

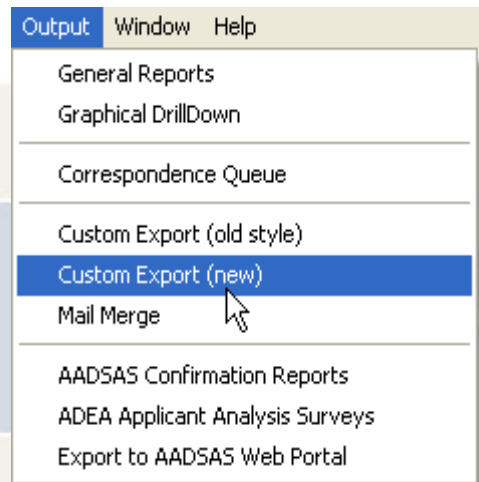
## AdMIT

### *Custom Export (new)*

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

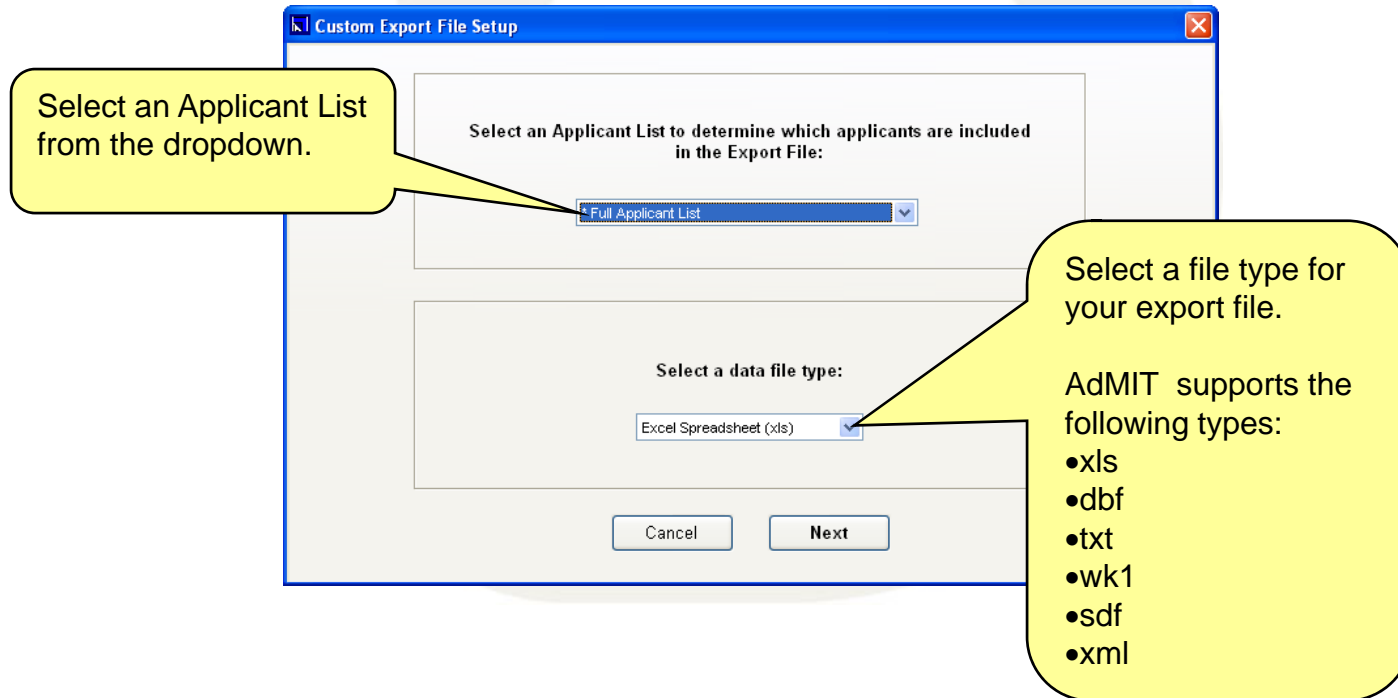
# To use the new export:

**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.

**Callout 1:** Select the desired Applicant Information Screen Tab

**Callout 2:** This section lists the fields available on the selected Screen Tab

**Callout 3:** Fields Selected on the selected Screen Tab

**Callout 4:** Move fields in & out of the "Fields Selected" area by selecting the fields & using the arrow buttons

**Callout 5:** Limit the # of fields exported when the field is part of a record that can have many records per applicant

**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.

Screen Tabs:	Fields Available:	Fields Selected:
Applicant Information	APPTYPE Applicant Type	CFNAME First Name
Contact	CLISTDONE Checklist Done	CLNAME Last Name
Fees	NCURSCORE Current Score	CMNAME Middle Name
General	DCURSTAT Current Status - Date L	
Grades->Academic Requirement	CURSTAT Current Status of Applic	
Grades->College Summary	CSTCHK Custom Checkbox	
Grades->GPA	DENTER Date Entered	
Grades->Subj Crse GPA	ERLYDEC Early Decision	
Interview	ERLYDC1 Early Decision Imported	
Letters->Letter Log	NFEEPAID Fee Paid? (1=Yes,0=Nc	
Letters->Word Letter Merge field	IMPDEC Imported	
Notes	DUPDATE Last Updated	
Personal->Address	DOFFSTAT Official Status - Date L	
Personal->Othr->Certs	OFFSTAT Official Status of Applic	
Personal->Othr->Discp Act	CAADSAS PharmCas #	
Personal->Othr->Empl	CSSNUM Social Security Number	
Personal->Othr->ExCur	NTRANSCHK Transcripts Verified	
Personal->Othr->Felony		
Personal->Othr->Honors		

Maximum # of fields when multiple records exist:

Buttons: Cancel, Print, Next

- 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>:

Save Current Format Load Saved Format Print Help Cancel Previous Next

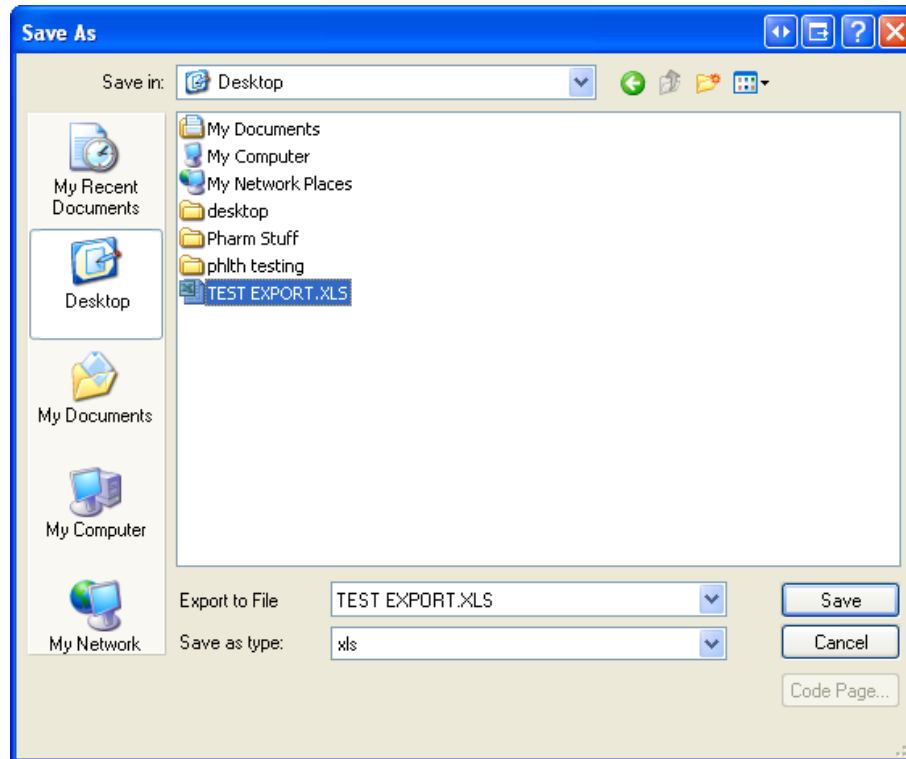
- Make any changes needed and click **Next** to continue.

## “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	GLENDAL COMMUNITY COLLEGE-CA-GLENDALE
3	2008021	BRIGHAM YOUNG UNIVERSITY	BRIGHAM YOUNG UNIVERSITY-HAWAII CAMP	ARIZONA STATE UNIVERSITY-MAIN CAMPUS/EAST
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.

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## 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

## Questions?

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