

Exporting the Job Profile Database

A well-defined job profile contains a lot of information. If it is required to export the information for whatever purpose, use the following functionality.

- Select to open **Administration** from the side menu.
- Select to expand **Configuration**.
- Select **Export Database** to open the following screen.



Export to Excel

- Select **Export to excel** to display the following export options.



Note:

When running any of these export options, bear in mind that a substantial amount of data is being compiled and formatted before it can be exported to Excel. The export action can therefore be expected to take quite a while.

1. Libraries

This option exports all the standardised library information used to build up a profile in separate Excel sheets i.e. Grading Type, Grading Scale, Accreditation and Registration, Business Process, Competencies etc.

- Select the **Libraries.xls** hyperlink to export the following file:

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Note:

Every library item’s primary key (PK) is part of the export. This PK is what binds the library item to a field in the job profile itself.

2. Job Profiles

This option exports the job profiles with their fields i.e. Job Profiles, Grading Scale, Major Challenges, Decision Limits, Career Path, VARI etc.

- Select the **JobProfiles.xls** hyperlink to export the following file.

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Note:

All fields that got their information from a lookup or dropdown will only display the dropdown value’s PK. E.g. for the first job profile above its *Status* field’s PK is 0001. Use this PK to lookup the actual value (e.g. Finalised) in the **Libraries** export file.

3. Position Profiles

This option exports a list of positions linked to the profiles in the **JobProfiles** export above.

- Select the **PositionProfiles.xls** hyperlink to export the following file.

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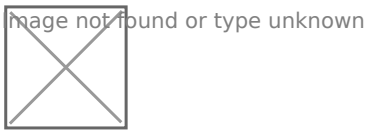


Note:

- The JobFK (Column N) field binds the position to its parent profile.
- As for the job profiles, all fields that got their information from a lookup or dropdown will only display the dropdown value’s PK. Use this PK to lookup the actual value (e.g. Finalised) in the **Libraries** export file

Export template to Excel

- Select **Export template to excel** to display the following template options.

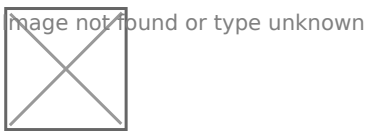


- The same three Excel files as discussed above are exported but without data.
- If properly populated by a client, the data on these templates can be imported into the system.

1. Libraries Template

This option creates a template in which standard library information can be provided for importing into the Job Profiler module.

- Select the **LibrariesTemplate.xls** hyperlink to export the following file.



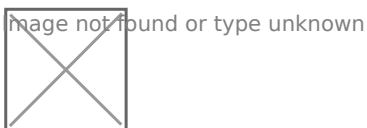
Note:

When populating this template the system's PK, Export PK etc. values have not yet been assigned. Therefore, only the *Description* field can be completed. An attempt should be made to at least give some indication of which library value is used in which job profile field in the next template.

2. Job Profile Template

This option creates a template in which job profile information can be provided for importing into the Job Profiler module.

- Select the **JobProfilesTemplate.xls** hyperlink to export the following file.



3. Position Profile Template

This option creates a template in which a job profile's position information can be provided for importing into the Job Profiler module.

- Select the **PositionProfilesTemplate.xls** hyperlink to export the following file.

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Clear Export Tables

When exporting information, the system has to compile and format the data into the three export files discussed above. This is done via the use of temporary tables in the database. If the information is to be exported again, be sure to select **Clear export tables** to clean out all previously compiled export information.

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