists are four arrow buttons (right, right, left, left) for moving fields. A callout points to these buttons: "Move fields in & out of the 'Fields Selected' area by selecting the fields & using the arrow buttons".

At the bottom left, there is a checkbox labeled "Maximum # of fields when multiple records exist:". A callout points to it: "Limit the # of fields exported when the field is part of a record that can have many records per applicant".

At the bottom right, there are buttons for "Cancel", "Previous", and "Next". A callout points to the "Next" button: "Once desired fields from each Screen Tab are selected, click **Next**".

Note: Microsoft Excel has a limit of 254 columns (fields). Selecting too much data (too many fields) may cause your export to fail due to excessive columns.

- Once desired fields from each Screen Tab are selected, click **Next**

Step 4: “Fine tune” the export.

- If needed, you may modify the export format in detail before running your export.

This grid describes each field that can be included in an Export. Click on the Column Header for help.

Screen Tab	Field Description	Order	Field Name	Size	Field Type	Dec	Size Out	Output Type	Dec Out	Expression
Applicant Information	First Name	1	CFNAME	50	C	0	50	C	0	
Applicant Information	Last Name	2	CLNAME	50	C	0	50	C	0	
Applicant Information	Middle Name	3	CMNAME	50	C	0	50	C	0	
Applicant Information	Applicant Type	0	APPTYPE	35	C	0	35	C	0	
Applicant Information	Checklist Done	0	CLISTDONE	3	C	0	3	C	0	
Applicant Information	Current Score	0	NCURSCORE	10	N	2	10	N	2	
Applicant Information	Current Status - Date Last Changed	0	DCURSTAT	8	D	0	10	D	0	
Applicant Information	Current Status of Applicant	0	CURSTAT	50	C	0	50	C	0	
Applicant Information	Custom Checkbox	0	CSTCHK	1	N	0	1	N	0	
Applicant Information	Date Entered	0	DENTER	8	D	0	10	D	0	
Applicant Information	Early Decision	0	ERLYDEC	4	C	0	4	C	0	
Applicant Information	Early Decision Imported	0	ERLYDEC1	4	C	0	4	C	0	

Notes on <First Name>:

Print your format

Save Current Format Load Saved Format Print Help Cancel Previous Next

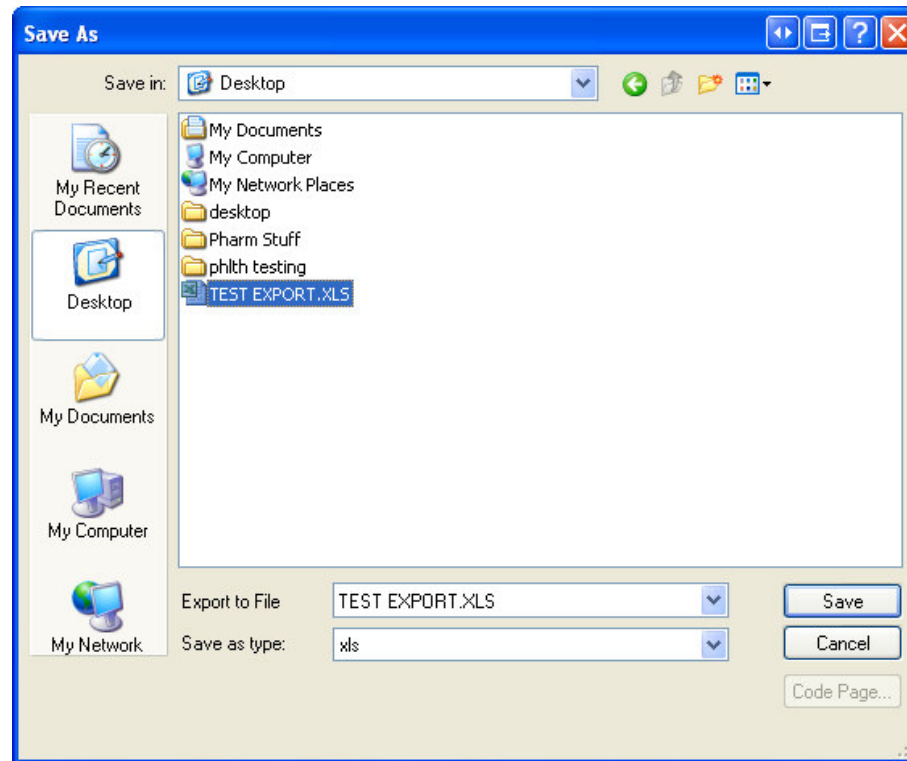
- Make any changes needed and click **Next** to continue.

“Fine tune” the export. (continued)

- **Order:** Use the “Order” column to alter the order of fields in the export format. (The order number does not need to be unique, but must be greater than 0, or the field will be excluded.)
- **Size Out:** Use this column to alter the output size (character length) of exported fields.
- **Output Type (Advanced feature):** Use this column to alter the output field type of exported fields.
- **Dec Out (Advanced feature):** Use this column to alter the # of decimals places of exported fields.
- **Expression (Advanced feature):** Use the “Expression” column to insert any special code to be executed on a field during export. (Expressions are custom designed by AMS. Contact AMS support if you need a custom expression.)

Step 5: Save the file.

- Use the Windows file browser to name and save your export file.



- In this example, the file “**TEXT EXPORT.xls**” will be saved on the Windows Desktop.
- When the desired filename and location are entered, click **Save**.

Additional “Maximum # of fields when multiple records exist” Notes:

- The new Custom Export allows “One-to-many” fields to export from AdMIT . (One applicant can have **many** items for the field)
- If a field selected has multiple items per applicant, the additional items will export in individual columns. These columns will be named numerically as “Field_1”, “Field_2”, “Field_3”, etc.

	A	B	C	D
1	caadsas	collnam_1	collnam_2	collnam_3
2	2008021	CALIFORNIA STATE UNIVERSITY-NORTHRIDGE	UNIVERSITY OF CALIFORNIA-LOS ANGELES	GLENDALE COMMUNITY COLLEGE-CA-GLENDALE
3	2008021	BRIGHAM YOUNG UNIVERSITY	BRIGHAM YOUNG UNIVERSITY-HAWAII CAMP	ARIZONA STATE UNIVERSITY-MAIN CAMPUS/EASTA
4	2008021	UNIVERSITY OF COLORADO AT BOULDER		

- In the example above, the export field for “College Attended” (*collnam*) has multiple items per applicant. Thus, AdMIT creates a column for each college record. (*collnam_1*, *collnam_2*, *collnam_3*)
- Thus, each applicant has only 1 row in the spreadsheet, with his/her colleges attended represented in the corresponding “*collnam_*” columns.

Additional “Fine Tuning” Notes:

- The new Custom Export allows the user to customize more through the user interface. The “**Size Out**” and “**Output Type**” columns can now be modified by the user. The “**Dec**” and “**Dec Out**” columns are now displayed and “**Dec Out**” can be modified also.
- The number of **Decimal places** being exported can be decreased or increased from the original number of decimal places.
- The rules for changing the **Field Type** are as follows:
 - “**Field Type**” can be filled in with “**C**”, “**D**”, “**L**”, “**N**”, “**T**”, and “**M**”.
 - “**Output Type**” can be filled in with “**C**”, “**D**”, “**L**”, “**N**”, “**T**”, and “**M**” also.

Combinations Allowed:

- **“Field Type” = “C” and “Output Type” = “D”**
 - Character → Date i.e. “02/18/2008” → {02/18/2008}
- **“Field Type” = “C” and “Output Type” = “L”**
 - Character → Logical i.e. “Y” → .T.
- **“Field Type” = “C” and “Output Type” = “N”**
 - Character → Numeric i.e. “3.68” → 3.68
- **“Field Type” = “C” and “Output Type” = “T”**
 - Character → Time i.e. “02/18/2008 12:40:17 PM” → 02/18/2008 12:40:17 PM
- **“Field Type” = “D” and “Output Type” = “C”**
 - Date → Character i.e. {02/18/2008} → “02/18/2008”
- **“Field Type” = “L” and “Output Type” = “C”**
 - Logical → Character i.e. .T. → “Y”
- **“Field Type” = “L” and “Output Type” = “N”**
 - Logical → Numeric i.e. .T. → 1
- **“Field Type” = “N” and “Output Type” = “C”**
 - Numeric → Character i.e. 3.68 → “3.68”
- **“Field Type” = “N” and “Output Type” = “L”**
 - Numeric → Logical i.e. 1 → .T.
- **“Field Type” = “T” and “Output Type” = “C”**
 - Time → Character i.e. 02/18/2008 12:40:17 PM → “02/18/2008 12:40:17 PM”
- **“Field Type” = “T” and “Output Type” = “D”**
 - Time → Date i.e. 02/18/2008 12:40:17 PM → {02/18/2008}
- **“Field Type” = “M” and “Output Type” = “C”**
 - Memo → Character i.e. (Essay question and answer with lots and lots of text.) → “Essay question and answer with lots and lots of text.”

- The limit is 254 characters in the character string.

- **Disallowed:**

- ❑ Character → Memo
- ❑ Date → Logical
- ❑ Date → Memo
- ❑ Date → Numeric
- ❑ Date → Time
- ❑ Logical → Date
- ❑ Logical → Memo
- ❑ Logical → Time
- ❑ Numeric → Date
- ❑ Numeric → Memo
- ❑ Numeric → Time
- ❑ Time → Logical
- ❑ Time → Memo
- ❑ Time → Numeric

PharmAdMIT™

Questions?

Chris Ferraraccio

Academic Management Systems

cferraraccio@academicmanagement.com

(716) 204-0464 ext. 2109