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 **Update Status** from the dropdown list.

5. Click the **Go** button.
PDWS Job Aid – Update Status in Bulk

Modify Filter Criteria

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

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Association of American Medical Colleges
6. Select one of the following status options: Application, Interview, Ranking, or Custom.

7. Make the appropriate changes for the desired statuses.
   - The No change option incurs no changes.
   - The Check option will check the box for the desired status.
   - The Uncheck option will uncheck the box for the desired status.

8. Click the Apply button.
   - Only one status can be updated at a time under each grouping.

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