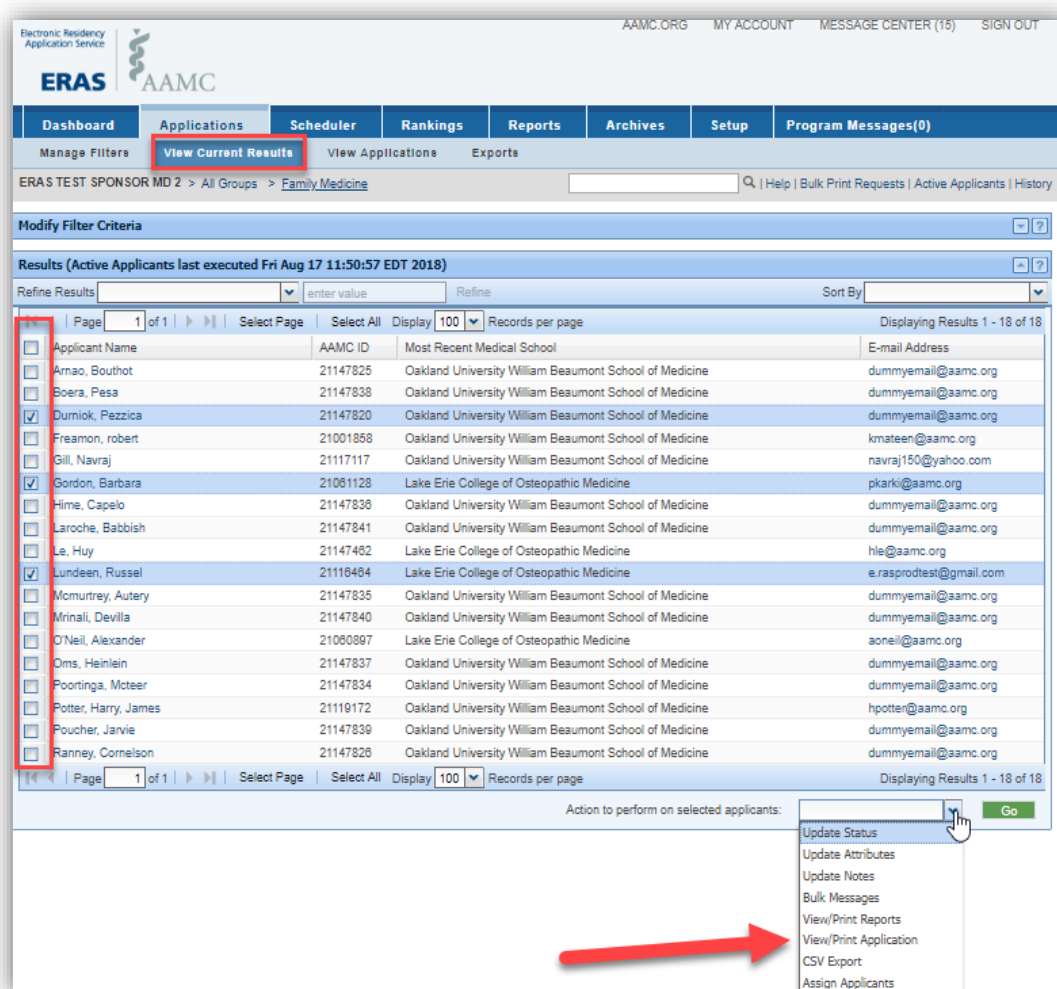


1. Under the *Applications* tab, click *View Current Results*.
2. Select the applicant(s).
3. Select a bulk action to perform on selected applicants at the bottom of the table.
4. Select *View/Print Application* from the dropdown list.
5. Click the *Go* button.



Electronic Residency Application Service

AAMC.ORG MY ACCOUNT MESSAGE CENTER (15) SIGN OUT

ERAS AAMC

Dashboard Applications Scheduler Rankings Reports Archives Setup Program Messages(0)

Manage Filters **View Current Results** View Applications Exports

ERAS TEST SPONSOR MD 2 > All Groups > Family Medicine

Modify Filter Criteria

Results (Active Applicants last executed Fri Aug 17 11:50:57 EDT 2018)

Refine Results enter value Refine Sort By

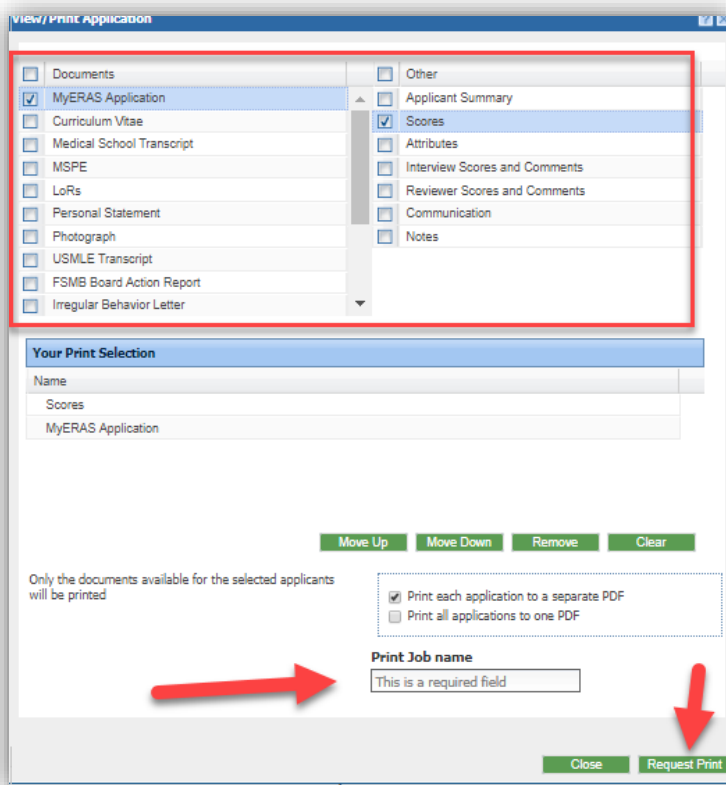
Applicant Name	AAMC ID	Most Recent Medical School	E-mail Address
<input type="checkbox"/>			
<input type="checkbox"/>	21147825	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21147838	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input checked="" type="checkbox"/>	21147820	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21001858	Oakland University William Beaumont School of Medicine	kmateen@aamc.org
<input type="checkbox"/>	21117117	Oakland University William Beaumont School of Medicine	navraj150@yahoo.com
<input checked="" type="checkbox"/>	21081128	Lake Erie College of Osteopathic Medicine	pkarki@aamc.org
<input type="checkbox"/>	21147836	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21147841	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21147462	Lake Erie College of Osteopathic Medicine	hle@aamc.org
<input checked="" type="checkbox"/>	21118464	Lake Erie College of Osteopathic Medicine	e.rasprodtest@gmail.com
<input type="checkbox"/>	21147835	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21147840	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21080897	Lake Erie College of Osteopathic Medicine	sonell@aamc.org
<input type="checkbox"/>	21147837	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21147834	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21119172	Oakland University William Beaumont School of Medicine	hpotter@aamc.org
<input type="checkbox"/>	21147839	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/>	21147826	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org

Action to perform on selected applicants: Update Status Update Attributes Update Notes Bulk Messages View/Print Reports View/Print Application CSV Export Assign Applicants

Go

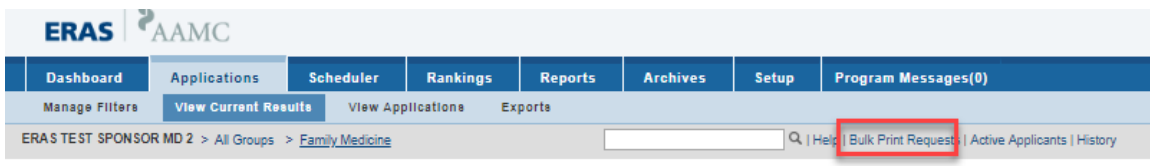
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6. Choose the information to view or print; at least one document type must be selected.
 - Choose any other additional information to view or print.
 - Select whether to print each application to its own separate PDF or print each application to one cumulative PDF.
7. Enter a print job name. (Required)
8. Click the *Request Print* button.
 - The print request is sent and may be retrieved by clicking the Bulk Requests link in the header area.



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9. Click the Bulk Print Requests link in the header area.



10. Click the report name link under the *Files* column to open or save the report.

- The *Print Requests* light box lists print jobs requested and scheduled exports. If the status is complete, the resulting file can be opened or saved to a local or network drive.

Print Job Name	Files	User's Name	Requested Date	Status
rh	rh	A.O'Neil	08/20/2018 12:28 pm	COMPLETE
rh	rh	A.O'Neil	08/20/2018 12:28 pm	COMPLETE
rh	rh	A.O'Neil	08/20/2018 12:25 pm	COMPLETE
kukuku	kukuku	A.O'Neil	08/17/2018 11:51 am	COMPLETE
ohv5		A.O'Neil	08/17/2018 11:50 am	FAIL

- If the *Print each application to a separate PDF* box was checked, a .zip folder displays with each PDF report listed separately.

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