

## Step 1: Selected for Ranking

1.

In the [Program' Director's Workstation](#) (PDWS), you must update the application to *Selected for Ranking* in order to assign rank numbers to applicants in the Ranking module. The PDWS has three ways to update this status.

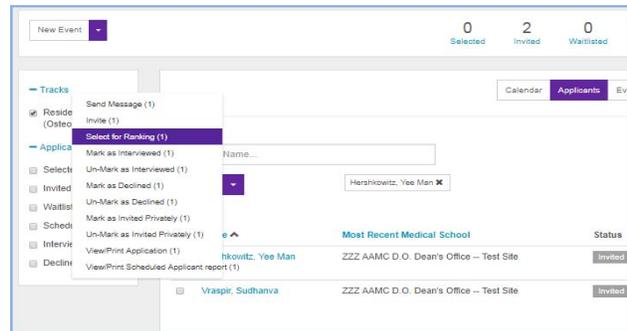
### A.) Update Applications Individually

In the *Evaluate Applicant Panel* on the bottom right of the application, select the *Status* tab. Use the right arrow to open the Ranking Status, then select the box next to *Selected for Ranking*.



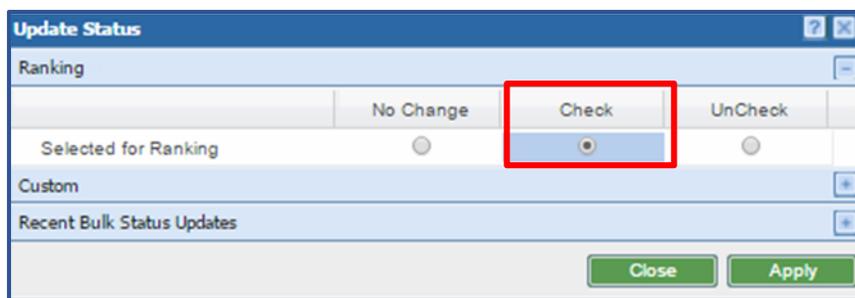
### B.) Update from the Scheduling Module

Under the *Applicants* tab in the Scheduling module, you can use the bulk action *Selected for Ranking* in the action dropdown menu.



### C.) Update Applications in Bulk from View Current Results

You can mark several applicants as *Selected for Ranking* simultaneously by using the bulk action under *View Current Results* in the Applications module. Select the applicants from the list, then choose *Update Status* from the dropdown menu and click *Go*. In the Update Status window, select the *Check* radio button under the Ranking group and *Apply*.



**\*All applicants who have been *Selected for Ranking* will now display in the Rankings module.**

## Step 2: Assigning and Modifying Rank Number

2.

In the Rankings module, select the training track (preliminary, categorical, advanced, etc.) you want to rank. Applicants will be displayed with a N/A rank in the Rankings until a rank number has been assigned. The PDWS provides a few methods to rank applicants:

### A.) Manually enter a Rank

Enter a rank number into the applicant's rank box. The system will auto-adjust the rank numbers for the remaining ranked applicants will auto-adjust.



<input type="checkbox"/>			Gerson, Amy LC	139712
Type your comments here..				

### B.) Drag and Drop

You can use their mouse to move an applicant up and down the rank list. Place mouse on the applicant details (e.g. name, rank number, etc) and move above or below an existing applicant. The rank numbers for the remaining ranked applicant will auto-adjust.

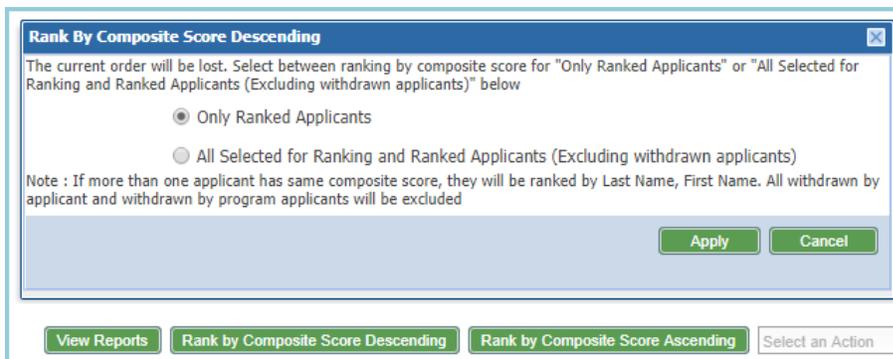


<input type="checkbox"/>	Rank	Applicant	AOA Match Code
<input type="checkbox"/>	1	Burner, Steve HC	333333
Type your comments here..			
<input type="checkbox"/>	2	Gerson, Amy LC	139712
Type your comments here..			

1 selected row

### C.) Rank by Composite Score Ascending or Descending

You can rank applicants by the composite score in ascending or descending order. When selecting one of these two options, you can choose between adjusting the rank for only currently ranked applicants or all applicants in the ranking module. (However, be careful when using this feature because there is no undo option.)



**Rank By Composite Score Descending**

The current order will be lost. Select between ranking by composite score for "Only Ranked Applicants" or "All Selected for Ranking and Ranked Applicants (Excluding withdrawn applicants)" below

Only Ranked Applicants  
 All Selected for Ranking and Ranked Applicants (Excluding withdrawn applicants)

Note : If more than one applicant has same composite score, they will be ranked by Last Name, First Name. All withdrawn by applicant and withdrawn by program applicants will be excluded