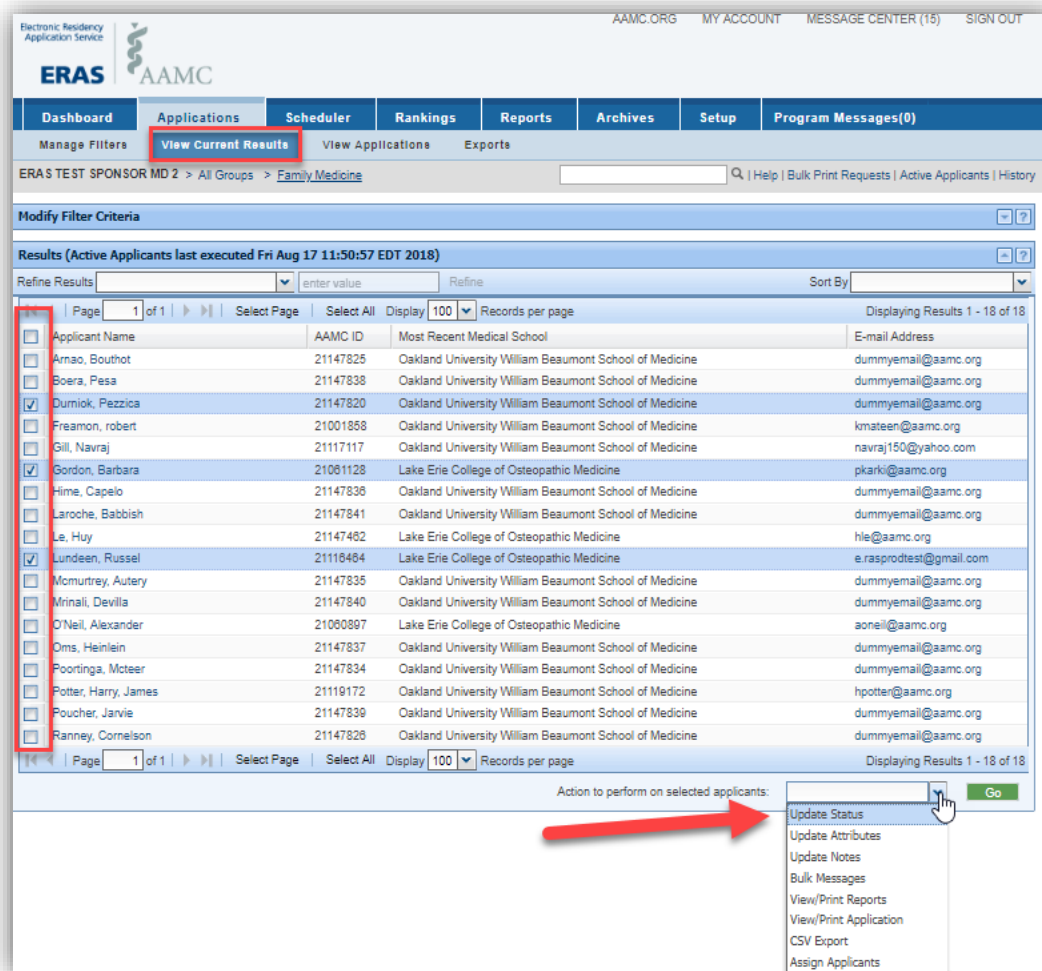


1. Under the *Applications* tab, click *View Current Results*.
2. Select the applicant(s).
3. Select a bulk action to perform on selected applicants at the bottom of the table.
4. Select *Update Status* from the dropdown list.
5. Click the *Go* button.

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PDWS Job Aid – Update Status in Bulk

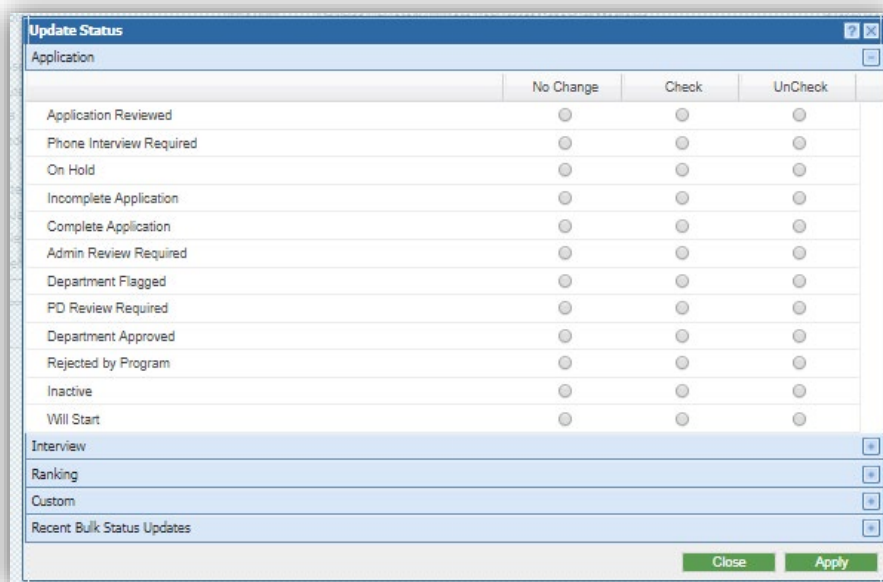


The screenshot shows the ERAS AAMC interface. At the top, there are navigation links: AAMC.ORG, MY ACCOUNT, MESSAGE CENTER (15), and SIGN OUT. Below this is a navigation bar with tabs: Dashboard, Applications, Scheduler, Rankings, Reports, Archives, Setup, and Program Messages(0). The 'Applications' tab is active, and a sub-tab 'View Current Results' is highlighted with a red box. Below the navigation bar, there is a breadcrumb trail: ERAS TEST SPONSOR MD 2 > All Groups > Family Medicine. A search bar and utility links (Help, Bulk Print Requests, Active Applicants, History) are also present. The main content area is titled 'Modify Filter Criteria' and 'Results (Active Applicants last executed Fri Aug 17 11:50:57 EDT 2018)'. Below this, there are options to 'Refine Results' and 'Sort By'. A table of applicants is displayed with columns for Applicant Name, AAMC ID, Most Recent Medical School, and E-mail Address. Several rows are selected, indicated by checkboxes and a blue background. A red box highlights the selection checkboxes. At the bottom of the table, there is a section for 'Action to perform on selected applicants:' with a dropdown menu. A red arrow points to the dropdown menu, which contains the following options: Update Status, Update Attributes, Update Notes, Bulk Messages, View/Print Reports, View/Print Application, CSV Export, and Assign Applicants. A 'Go' button is located to the right of the dropdown menu.

Applicant Name	AAMC ID	Most Recent Medical School	E-mail Address
<input type="checkbox"/> Amao, Bouthot	21147825	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> Boera, Pesa	21147838	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input checked="" type="checkbox"/> Dumliok, Pezzica	21147820	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> Freamon, robert	21001858	Oakland University William Beaumont School of Medicine	kmateen@aamc.org
<input type="checkbox"/> Gill, Navraj	21117117	Oakland University William Beaumont School of Medicine	navraj150@yahoo.com
<input checked="" type="checkbox"/> Gordon, Barbara	21081128	Lake Erie College of Osteopathic Medicine	pkarki@aamc.org
<input type="checkbox"/> Hime, Capelo	21147838	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> Laroche, Babbish	21147841	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> La, Huy	21147482	Lake Erie College of Osteopathic Medicine	hle@aamc.org
<input checked="" type="checkbox"/> Lundeen, Russel	21116484	Lake Erie College of Osteopathic Medicine	e.rasprodtest@gmail.com
<input type="checkbox"/> Mcomurtrey, Autery	21147835	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> Mrinali, Devilla	21147840	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> O'Neil, Alexander	21060897	Lake Erie College of Osteopathic Medicine	aoneil@aamc.org
<input type="checkbox"/> Oms, Hainlein	21147837	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> Poortinga, Mcteer	21147834	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> Potter, Harry, James	21119172	Oakland University William Beaumont School of Medicine	hpotter@aamc.org
<input type="checkbox"/> Poucher, Jarvie	21147839	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org
<input type="checkbox"/> Ranney, Cornelson	21147826	Oakland University William Beaumont School of Medicine	dummyemail@aamc.org

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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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