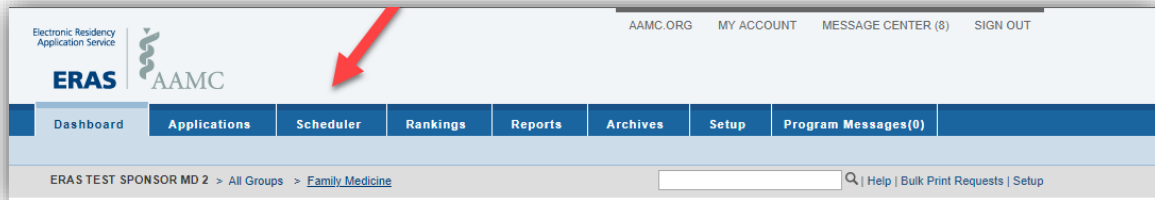
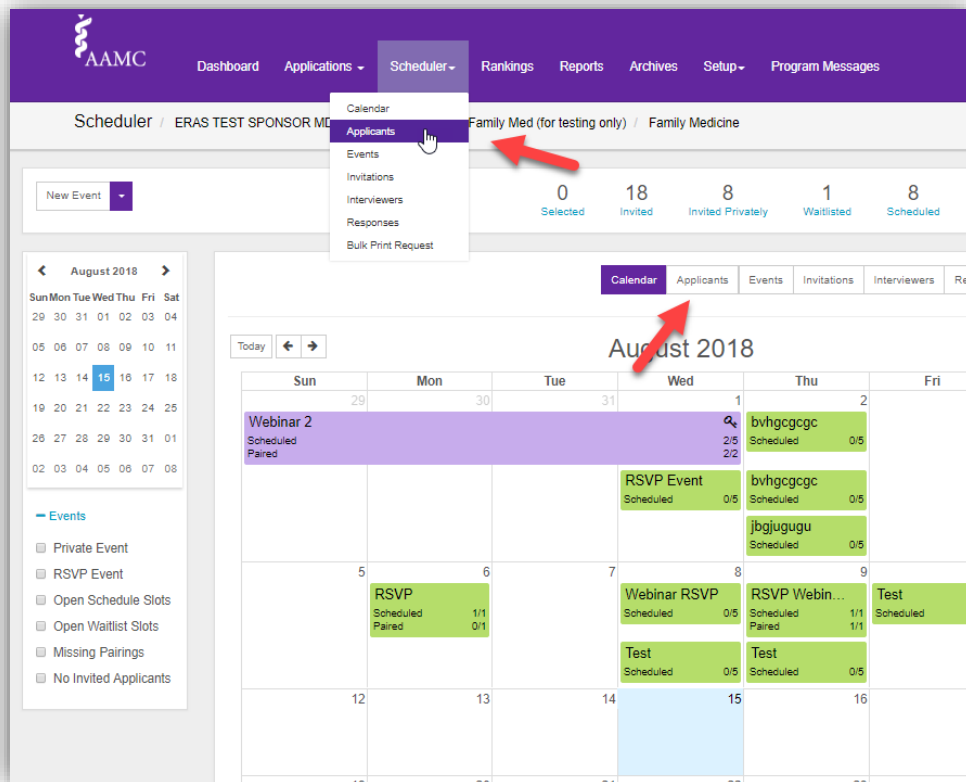


1. Access the Scheduler module.



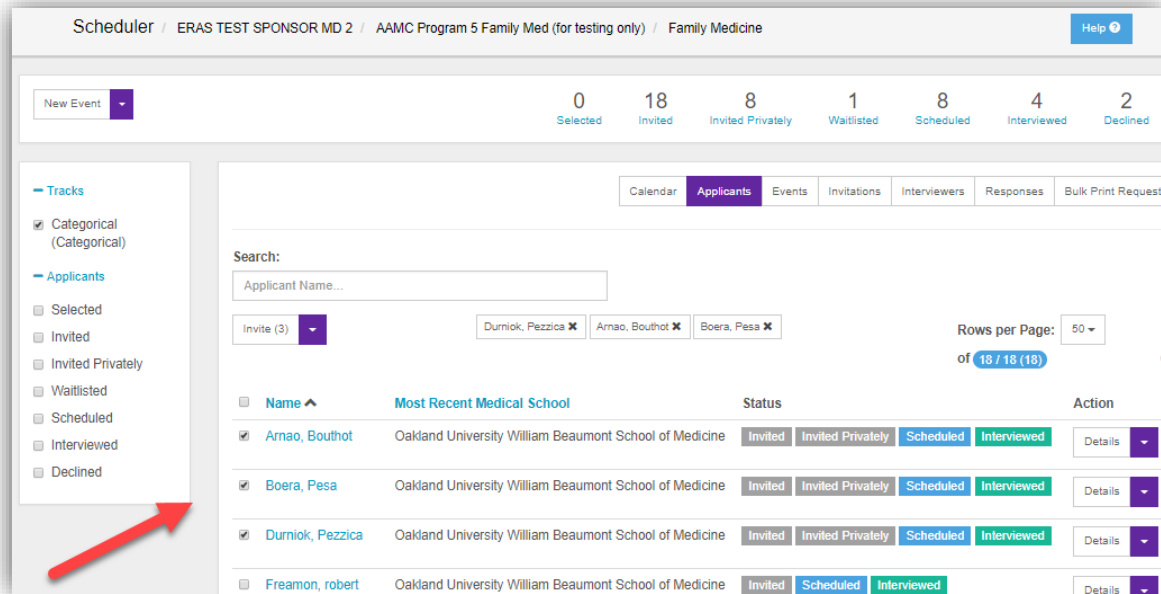
2. From the Scheduler drop down menu, Click on “Applicants”.



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

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



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

0 Selected 18 Invited 8 Invited Privately 1 Waitlisted 8 Scheduled 4 Interviewed 2 Declined

Calendar Applicants Events Invitations Interviewers Responses Bulk Print Request

Search: Applicant Name...

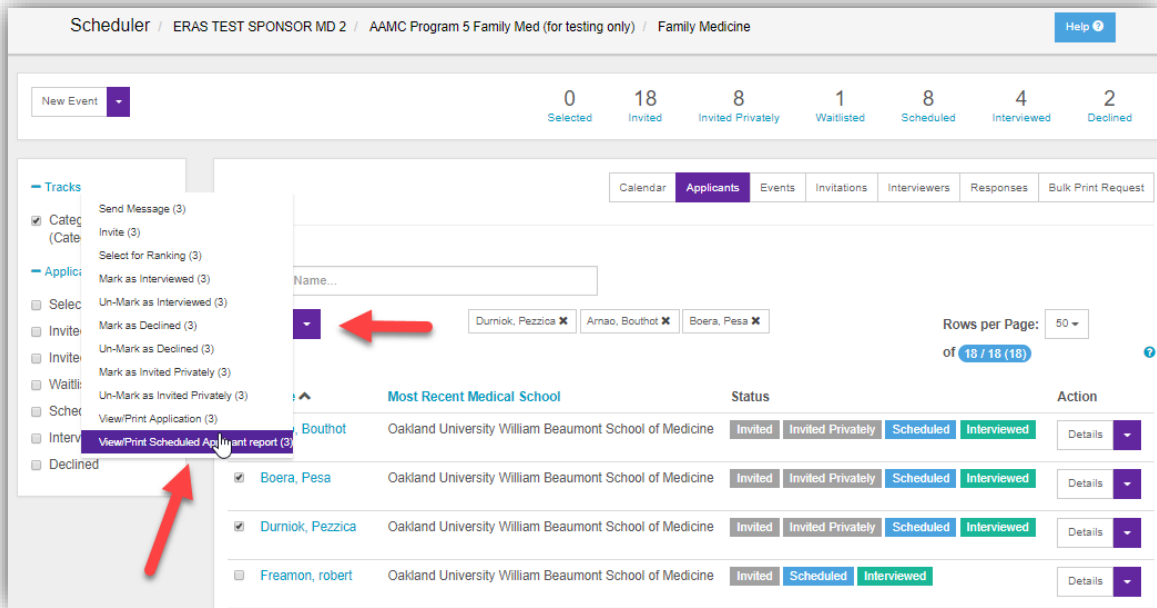
Invite (3) Durniok, Pezzica X Arnao, Bouthot X Boera, Pesa X

Rows per Page: 50 of 18 / 18 (18)

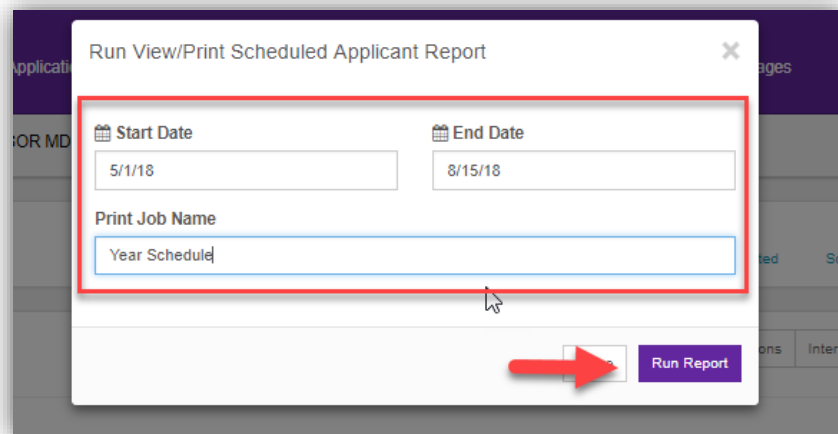
<input type="checkbox"/>	Name ^	Most Recent Medical School	Status				Action
<input checked="" type="checkbox"/>	Arnao, Bouthot	Oakland University William Beaumont School of Medicine	Invited	Invited Privately	Scheduled	Interviewed	Details
<input checked="" type="checkbox"/>	Boera, Pesa	Oakland University William Beaumont School of Medicine	Invited	Invited Privately	Scheduled	Interviewed	Details
<input checked="" type="checkbox"/>	Durniok, Pezzica	Oakland University William Beaumont School of Medicine	Invited	Invited Privately	Scheduled	Interviewed	Details
<input type="checkbox"/>	Freamon, robert	Oakland University William Beaumont School of Medicine	Invited	Scheduled	Interviewed		Details

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- Click the purple 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.

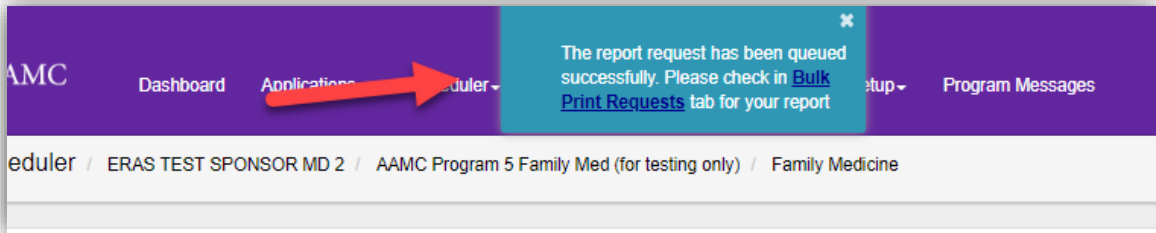


Select the date range of your report and enter in a **Print Job Name**. Then Select **“Run Report”**.

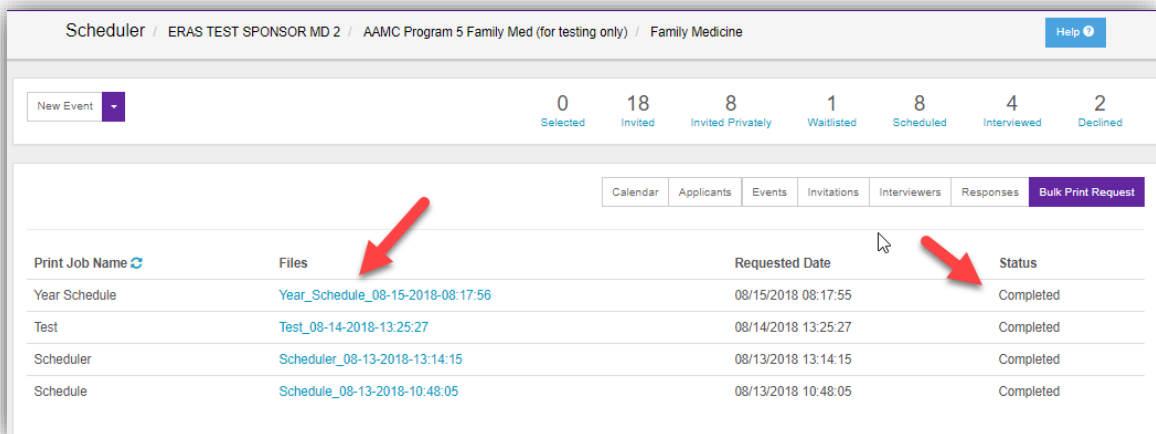


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- 5. You will receive a confirmation message notifying you to access the “Bulk Print Requests” tab for your report.



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



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