Unite Education Program v10.0
Job Aid: 5620

Export Status History Information

In Unite, you can export information from a status history grid to an Excel (.XLSX) file or a .PDF document. When you export status history, Unite only exports information showing on the grid. If you sorted or filtered any columns, only the information currently showing is included in the export file. The steps to export status history differ depending on whether you want to export person status history or export application status history.

To export person status history

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Find and open the person record.

   Note

   You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. Click to expand the *Person Status* section.
5. Click and expand the *Person Status History* section.
6. On the grid toolbar, click to export the status history to an .XLSX file, or click to export the status history to a .PDF file.
7. Open and save the export file.

Note

The steps to open and save an export file may vary depending on your browser settings for file downloads.

Note

The export file does not include the name of the person for whom the status history applies. If you save the file, you may want to add the person's name to the file name. If you print the file, you may want to write the person's name on the printed document.

8. Click X to close the person record.

To export application status history

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Find and open the person record.

Note

You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. Click the tab for the application for which you want to export status history.
5. Click to expand the *Application Status* section.
6. Click and expand the *Status History* section.
7. On the grid toolbar, click to export the status history to an .XLSX file, or click to export the status history to a .PDF file.

8. Open and save the export file.

Note

The steps to open and save an export file may vary depending on your browser settings for file downloads.

Note

The export file does not include the name of the person for whom the status history applies. If you save the file, you may want to add the person's name to the file name. If you print the file, you may want to write the person's name on the printed document.

9. Click X to close the person record.

Related resources

- 5734 – About Status History
- 5433 – Perform a Person Search
- 5743 – Open a Person Record