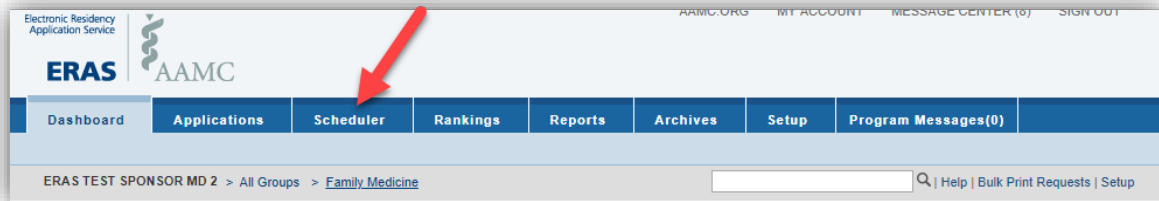


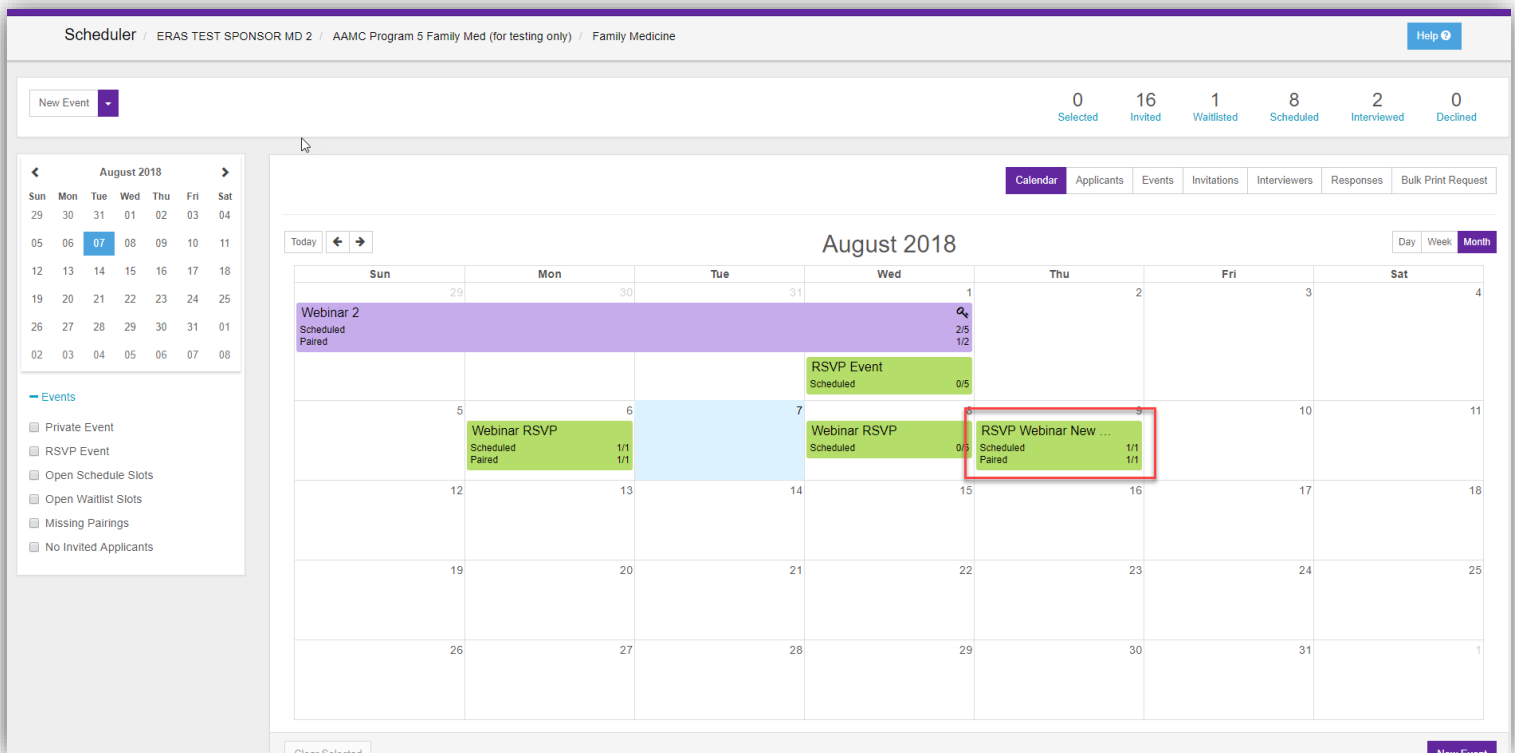
# PDWS Job Aid – Mark an Applicant as “No-Show”

1. To mark an applicant as “No Show”, sign into the PDWS and click on the **Scheduler** tab.



2. Click on the event that corresponds with the scheduled interview for the applicants.

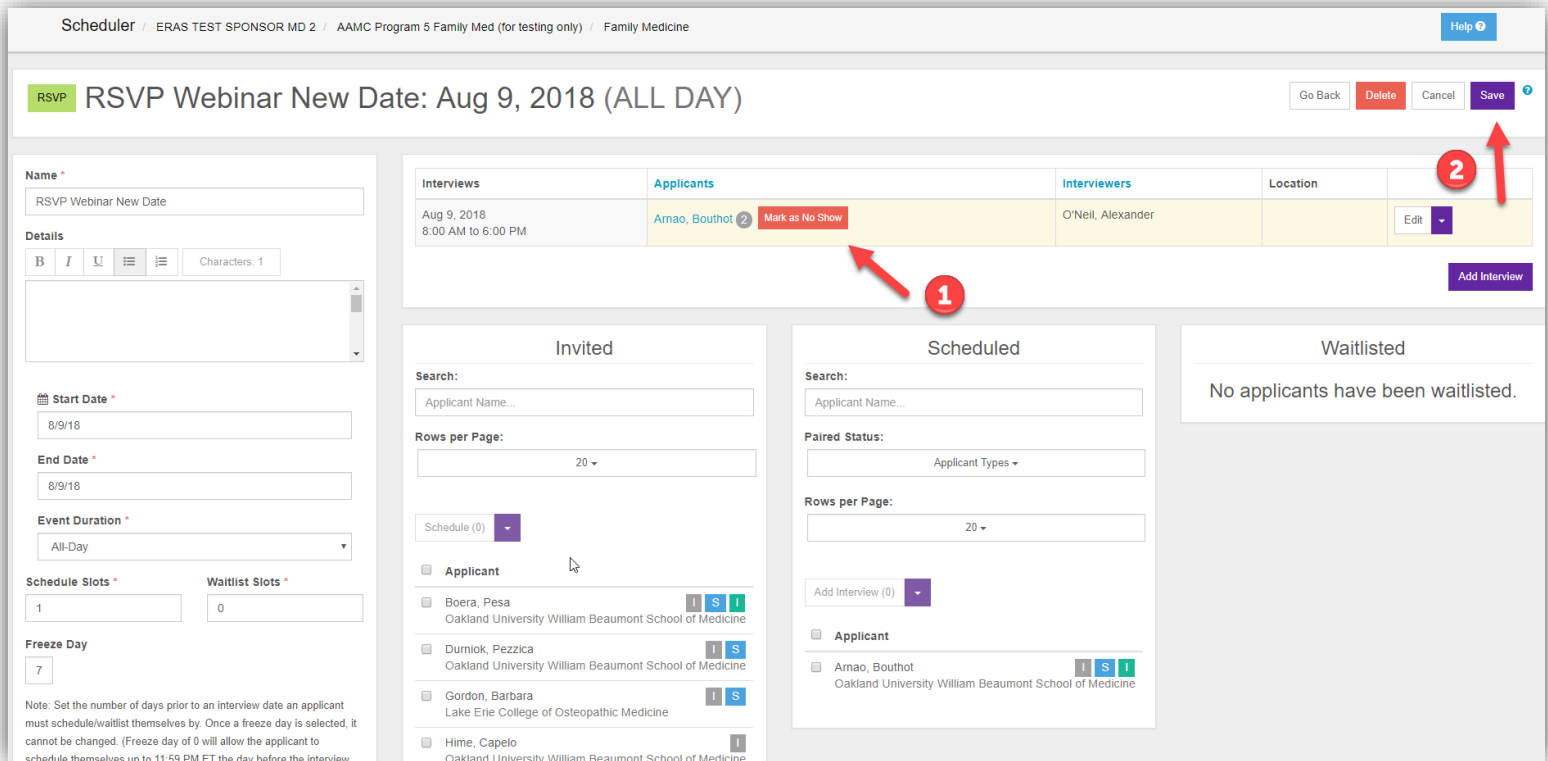
**\*An applicant can be marked as 'No Show' for all events\***



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# PDWS Job Aid – Mark an Applicant as “No-Show”

3. Click on the ‘Mark as No Show’ button (step 1) then click ‘Save’ (step 2).



The screenshot shows the AAMC Scheduler interface for an event titled "RSVP Webinar New Date: Aug 9, 2018 (ALL DAY)". The interface includes a top navigation bar with "Scheduler", "ERAS TEST SPONSOR MD 2", "AAMC Program 5 Family Med (for testing only)", and "Family Medicine". A "Help" button is in the top right. Below the navigation bar, there are buttons for "Go Back", "Delete", "Cancel", and "Save".

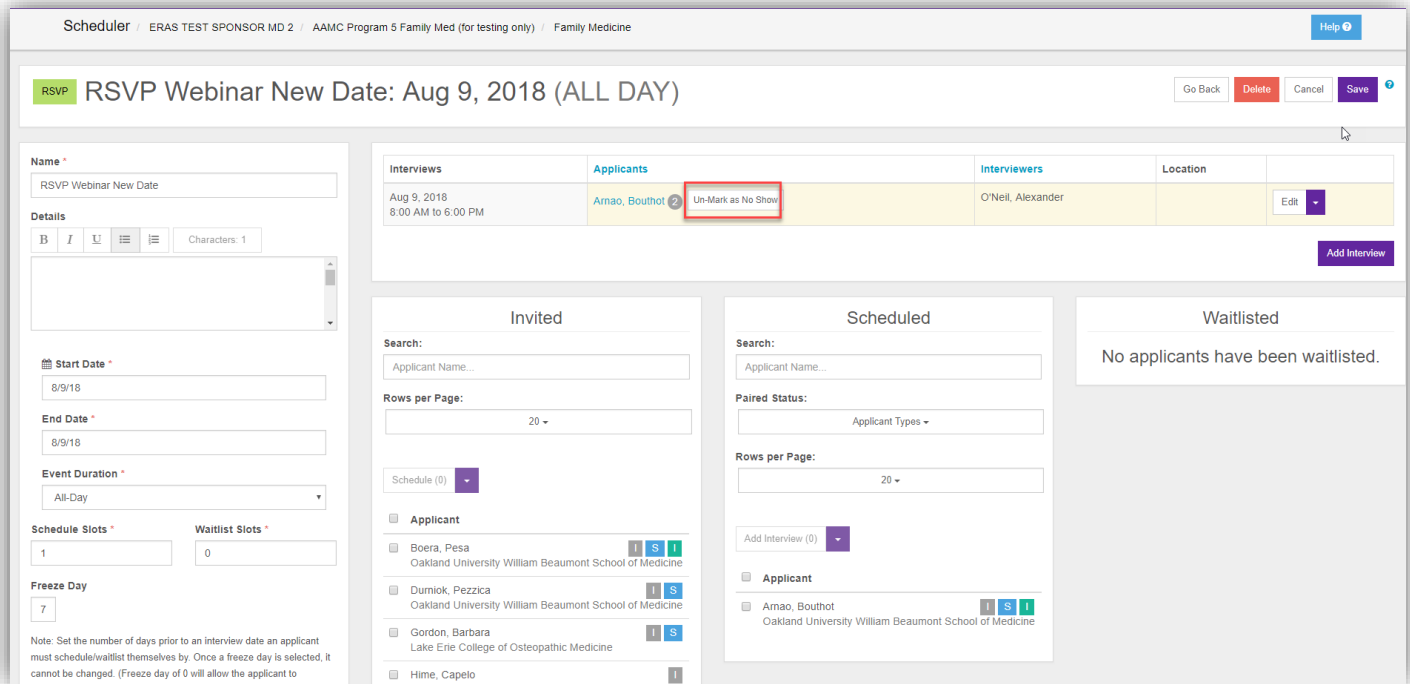
The main content area is divided into several sections:

- Details:** Includes fields for Name, Start Date (8/9/18), End Date (8/9/18), Event Duration (All-Day), Schedule Slots (1), Waitlist Slots (0), and Freeze Day (7).
- Interviews Table:** A table with columns for Interviews, Applicants, Interviewers, and Location. The first row shows an interview on Aug 9, 2018 from 8:00 AM to 6:00 PM with applicant "Amao, Bouthot" and interviewer "O'Neil, Alexander". A red arrow labeled "1" points to the "Mark as No Show" button in the Applicants column. A red arrow labeled "2" points to the "Save" button in the top right.
- Invited:** A section with a search bar, "Rows per Page" (20), and a "Schedule (0)" button. It lists several applicants with status icons (I, S, I).
- Scheduled:** A section with a search bar, "Paired Status" (Applicant Types), "Rows per Page" (20), and an "Add Interview (0)" button. It lists one applicant, "Amao, Bouthot", with status icons (I, S, I).
- Waitlisted:** A section with the message "No applicants have been waitlisted."

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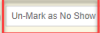
# PDWS Job Aid – Mark an Applicant as “No-Show”

\*The applicant will still appear in the interview section after being marked as No Show. An option to 'Un-Mark as No Show' is available to reverse the applicant's interview status. \*



**Scheduler** / ERAS TEST SPONSOR MD 2 / AAMC Program 5 Family Med (for testing only) / Family Medicine

**RSVP Webinar New Date: Aug 9, 2018 (ALL DAY)**

Interviews	Applicants	Interviewers	Location
Aug 9, 2018 8:00 AM to 5:00 PM	Amao, Bouthot 	O'Neil, Alexander	

**Invited**

Search: Applicant Name...

Rows per Page: 20

Schedule (0)

- Applicant
- Boera, Pesa  
Oakland University William Beaumont School of Medicine
- Durniok, Pezzica  
Oakland University William Beaumont School of Medicine
- Gordon, Barbara  
Lake Erie College of Osteopathic Medicine
- Hime, Capelo

**Scheduled**

Search: Applicant Name...

Paired Status: Applicant Types

Rows per Page: 20

Add Interview (0)

- Applicant
- Amao, Bouthot  
Oakland University William Beaumont School of Medicine

**Waitlisted**

No applicants have been waitlisted.

**Details**

Name: RSVP Webinar New Date

Start Date: 8/9/18

End Date: 8/9/18

Event Duration: All-Day

Schedule Slots: 1

Waitlist Slots: 0

Freeze Day: 7

Note: Set the number of days prior to an interview date an applicant must schedule/waitlist themselves by. Once a freeze day is selected, it cannot be changed. (Freeze day of 0 will allow the applicant to

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