

Export from WebAdMIT - Step-by-Step Guide

1. Navigate to the PDF Manager:

- Log in to your WebAdMIT account.
- From the main menu bar, open the **Reports & Exports** panel.
- Click on **PDF Manager**.

2. Create a New PDF Template:

- Click the **New PDF File** button to start creating a new export template. This template can be saved and reused for future exports.

3. Configure the Template:

- **Name:** Give your template a descriptive name, such as Full Cycle Application Export 2025-2026.
- **List:** For a full export of all applicants, you can leave this blank. If you only want a subset, you can first create a List of applicants and select it here.
- **Document Type:** From the dropdown menu, select **Full Application PDF**. This is the most critical step to ensure you get the complete application file for each candidate.
- **Document Last Printed Date:** For your first export of a cycle, you can filter for where the Document Last Printed Date is Null. This ensures you get all applications that have never been exported before. For subsequent exports, this feature is useful to prevent downloading duplicates.
- **File Name Pattern:** The default naming pattern is sufficient and useful for parsing (<CAS ID>_<FirstName>_<LastName>_Full Application...). No changes are typically needed.
- **Viewable By:** Select who should be able to see and use this template.
- **Included Panels and Subpanels:** To ensure a complete data export, **select all available panels and subpanels**. This will include biographic information, academic history, supporting documents, essays, evaluations, etc. Also, check the box to **"Automatically add new question blocks added mid-cycle to this template"** to avoid missing data.

4. Save and Run the Export:

- Click **Save PDF Settings**.
- You will be returned to the PDF Manager dashboard. Find your newly created template and click on its name to run it.
- The system will process the export, which may take several minutes to hours depending on the volume of applications.

5. Download the File:

- After running the template, you will be redirected to the **Recent Files** page.
- Once the status shows as complete, a link to a .zip file will appear in the Download column. Click this link to download the file to your computer. The output will be a .zip archive containing all the individual application PDFs.