

Accessing Applicant Information in Cityspan

1 Click **Admin Reports** from the main menu, running vertically along the left side of the screen

2 Click **Applicant Report**

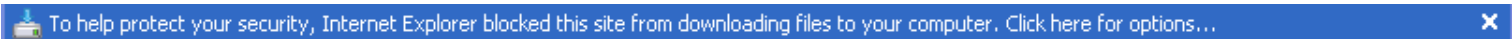
3 Select **term** of your program

4 You will see a list of programs that you are assigned to as a Liaison and/or Instructor. Select the programs you would like to generate a report for by clicking the box next to the program's name

Click **Generate**

★ You can choose to generate a report on as many programs as you'd like at one time

★ When the report is generating, a Popup Blocker may appear *directly below your toolbar*



Put your mouse on the bar and right click to disable it

5

A file download will appear at the bottom of your screen. Click download to open

Applicant_Report_107...xls



6 Click Yes

Anytime you download a report from Cityspan, a warning will open in Excel asking if you are sure you would like to open the report

7 Applicant Report will open in Excel

Fields included in this report are:

1. **Activity ID:** A unique identifier generated for each Activity by Cityspan
2. **Activity Name**
3. **Ranking:** Teens rank stipend programs in order of preference as part of the online application, with 1 being the highest
4. **Application Date:** The date and time the Teen submitted the application.
5. **Person ID:** The Cityspan Teen identification number
6. **First Name**
7. **Last Name**
8. **Age**
9. **School**
10. **Home Phone**
11. **Cell Phone**
12. **Allow Text Messaging:** Teen either says Yes to receiving text messages or no
13. **E-mail**
14. **Consent/PACR Status :** Confirmation that the teen's Consent Form and PACR has been submitted
15. **Number of Previous Programs Participated:** Number of After School Matters programs teen has previously participated in
16. **Number of Previous Programs Dropped:** Number of After School Matters programs teen has dropped
17. **Previous Programs Participated or Dropped:** Name of After School Matters programs teen has dropped

	Activity ID	Activity Name	Region	Campus	Location	Ranking	Recommendation	Interview Reason	Interview Note	Application Date	Person ID	First Name	Last Name
6	2333224	Advanced Culinary	South		Bethlehem					1/30/2015 11:27	111111	first name	last name
7	2333224	Advanced Culinary	South		Bethlehem					1/30/2015 9:24	111111	first name	last name
8	2333224	Advanced Culinary	South		Bethlehem					1/27/2015 11:49	111111	first name	last name
9	2333224	Advanced Culinary	South		Bethlehem					12/12/2014 15:18	111111	first name	last name
10	2333224	Advanced Culinary	South		Bethlehem					1/28/2015 11:52	111111	first name	last name
11	2333224	Advanced Culinary	South		Bethlehem					12/12/2014 16:57	111111	first name	last name
12	2333224	Advanced Culinary	South		Bethlehem					1/27/2015 9:35	111111	first name	last name
13	2333224	Advanced Culinary	South		Bethlehem	1				2/9/2015 12:27	111111	first name	last name
14	2333224	Advanced Culinary	South		Bethlehem	1				2/9/2015 21:31	111111	first name	last name
15	2333224	Advanced Culinary	South		Bethlehem	1				12/6/2014 9:06	111111	first name	last name
16	2333224	Advanced Culinary	South		Bethlehem	1				12/6/2014 9:12	111111	first name	last name
17	2333224	Advanced Culinary	South		Bethlehem	2				2/7/2015 8:25	111111	first name	last name
18	2333224	Advanced Culinary	South		Bethlehem	1				1/23/2015 7:52	111111	first name	last name
19	2333224	Advanced Culinary	South		Bethlehem	1				12/9/2014 10:09	111111	first name	last name
20	2333224	Advanced Culinary	South		Bethlehem	1				11/18/2014 10:13	111111	first name	last name
21	2333224	Advanced Culinary	South		Bethlehem	1				1/2/2015 11:08	111111	first name	last name
22	2333224	Advanced Culinary	South		Bethlehem	3				11/18/2014 10:11	111111	first name	last name
23	2333224	Advanced Culinary	South		Bethlehem	3				2/21/2015 16:39	111111	first name	last name
24	2333224	Advanced Culinary	South		Bethlehem	1				1/17/2015 7:16	111111	first name	last name
25	2333224	Advanced Culinary	South		Bethlehem	1				12/18/2014 15:22	111111	first name	last name
26	2333224	Advanced Culinary	South		Bethlehem	2				1/10/2015 19:03	111111	first name	last name
27	2333224	Advanced Culinary	South		Bethlehem	1				2/14/2015 16:34	111111	first name	last name
28	2333224	Advanced Culinary	South		Bethlehem	1				12/6/2014 9:17	111111	first name	last name
29	2333224	Advanced Culinary	South		Bethlehem	1				12/6/2014 9:07	111111	first name	last name
30	2333224	Advanced Culinary	South		Bethlehem	1				1/5/2015 10:13	111111	first name	last name