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**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

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## **Exporting search results to Microsoft Excel**

### **A Guide for PPOD users**

## Exporting search results to Microsoft Excel

The 'Export To Excel' facility allows you to search for a list of pupils and then to export the list to Microsoft Excel for further examination, filtering and/or sorting.

Once a search has been performed using the 'Pupil Search' or 'Pupil Batch Update' option, the result screen features a button labelled "Export to Excel".

- ▶ PPOD
  - ▶ Landing Page
- ▶ School
  - ▶ Update School Details
  - ▶ School Subject Lists
  - ▶ School Short Course List
  - ▶ School Reports
- ▶ Pupil
  - ▶ Add New Entrants
  - ▶ Pupil Search
  - ▶ Pupil Batch Update
  - ▶ Rapid Search
  - ▶ Duplicate Pupil: Case Review Form
- ▶ Rollover
  - ▶ Progressions
- ▶ October Returns
  - ▶ Rules Report
  - ▶ Submit Returns to DES
- ▶ Settings
  - ▶ Family And Medical Details
- ▶ Junior Cycle Award
  - ▶ JCPA: 2018
  - ▶ JCPA: 2019
  - ▶ Download JCPA

School Roll No 10000X, TEST2

2 Pupil Search Results

10 items found.

	Pupil ID	PPSN	Forename	Surname	DOB	Programme	Prog Year	Roll Class
📧	<a href="#">12999539</a>		fghl	hdfh	01-01-2001	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">13157689</a>	5401230U	fhal	jlkhasjldh	01-01-2001	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">13104872</a>		Adam	kelly	24-06-1980	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">13019995</a>		Gerry	Marsden	31-01-2004	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">12999742</a>		test	one	01-01-2001	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">13004372</a>		test	one	01-01-2005	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">13163455</a>		Tester	ppod	12-03-2000	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">12989506</a>		test	tesr	01-01-2000	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">13163394</a>		Tester	Test	25-01-2002	JUNIOR CYCLE	Year 2	ZZ
📧	<a href="#">13089368</a>		tom	tom	04-01-2004	JUNIOR CYCLE	Year 2	ZZ

10 items found.

Please Note: It is the responsibility of the school, as data controller, to ensure that all exp Protection Acts.

Return to Search
Print
Export To Excel

The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	A	B	C	D	E	F	G	H
1	12999539		fghl	hdfh	01/01/2001	JUNIOR CYCLE	Year 2	ZZ
2	13157689	5401230U	fhal	jlkhasjldh	01/01/2001	JUNIOR CYCLE	Year 2	ZZ
3	13104872		Adam	kelly	24/06/1980	JUNIOR CYCLE	Year 2	ZZ
4	13019995		Gerry	Marsden	31/01/2004	JUNIOR CYCLE	Year 2	ZZ
5	12999742		test	one	01/01/2001	JUNIOR CYCLE	Year 2	ZZ
6	13004372		test	one	01/01/2005	JUNIOR CYCLE	Year 2	ZZ
7	13163455		Tester	ppod	12/03/2000	JUNIOR CYCLE	Year 2	ZZ
8	12989506		test	tesr	01/01/2000	JUNIOR CYCLE	Year 2	ZZ
9	13163394		Tester	Test	25/01/2002	JUNIOR CYCLE	Year 2	ZZ
10	13089368		tom	tom	04/01/2004	JUNIOR CYCLE	Year 2	ZZ

**PLEASE NOTE that it is the responsibility of the school, as data controller, to ensure that all exported student data is managed securely as per the provisions of the Data Protection Acts.**