TELO Reports for Import and Export Applicant date

Left panel

Institution Account [+]

Enrolled Students [+]

Applications [−]

This section is for applicants not yet enrolled.
Scholarship Certification & Application
Application

View Applicants

Scholarship Recertification of Eligibility
Annual Report | View Submissions

Forms Deletion
Delete Submissions

Reports
Export Applicant Report

Import Applicant Report

Report

Applicant Report for active Applicants. Click "Tools" to save as excel or print.

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schoolyear	ssn	lname	fname	addr 1	addr 2	addr 3	phone	semail	exportschool	importschool
2016										
	1234	Dodson	Jannie	660 Pioneer Ct	Marion, KS 66861		402.418.1081	jkhd76@gmail.com	Tuition Exchange (The)	Tuition Exchange (The)
	2345	Dodson	Jannie	660 Pioneers Ct	Marion, KS 66861		402.418.1081	jkhd76@gmail.com	Tuition Exchange (The)	HBP
	1234	dummy	janet						Tuition Exchange (The)	Tuition Exchange (The)
	1234	Fields	Test	132 Test	Testing, MD 21117	Testing, MD 21117		heatherh@hbp.com	Tuition Exchange (The)	TE TEST SITE
	6789	Hanson	Jennifer	12 CR 2400	Crete, NE 68333		402.410.1081	jkhd76@gmail.com	Tuition Exchange (The)	TE TEST SITE
	1234	Hanson	Muffy	8 Pioneers Ct	Crete, NE 68333		402.418.1081	jdodson@tuitionexchange.org	Tuition Exchange (The)	TE TEST SITE
	1234	Holman	Test						Tuition Exchange (The)	TE TEST SITE
	9876	Robb	Caroline	3 Bethesda Metro Center	Bethesda, MD 20814	Bethesda, MD 20814		jdodson@tuitionexchange.org	Tuition Exchange (The)	XP - Evangelical Lutheran Churches in America - XP
	9876	Robb	Caroline	3 Bethesda Metro Center	Bethesda, MD 20814		402.418.1081	jdodson@tuitionexchange.org	Tuition Exchange (The)	TE TEST SITE
	9876	Robb	Elizabeth	3 Bethesda Metro Center	Bethesda, MD 20814		402.418.1081	jdodson@tuitionexchange.org	Tuition Exchange (The)	HBP
	9876	Robb	Elizabeth	3 Bethesda Metro Center	Bethesda, MD 20814		402.418.1081	jdodson@tuitionexchange.org	Tuition Exchange (The)	TE TEST SITE
	9876	Robb	Elizabeth	3 Bethesda Metro Center	Bethesda, MD 20814		402.418.1081	jdodson@tuitionexchange.org	Tuition Exchange (The)	XP - Evangelical Lutheran Churches in America - XP
	0123	Test	Heather	123 Test				heatherh@hbp.com	Tuitio...	
	0123	Test	Heather	123 Test			444-444-4444	heatherh@hbp.com	Tuitio...	

Tools menu

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- ✉ E-mail/Schedule
- 📊 Open in Excel
- 📊 Open linked in Excel
- 📊 Open Filter-page in Excel
- 📊 Link for Filter page
- Grouped values on each row
- ✔ Include drill-out
- Open in Word

- CSV
- CSV (;)

The Tools function is located in the upper right hand corner of the report seen above