

How to Export Records

Click the corresponding item in the global menu, and display the list view of the data you wish to export

The screenshot shows the PORTERS HR-Business Cloud interface. At the top, there is a navigation bar with tabs for Client, Recruiter, Job, Person, Resume, Sales, Process, and Activity. Below this is a 'Home' section with a calendar and a global menu. The global menu is open, showing options like Search, New, Saved Search, All Resume (highlighted), My Resume, My Pinned Resume, Recently Accessed, Hanako Yamada(10003), Sample Person 02(100...), Sample Person 01(100...), Import, and Import Resume. A callout box points to the 'All Resume' option with the text: 'Click the corresponding item in the global menu, and display the list view of the data you wish to export'.

Export can be performed from each list view (see reference table below).
When export is performed from lower level menus, upper level data can be exported at the same time.

	Client	Recruiter	Job	Person	Resume	Sales	Process	Activity
Client	●	●	●	-	-	●	●	●※ Activity registration screen + all exportable data from that screen
Recruiter	-	●	●	-	-	●	●	
Job	-	-	●	-	-	●	●	
Person	-	-	-	●	●	●	●	
Resume	-	-	-	-	●	●	●	
Sales	-	-	-	-	-	●	●	
Process	-	-	-	-	-	-	●	
Activity	-	-	-	-	-	-	-	●

※ There is a possibility that the screen image might change.
 ※ In this manual, the default menus displayed are the default settings.
 To change the global menu display settings, please refer to the document "How to Customize the Global Menu".

Add a check the records you wish to export and click the Bulk Action menu, then select Export

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Client Recruiter Job Person Resume Sales Process Activity

Resume List (3) Filter Add New Resume Bulk Action Update Export

Entry(0) Open(3) Close(0)

Hanako Yamada(10003) 1st Interview 2nd Interview Email to Resume Delete

Date of Birth	1965/06/08 Age 49	Phase	Open
Address (Person)	東京都港区	Phase Date	2014/06/19 18:36:00
Mobile Number (Person)	080-2222-3333	Phase Memo	
E-mail (Person)	hanako@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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Sample Person 01(10001) Duplicate

Matching 1st Interview 2nd Interview Decision Offer

Date of Birth	1991/01/01 Age 23	Phase	Open
Address (Person)	Sample Address (Person)	Phase Date	2014/05/16 00:00:00
Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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Sample Person 02(10002) Duplicate

Matching Job Sent Recommend 1st Interview 2nd Interview Decision Offer

Date of Birth	1990/01/01 Age 24	Phase	Open
Address (Person)	Sample Address (Person)	Phase Date	2014/05/16 00:00:00
Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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Example, select "Selected Data" and click "Next".

Please select the records to be exported

- All (within the search criteria)
- Data displayed
- Checked data

Back Next Run Cancel

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■ The extent of what can be exported is described as follows.

- 1. All items (within the scope of search criteria)**
You can export all items, the number of which is indicated in the ●● symbols located in "Resume List View(●●)" in the upper-left corner of the screen. In the case presented here, 10 items will be exported.
- 2. Displayed items**
In the list view screen, 50 items are displayed at first, and these 50 items can be exported. If you scroll to the bottom of the screen and select "View More", the number of displayed items will increase by 50, and you can then export all displayed items at once.
- 3. Checked data**
Items which have been selected by a checked box will be exported.

Resume - Export (2/4)

Choose Export

New Export

resume list

Back Next Run Cancel

Select your method of export. Here, we have selected “New Export” and will set new export conditions.

※If you have performed an export previously, those settings will be automatically stored in HRBC, so when you select export method it will be displayed as an option.

If you perform an export frequently, the settings are saved after performing an export once so you don’t need to set them each time.

After you have selected, click “Next”.

Resume - Export (3/4)

Export Settings

1. Enter Export Name

test

Available to all users
 Available to only the current user

2. Setup export method

- Drag and drop [HRBC Items] to [Export Items].
- Convert data to be exported by clicking [Convert] button.

HRBC Item

Person

- Basic Information
- Person ID
- Person Owner
- Person Name
- Memo
- Zip Code (Person)
- Address (Person)
- Telephone (Person)
- E-mail (Person)

Back Next Run Cancel

When performing a new export, add a name.
For example, "Registration Condition Analysis", "For Linked Site A", etc.

※In case of a one-time export, we recommend you include the intended use and export

You can choose to share your created export settings with all users in your company, or set them for personal use only.

In case the list becomes too long, click the heading with the arrow mark to collapse the contents of the list.

You can also navigate using the scroll bar.

Select the items you wish to export, and drag and drop them from the left of the screen to the right.

Furthermore, you can drag and drop a Birthday item.

Drag and drop the items you wish to export in turn.

When all mapping is complete, click the "Next" button.

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Client Recruiter Job

Resume List (3) Filter

Entry(0) Open(3) Close(0)

- Hanako Yamada(10003)
Matching 1 Job Sent 1 Recomm
Date of B
Address (Pers
Mobile Number (Pers
E-mail (Pers
Resume Ow
- Sample Person 01(10002)
Matching 1 Job Sent 1 Recomm
Date of B
Address (Pers
Mobile Number (Pers
E-mail (Pers
Resume Ow
- Sample Person 02(10002)
Matching 1 Job Sent 1 Recomm
Date of B
Address (Pers
Mobile Number (Pers
E-mail (Pers
Resume Ow

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Resume - Export (4/4)

The export preparation is complete [Help](#)

- Select character code of file
Character Code ANSI
- Click "Run" button
When the export starts, the export icon will appear on the upper right part of the window
The export process will be performed in the background.
You can check the export status by clicking the export icon.

Click "Run".

Back Next Run Cancel

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PORTERS HR-Business Cloud

The screenshot displays the PORTERS HR-Business Cloud interface. At the top, the logo "PORTERS" is visible along with a trial expiration notice: "Trial expires in 597 days". The user's name "Catherine Porters" and navigation options "Apps" and a help icon are in the top right. A main navigation bar includes "Client", "Recruiter", "Job", "Person", "Resume", "Sales", "Process", and "Activity". The current view is "Resume List (3)", with buttons for "Filter", "Add New Resume", and "Bulk Action". A "Customize View" link is also present.

The main content area shows a list of resumes. The first resume is for "Hanako Yamada(10003)", which is selected. Below the name are navigation options: "Matching", "Job Sent", "Recommend", "1st Interview", "2nd Interview", "Decision", and "Offer". A table of details follows:

Date of Birth	1965/06/08 Age 49	Phase	Open
Address (Person)	東京都港区	Phase Date	2014/06/19 18:36:00
Mobile Number (Person)	080-2222-3333	Phase Memo	
E-mail (Person)	hanako@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

Below this table is a "Sublist" button. The second resume is "Sample Person 01(10001)", also selected, with similar navigation options and a table of details:

Date of Birth	1991/01/01 Age 23	Phase	Open
Address (Person)	Sample Address (Person)	Phase Date	2014/05/16 00:00:00
Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

A third resume, "Sample Person 02(10002)", is partially visible below. A modal dialog box titled "PORTERS" is overlaid on the screen, containing the text: "The export has started. You can review the progress and result by clicking on the icon in the top right corner and choosing export." Below the text is an "OK" button. A yellow callout bubble points to the "OK" button with the text "Click 'OK'".

At the bottom of the interface, there are links for "Terms of Agreement" and "About PORTERS HR-Business Cloud", and a copyright notice: "copyright © PORTERS Corporation All Rights Reserved."

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Client Recruiter Job Person Resume Sales Process Activity

Resume List (3) Filter Add New Resume Bulk Action Customize View

Entry(0) Open(3) Close(0)

Hanako Yamada(10003) Matching 1 Job Sent 1 Recommend 1st Interview 2nd Interview Decision Offer

Date of Birth	1965/06/08 Age 49
Address (Person)	東京都港区
Mobile Number (Person)	080-2222-3333
E-mail (Person)	hanako@porters.jp
Resume Owner	N/A Catherine Porters

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Sample Person 01(10001) Matching 1 Job Sent Recommend 1st Interview 2nd Interview Decision Offer Duplicate

Date of Birth	1991/01/01 Age 23	Phase	Open
Address (Person)	Sample Address (Person)	Phase Date	2014/05/16 00:00:00
Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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Sample Person 02(10002) Matching Job Sent Recommend 1st Interview 2nd Interview Decision 1 Offer Duplicate

Date of Birth	1990/01/01 Age 24	Phase	Open
Address (Person)	Sample Address (Person)	Phase Date	2014/05/16 00:00:00
Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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When performing a bulk operation, an icon will appear in the upper right of the screen. While the export is processing, the icon is orange.

*When there are a large number of items to be exported, it may take time for this icon to appear.

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Client Recruiter Job Person Resume Sales Process Activity

Resume List (3) Filter Add New Resume Bulk Action Customize View

Entry(0) Open(3) Close(0)

Hanako Yamada(10003) [Download](#) [View results](#)

Matching 1 Job Sent 1 Recommend 1st Interview 2nd Interview Decision Offer

Date of Birth	1965/06/08 Age 49	Phase Date	2014/06/19 18:36:00
Address (Person)	東京都港区	Phase Memo	
Mobile Number (Person)	080-2222-3333	Photo	
E-mail (Person)	hanako@porters.jp		
Resume Owner	N/A Catherine Porters		

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Sample Person 01(10001) [Duplicate](#)

Matching 1 Job Sent Recommend 1st Interview 2nd Interview

Date of Birth	1991/01/01 Age 23	Phase Memo	Sample Phase Memo
Address (Person)	Sample Address (Person)	Photo	
Mobile Number (Person)	090-0000-0000		
E-mail (Person)	sample@porters.jp		
Resume Owner	N/A Catherine Porters		

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Sample Person 02(10002) [Duplicate](#)

Matching Job Sent Recommend 1st Interview 2nd Interview Decision 1 Offer

Date of Birth	1990/01/01 Age 24	Phase	Open
Address (Person)	Sample Address (Person)	Phase Date	2014/05/16 00:00:00
Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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When finished, the icon will turn green. Click the icon and select "Confirm Export Results".

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PORTERS HR Business Cloud

Export Result

Start Time: 2014/10/28 14:47
End Time: 2014/10/28 14:47
Number of records exported: 2
Number of records failed: 0

The export results will be displayed in a separate window.

In case there was an error, information regarding the error will be displayed. Check the contents of the error, resolves the causes of the error, and perform the export again.

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Client Recruiter Job Person Resume Sales Process Activity

Resume List (3) Filter Add New Resume Bulk Action

Entry(0) Open(3) Close(0)

Resume - Export Complete
 Start time 2014/10/28 14:47
 End time 2014/10/28 14:47
[Download](#)
[View results](#)

<input type="checkbox"/> Hanako Yamada(10003)	Matching 1 » Job Sent 1 » Recommend » 1st Interview » 2nd Interview » Decision » Offer »	Phase	Open
Date of Birth	1965/06/08 Age 49	Phase Date	2014/06/19 18:36:00
Address (Person)	東京都港区	Phase Memo	
Mobile Number (Person)	080-2222-3333	Photo	
E-mail (Person)	hanako@porters.jp		
Resume Owner	N/A Catherine Porters		
Sublist			
<input type="checkbox"/> Sample Person 01(10001)	Matching 1 » Job Sent » Recommend » 1st Interview 1 » 2nd Interview » Decision » Offer »	Phase	Open
Date of Birth	1991/01/01 Age 23	Phase Date	2014/05/16 00:00:00
Address (Person)	Sample Address (Person)	Phase Memo	Sample Phase Memo
Mobile Number (Person)	090-0000-0000	Photo	
E-mail (Person)	sample@porters.jp		
Resume Owner	N/A Catherine Porters		
Sublist			
<input type="checkbox"/> Sample Person 02(10002)	Matching » Job Sent » Recommend » 1st Interview » 2nd Interview » Decision 1 » Offer »	Phase	Open
Date of Birth	1990/01/01 Age 24	Phase Date	2014/05/16 00:00:00
Address (Person)	Sample Address (Person)	Phase Memo	Sample Phase Memo
Mobile Number (Person)	090-0000-0000	Photo	
E-mail (Person)	sample@porters.jp		
Resume Owner	N/A Catherine Porters		
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Click "Download"

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Client Recruiter Job Person Resume Sales Process Activity

Resume List (3) Filter Add New Resume Bulk Action Customize View

Entry(0) Open(3) Close(0)

Hanako Yamada(1003) Matching 1 Job Sent 1 Recommend 1st Interview 2nd Interview Decision Offer

Date of Birth	1965/06/08 Age 49	Phase	Open
Address (Person)	東京都港区	Phase Date	2014/06/19 18:36:00
Mobile Number (Person)	080-2222-3333	Phase Memo	
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Sample Person 01(10001) Matching 1 Job Sent Recommend 1st Interview 2nd Interview Decision Offer Duplicate

Date of Birth	1991/01/01 Age 23	Phase	Open
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Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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Sample Person 02(10002) Matching Job Sent Recommend 1st Interview 2nd Interview Decision Offer Duplicate

Date of Birth	1990/01/01 Age 24	Phase	Open
Address (Person)	Sample Address (Person)	Phase Date	2014/05/16 00:00:00
Mobile Number (Person)	090-0000-0000	Phase Memo	Sample Phase Memo
E-mail (Person)	sample@porters.jp	Photo	
Resume Owner	N/A Catherine Porters		

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hrbc-1 から export_2013-08-27_18-55-01.csv (166 バイト) を開くか、または保存しますか? ファイルを開く(O) 保存(S) キャンセル(C) ×

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Exported data is in CSV format, so click "Save" and save it to your desired folder.