Extract Status

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TSDS > Extracts > Extract Status

This page allows you to review the status and completion of extracts. You can view, print, and delete extract and error reports for completed extracts.

View status and reports:

Field	Description
Extract Type	Select the extract type for which you want to check job status or completion.

- The list of jobs for the selected extract type is displayed, sorted by date in descending order.
- The data can be re-sorted.

  A white triangle is displayed in the heading row next to the column by which the grid is currently sorted. If the column is sorted in ascending order, the triangle points up. If the column is sorted in descending order, the triangle points down.

  - To re-sort data in the grid, click the underlined column heading. It will sort in ascending order.
  - Click it again to sort in descending order.

Field	Description
Job ID	The unique ID for each job is displayed. The number is automatically generated.
Job Status	“In Progress,” “Failed,” or “Completed” is displayed for each job listed. “In Progress” is displayed until the extract is complete. Once the extract is complete, “Completed” is displayed, and the **Job End** field displays the date and time at which the extract was completed. **NOTE:** Click **Refresh** to see the updated status.
Job Start	The date and time when the job was run is displayed.
Job End	The date and time when the job was completed is displayed.
User Name	The name of the person who submitted the job, according to the user ID, is displayed.
User Email	The user's email address is displayed, as entered on the Extract page.
School Year	The school year for which the extract was run is displayed.
Semester	For Attendance extracts only, the semester for which the extract was run is displayed.

Other functions and features:

	Select rows to be deleted.
Delete	Delete rows selected for deletion.
Refresh	Re-retrieve the data displayed.

Print Report	Print the report for the extract (if available). **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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