Vitae RDF Planner

Instructions to Download Data

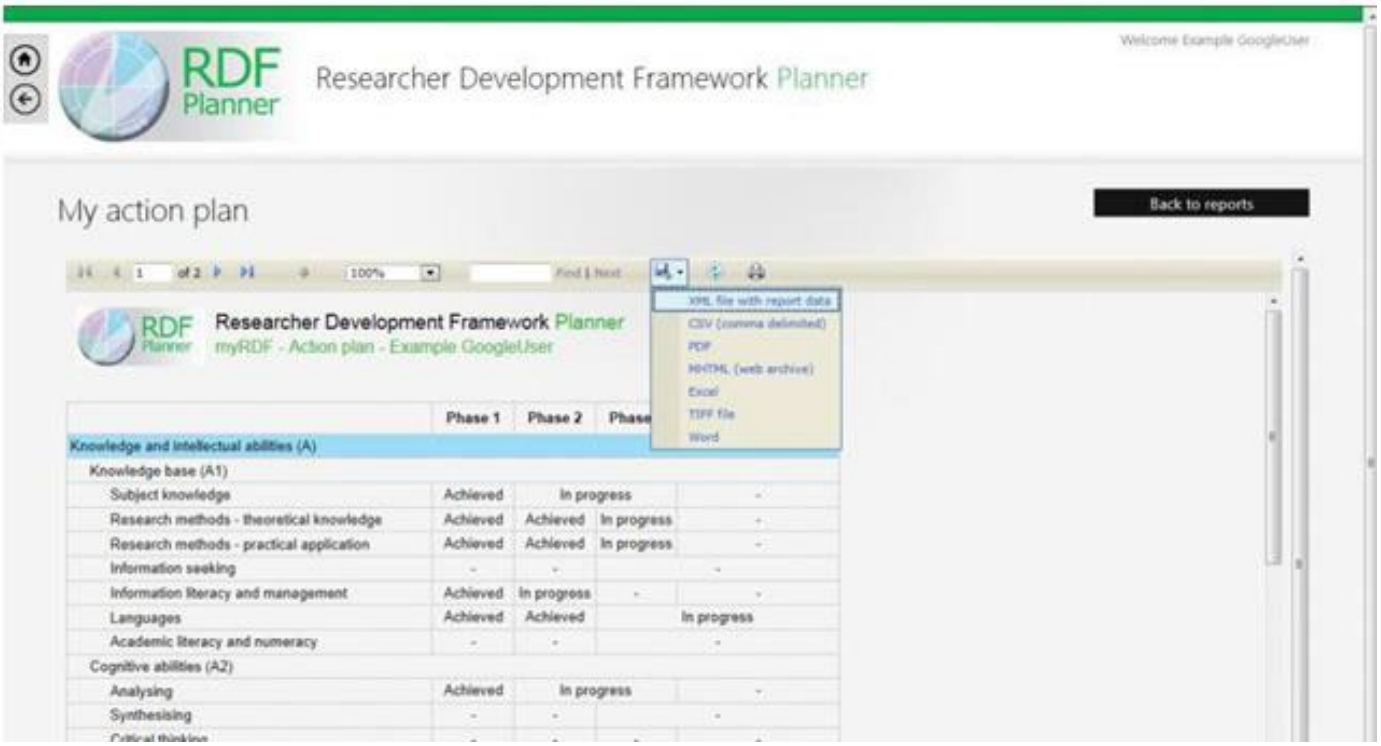
UQ's subscription to the Vitae RDF online Planner tool will discontinue in early 2027.

This guide provides instructions on how UQ staff who have existing profiles on the online RDF Planner tool can download and retain their data. **Please do this by January 11, 2027.**

1) Log in to the RDF Planner webpage and navigate to 'My Reports'. Selecting a report will take you to that report's page. The report window will show as empty while the report compiles. This may take a few seconds.
2) We recommend downloading your data in each report type to create a record of the developmental goals you have set and the evidence you have captured. At the very minimum, we suggest downloading 'My Action Plan' as this report shows a complete list of your actions in the RDF Planner along with any evidence that has been entered against the phases containing actions.
3) To export data, select the report that contains the data you want to export. Refer to the Planner Guidance for a detailed recap of the reports and their purpose: RDF-2010-Planner-introduction-and-user-guide.pdf



4) To download your data, click the small floppy disk icon in the report header and select the file format you want to export to from the drop-down menu. You can download the reports in any of the following supported formats; xml, CSV (comma delimited), PDF, MHTML, Excel, TIFF , Word.



5) Save a local version of these files unchanged, to provide a snapshot of where you are now. This is your personal skills archive, you can return to as a reference point for CVs, online research and professional profile development, applications and developmental conversations, such as annual review meetings or supervisions. If you have used the planner regularly, it can be useful to look back and see the range of activity you have recorded.