

## **CDOL Tip of the Week. March 26, 2012**

### **CDOL Search: Export to File**

This is a fairly simple tip, but can be a big time saver. When a user gets multiple search results, the shaded bar above the results includes "Export to File." Clicking on this link produces a file that can be saved, or opened in several ways, including as a spreadsheet, or as a CSV file (comma separated value, suitable for importing into spreadsheets or databases).

When an organization or position search is exported, it produces a file that possibly includes (if the information is populated for the results) data for the following:

- Organization Official Name
- Organization Local Name 1
- Organization Local Name 2
- Unit Number
- Organization Type
- Organization Email
- Organization Status
- Organization Primary Location Address (composed)
- Organization Primary Location Street 1
- Organization Primary Location Street 2
- Organization Primary Location Street 3
- Organization Primary Location Street 4
- Organization Primary Location District
- Organization Primary Location City
- Organization Primary Location Zip
- Organization Primary Location State/Province
- Organization Primary Location Country
- Organization Primary Location Local Address 1
- Organization Primary Location Local Address 2
- Organization Primary Location Local Address 3
- Organization Primary Location Local Address 4
- Parent Organization Official Name
- Parent Organization Local Name 1
- Parent Organization Local Name 2
- Parent Organization Unit Number
- Parent Organization Type
- Position Full Name (primary contact leader)
- Position Given Name
- Position Surname
- Position Local Given Name (if non-English unit) 1

- Position Local Surname 1
- Position Local Given Name (if non-English unit) 2
- Position Local Surname 2
- Position Type
- Position Honorific
- Position Status
- Position Mailing Address
- Position Mailing Address Street 1
- Position Mailing Address Street 2
- Position Mailing Address Street 3
- Position Mailing Address Street 4
- Position Mailing Address District
- Position Mailing Address City
- Position Mailing Address Zip
- Position Mailing Address State/Province
- Position Mailing Address Country
- Position Local Mailing Address 1
- Position Local Mailing Address 2
- Position Local Mailing Address 3
- Position Local Mailing Address 4
- Position Home Address (composed)
- Position Home Phone
- Position Mobile Phone
- Position Work Phone
- Position Email

With a simple click the user can view a good portion of the data available in CDOL on the organizations or positions returned in the results, and all in one place, which can also then be used as a data source for a merge document.