

# Exporting Data

As a recruiter you may wish to export your data from Do-it in order to produce reporting or a mailing list. This guide will show you how to get started with the export.



Do-it allows you to export any data you have entered, regardless if it's your volunteer applications or the organisations you work with. It's an easy process that sends a request to our servers and sends you a notification for you to download your data.

## Step 1: Selecting your data set

Within any section of the Recruiter dashboard you will notice on the top left corner of each record section a tick box. Checking the top box will select all records, or checking one box will select that one record.

Click here to select all records

Delete selected Export Add opportunity

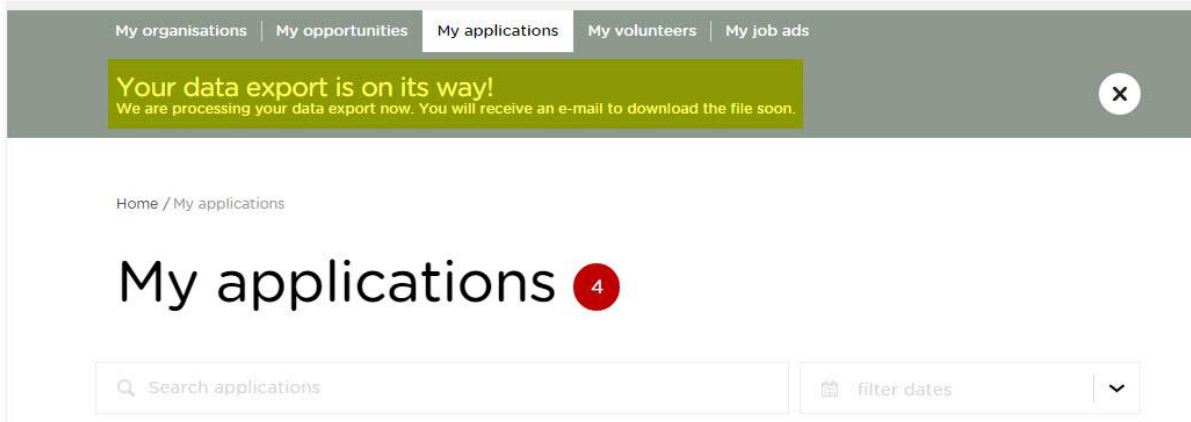
<input checked="" type="checkbox"/>	logo	Opportunity	Offered by	Offered for	Status	Created	Edit
<input checked="" type="checkbox"/>		Adding Images	Do-it Trust 020 7928 5080 info@do-it.org	Do-it Trust 020 7928 5080 info@do-it.org	DRAFT (14/04/2015)	14/01/2015	<input type="button" value="Publish"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>		Can you help make Do-it even better?	Do-it Trust 020 7928 5080 info@do-it.org	Do-it Trust 020 7928 5080 info@do-it.org	EXPIRED (30/12/2014)	27/10/2014	<input type="button" value="Publish"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Step 2: Exporting

Once you have selected the records you wish to export, click on 'Export' at the top of the screen:



The you will be notified that your export is on it's way.



## Step 3: Downloading your data

When your export is ready an email will arrive in the inbox of the email address you use to log in to Do-it.org. Please note this may take a few minutes depending on how much data you are exporting.

This is the email you'll receive:

Dear Do-it Support,

Your exported data is ready for download. Just follow the link below.

For security reasons only you can download this file and you must be logged into Do-It to be able to access your download.

**[Download CSV](#)**

See you soon,  
The Do-it Team

Please click on the link 'Download CSV' and this will open a new tab within your web browser.

Your download should have automatically started. Normally you will see the file appear on the bottom of the screen, as below. If not, please check your downloads folder for this file or please click on the link within the web page to try again.

### Export Download

Your export download should have automatically started, please check your downloads folder or [click here to start the download again.](#)  
For information on how to use the export download, please check out our [support guidance.](#)

If the download didn't start please click here to download again

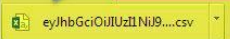
Your downloaded CSV file is here.  
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Once you have downloaded this you will be able to view your exported data in Excel.