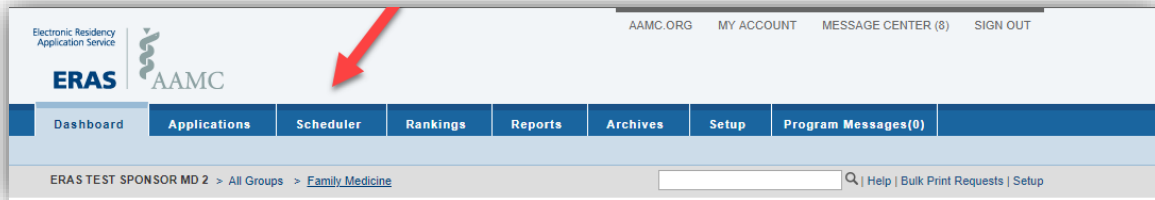
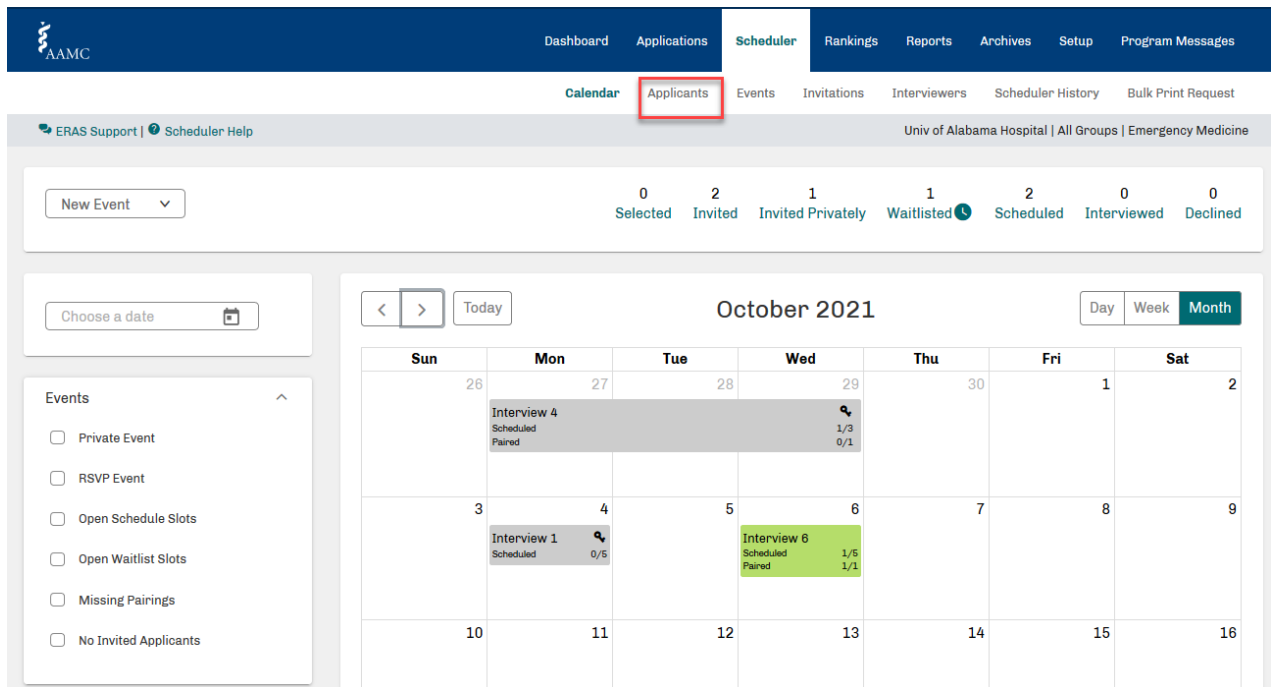


1. Access the Scheduler module.



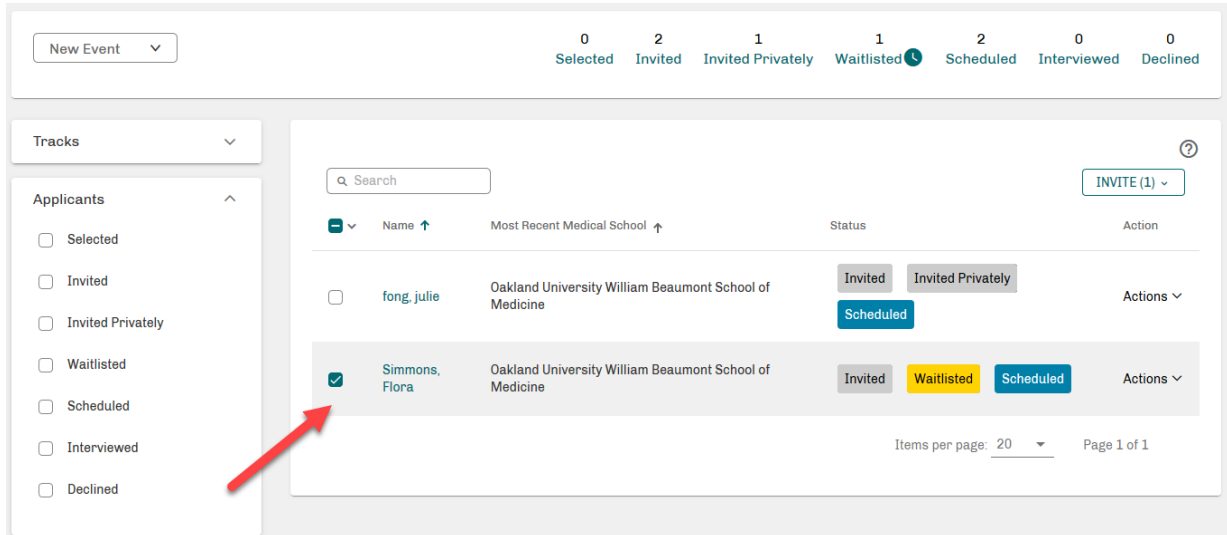
2. From the Scheduler drop down menu, Click on “Applicants”.



The screenshot shows the Scheduler 'Applicants' view. The top navigation bar includes 'Dashboard', 'Applications', 'Scheduler', 'Rankings', 'Reports', 'Archives', 'Setup', and 'Program Messages'. Below this is a sub-navigation bar with 'Calendar', 'Applicants', 'Events', 'Invitations', 'Interviewers', 'Scheduler History', and 'Bulk Print Request'. The 'Applicants' link is highlighted with a red box. Below the navigation is a header for 'Univ of Alabama Hospital | All Groups | Emergency Medicine'. A summary bar shows: 'New Event' dropdown, '0 Selected', '2 Invited', '1 Invited Privately', '1 Waitlisted', '2 Scheduled', '0 Interviewed', and '0 Declined'. The main area features a calendar for 'October 2021' with a 'Month' view selected. The calendar shows events for 'Interview 4' (Oct 29), 'Interview 1' (Oct 4), and 'Interview 6' (Oct 6). A left sidebar contains an 'Events' section with filters: 'Private Event', 'RSVP Event', 'Open Schedule Slots', 'Open Waitlist Slots', 'Missing Pairings', and 'No Invited Applicants'.

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3. Check the box to the left of the Applicant(s) name you want to select.

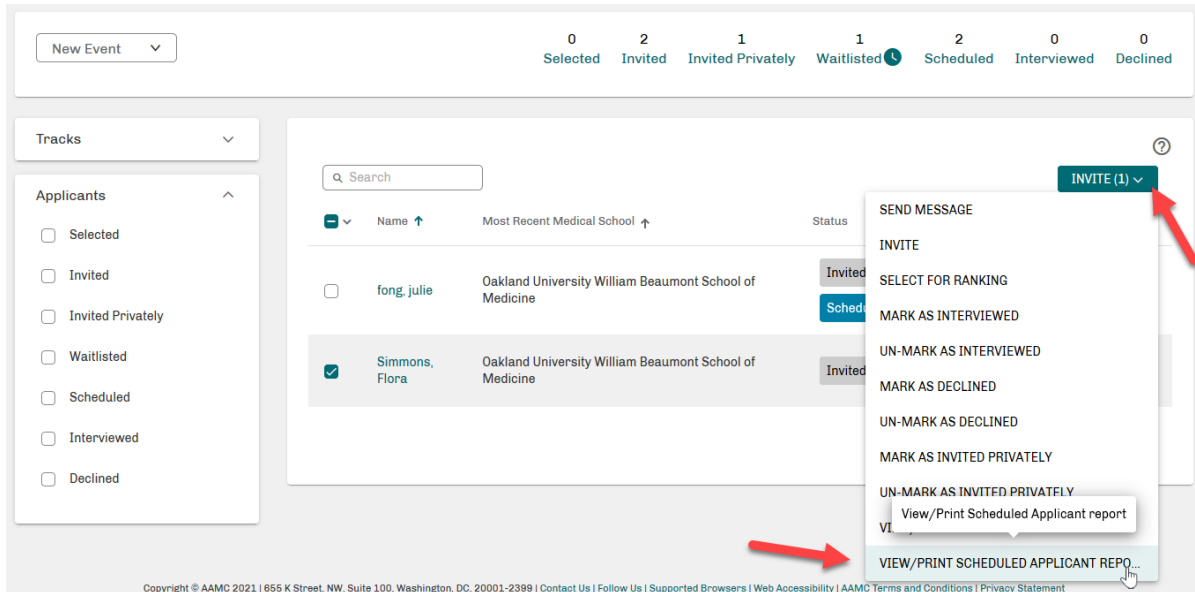


The screenshot shows the AAMC PDWS interface. At the top, there is a 'New Event' dropdown and a summary bar with counts: 0 Selected, 2 Invited, 1 Invited Privately, 1 Waitlisted, 2 Scheduled, 0 Interviewed, and 0 Declined. On the left, there is a 'Tracks' sidebar with a list of applicant statuses: Selected, Invited, Invited Privately, Waitlisted, Scheduled, Interviewed, and Declined. The main area displays a table of applicants. The first applicant is 'fong, julie' with status 'Invited' and 'Invited Privately'. The second applicant is 'Simmons, Flora' with status 'Invited', 'Waitlisted', and 'Scheduled'. A red arrow points to the checked checkbox next to 'Simmons, Flora'. At the bottom right of the table, it says 'Items per page: 20' and 'Page 1 of 1'.

***Note: Only select up to 25 applicant(s) names at a time. ***

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4. Click the blue drop-down box above the Name column. A list of options will appear. Select the **“View/Print Scheduled Applicant report.”** It is the last item on the list.

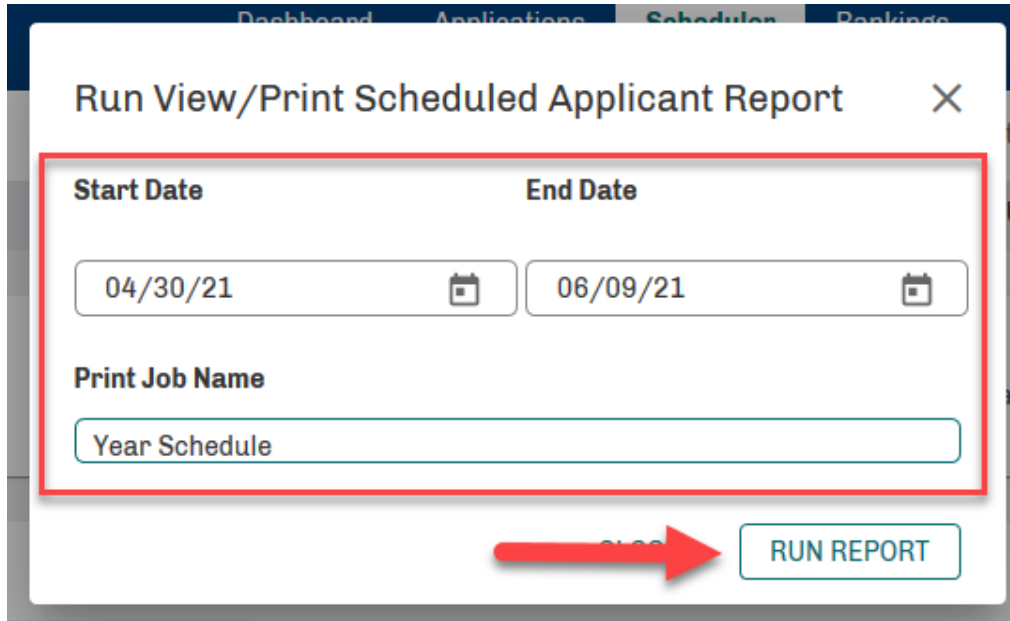


The screenshot displays the PDWS interface. At the top, a navigation bar shows counts for various applicant statuses: Selected (0), Invited (2), Invited Privately (1), Waitlisted (1), Scheduled (2), Interviewed (0), and Declined (0). On the left, a sidebar contains 'Tracks' and 'Applicants' sections with radio button options for each status. The main area features a table of applicants with columns for Name, Most Recent Medical School, and Status. A dropdown menu is open above the 'Name' column, listing actions such as 'SEND MESSAGE', 'INVITE', 'SELECT FOR RANKING', 'MARK AS INTERVIEWED', 'UN-MARK AS INTERVIEWED', 'MARK AS DECLINED', 'UN-MARK AS DECLINED', 'MARK AS INVITED PRIVATELY', 'UN-MARK AS INVITED PRIVATELY', 'View/Print Scheduled Applicant report', and 'VIEW/PRINT SCHEDULED APPLICANT REPO...'. Red arrows highlight the 'INVITE (1)' dropdown and the 'VIEW/PRINT SCHEDULED APPLICANT REPO...' option.

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5. Select the date range of your report and enter in a Print Job Name. Then Select “Run Report”.



Run View/Print Scheduled Applicant Report

Start Date: 04/30/21

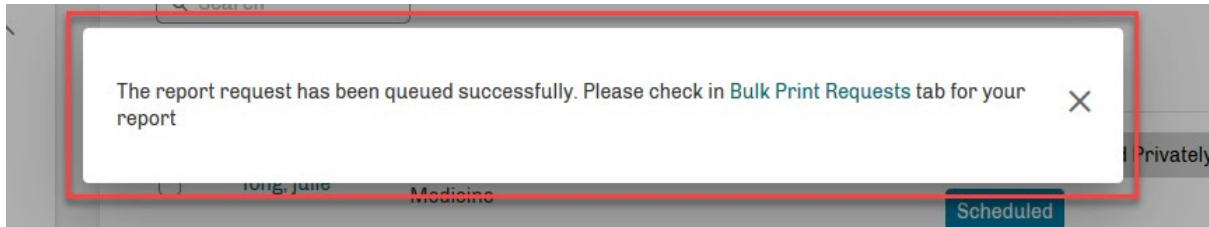
End Date: 06/09/21

Print Job Name: Year Schedule

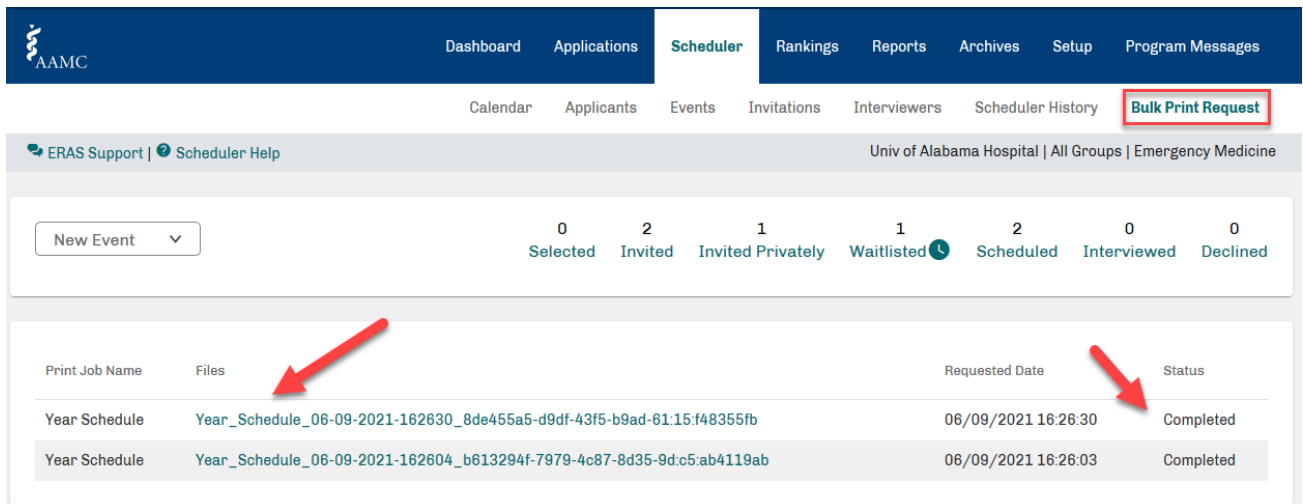
RUN REPORT

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6. You will receive a confirmation message notifying you to access the “Bulk Print Requests” tab for your report.



7. When the status is “Completed”, you will be able to access your report by clicking on the link under the “Files” column.



Dashboard Applications Scheduler Rankings Reports Archives Setup Program Messages

Calendar Applicants Events Invitations Interviewers Scheduler History Bulk Print Request

ERAS Support | Scheduler Help Univ of Alabama Hospital | All Groups | Emergency Medicine

New Event ▾

0 Selected 2 Invited 1 Invited Privately 1 Waitlisted 2 Scheduled 0 Interviewed 0 Declined

Print Job Name	Files	Requested Date	Status
Year Schedule	Year_Schedule_06-09-2021-162630_8de455a5-d9df-43f5-b9ad-61:15:f48355fb	06/09/2021 16:26:30	Completed
Year Schedule	Year_Schedule_06-09-2021-162604_b613294f-7979-4c87-8d35-9d:c5:ab4119ab	06/09/2021 16:26:03	Completed

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