Instinct - How to export Instinct Criminal Database

There are 2 options to extract Criminal applications

Option 1:

Instructions

1. "Options" > "System Parameters" > "Client Parameters" > "Maximum Number of Returned Applications" "List Report"Ensure this is set to 999,999

2. "Information" > "List Report" set the **Criteria** to export all records.

3. "Information" > "List Report", Select Criminal from the Database drop down menu.

4. Export the report.

Option 2:

Instructions

1. "Criminal" > "Criminal Database Clean-up"
2. Ensure the Option selected is "Export application records"
3. Select "All" from the Criteria drop down menu, click **OK**.
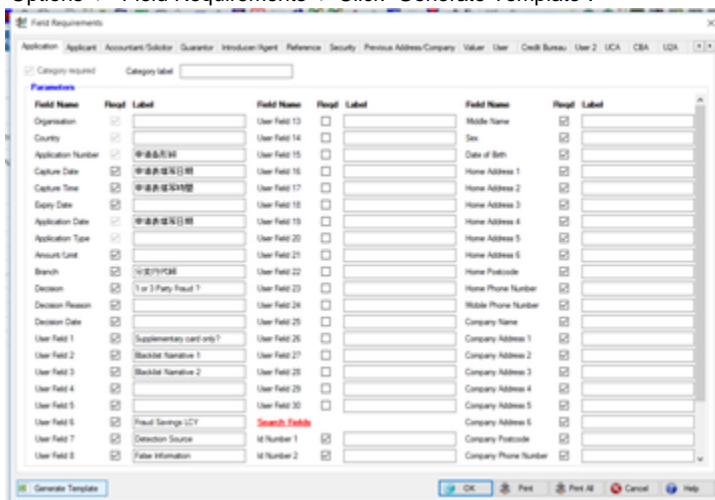

4. The output/archive file will be placed into the directory path specified in Instinct.ini > Output Directory parameter.
5. The output/archive file created by Instinct will be called 'CAccyymmddHHMMSS.txt', where -
   ·ccyymmdd = the creation date
   ·HHMMSS = the creation time
6. **Important Notes :** The output/archive file should be moved to a safe directory, as Instinct Server deletes the contents of the output directory whenever it is activated.
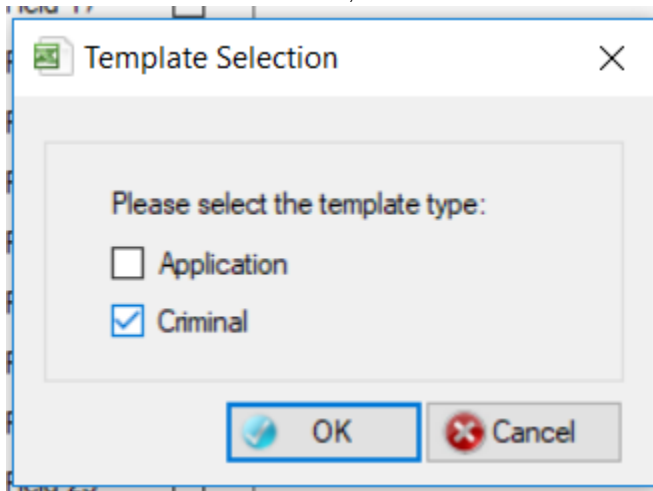
Additional info,

Please download Criminal Field header, this can be used as header for file exported above.

- "Options" > "Field Requirements" > Click "Generate Template".

- Ensure "Criminal" checkbox is ticked, click "OK" -> "OK"

- Save into Excel file

Related articles

- How to Add new Application Type
- How to Switch to Active Directory Security V5.3 and Above
- How to setup Auto Action
- How to load input record into Instinct by batch and online modes
- How to configure directory from Instinct Batch and Online services