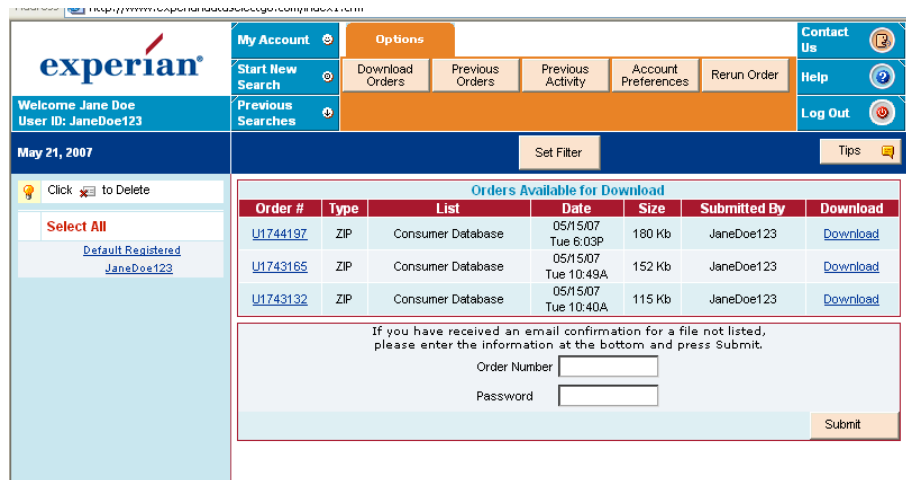


Lesson 5: Downloading an order

Downloading orders is quick and easy with Data Select Network. The information in this lesson will provide you the basics of downloading an order. Orders are available for download for 14 days after the order date. Files that have not been downloaded during the designated period will require reposting at an additional cost.

To download orders:

1. Click the **Download Orders** button located under the **Options** tab. A window opens showing orders available for download.



The screenshot shows the Experian Data Select Network user interface. The top navigation bar includes 'My Account', 'Options', 'Contact Us', 'Start New Search', 'Download Orders', 'Previous Orders', 'Previous Activity', 'Account Preferences', 'Rerun Order', 'Help', 'Log Out', and 'Previous Searches'. The main content area displays a table of orders available for download, with columns for Order #, Type, List, Date, Size, Submitted By, and Download. Below the table is a form for entering order information if a file is not listed.

Order #	Type	List	Date	Size	Submitted By	Download
U1744197	ZIP	Consumer Database	05/15/07 Tue 6:03P	180 Kb	JaneDoe123	Download
U1743165	ZIP	Consumer Database	05/15/07 Tue 10:49A	152 Kb	JaneDoe123	Download
U1743132	ZIP	Consumer Database	05/15/07 Tue 10:40A	115 Kb	JaneDoe123	Download

If you have received an email confirmation for a file not listed, please enter the information at the bottom and press Submit.

Order Number

Password

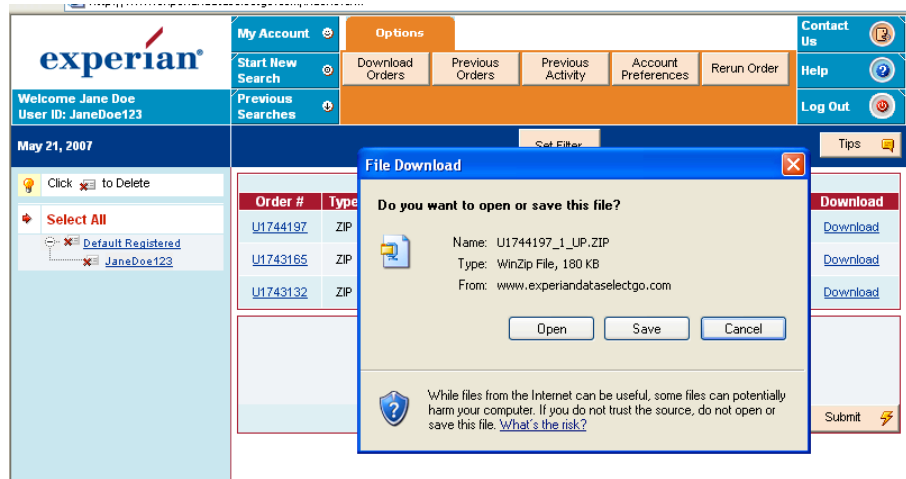
If no order is available, this message appears: "There are no orders to download at this time. Click here to display my orders page." When you click the link, you will be directed to the previous orders page.



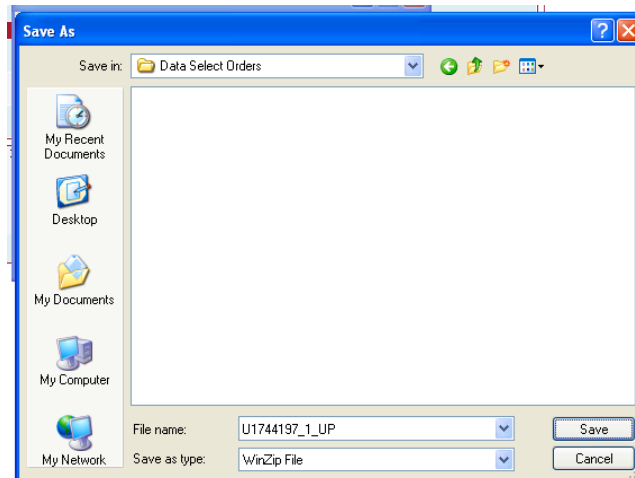
If you want to view orders placed by other users in your company, click on the **Set Filter** button.

2. To download the order, click on the **Download** hyperlink corresponding to the order ID.

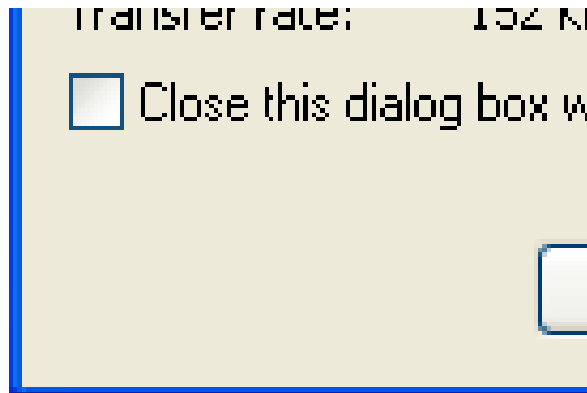
3. The File Download pop-up box will appear. Click on **Save**.



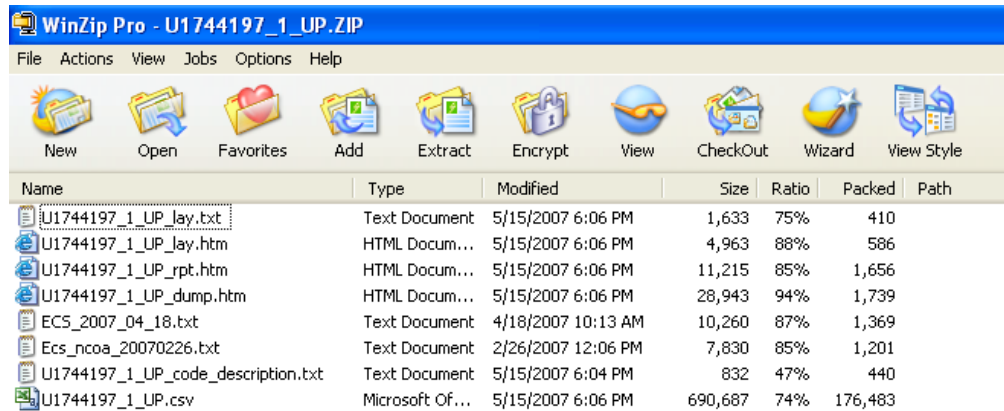
4. Select the folder where you want to save your order and click on the **Save** button.



5. When you have finished saving your file, you click **Close** and move onto your next task, or you can open the order file. To open the file, simply click on the **Open** button.



6. The order files are provided in a zip file. When you open the zip file, you will see several documents.



Each order file contains:

- File layout in text format
- File layout in html format
- Count report
- Data dump for the first ten and last ten records
- CASS report
- NCOA Report (not provided for New Movers or New Homeowners files)
- Code descriptions
- Data file

After downloading the file, you can import it to a database or a spreadsheet. This makes it easier for you to use or to manage the information in the order file.

