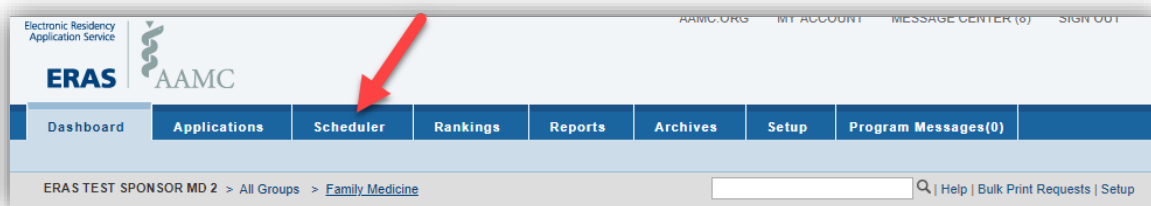
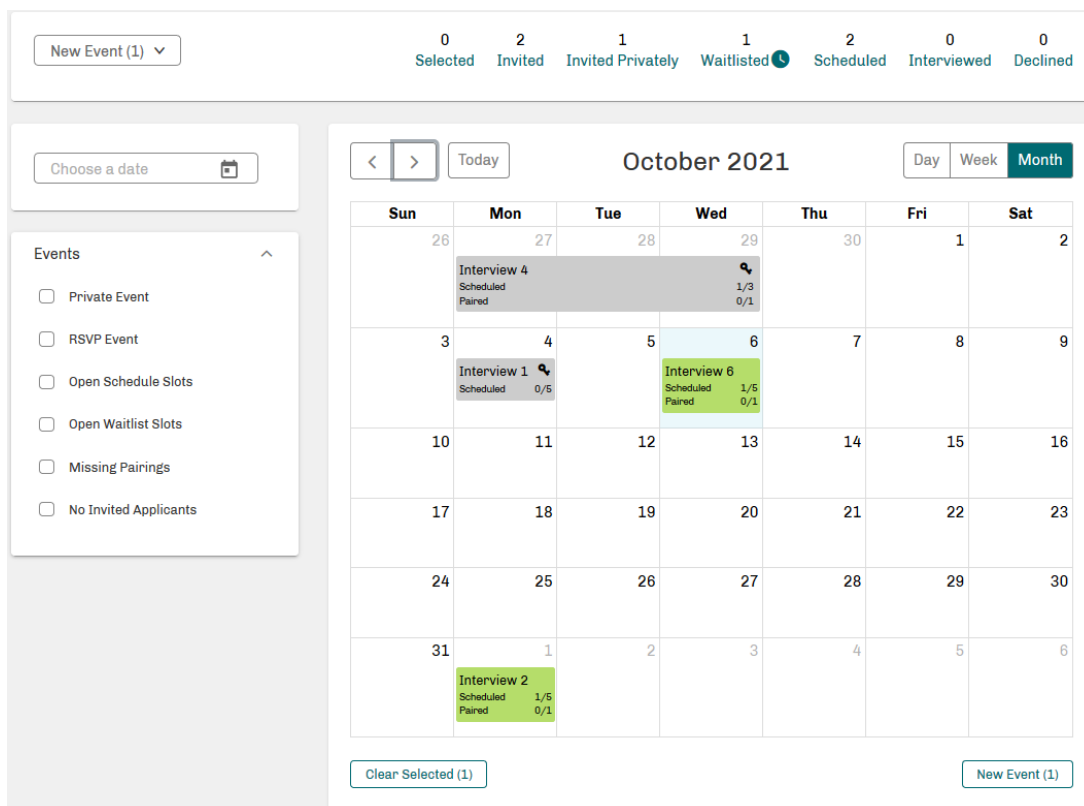


1. To mark an applicant as “No Show”, sign into the PDWS and click on the **Scheduler** tab.



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

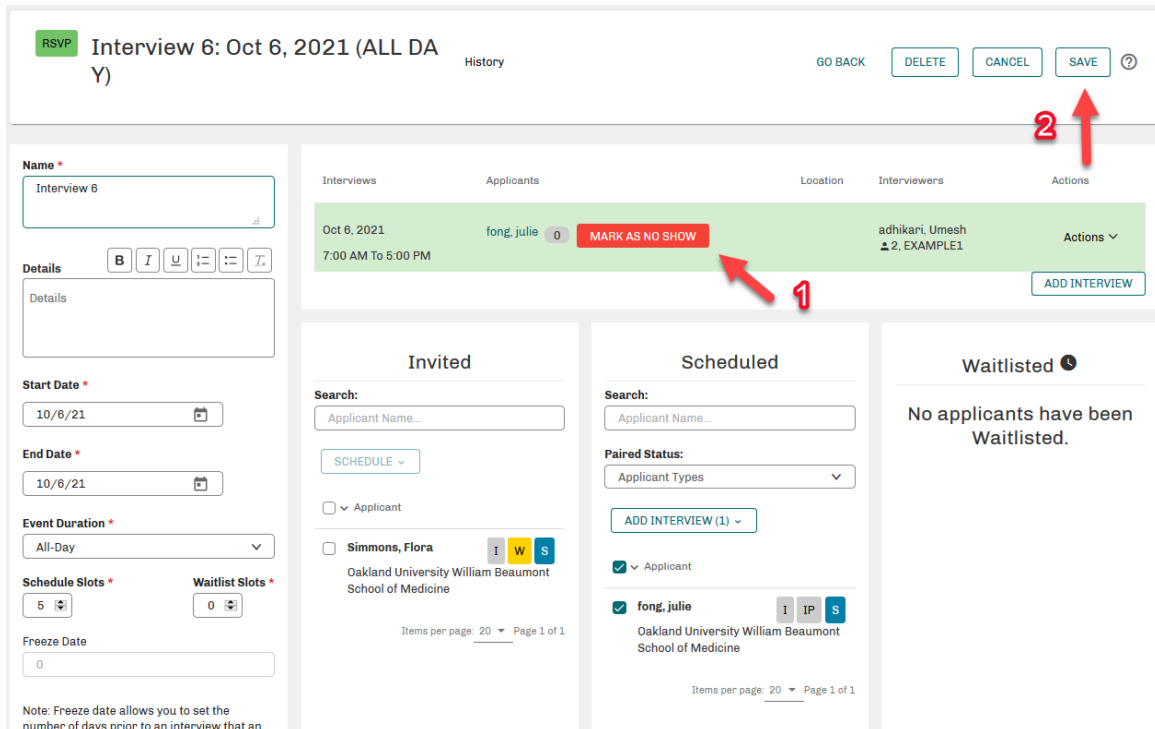
An applicant can be marked as ‘No Show’ for all events



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

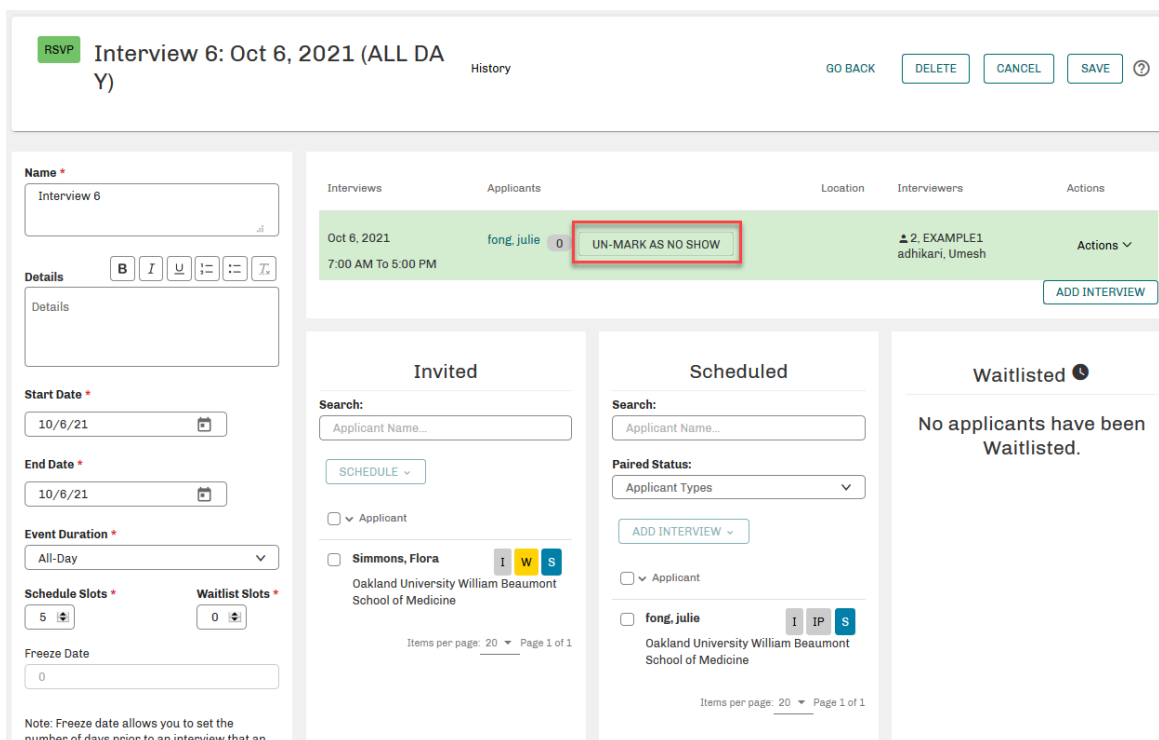
3. Click on the ‘Mark as No Show’ button (step 1) then click ‘Save’ (step 2)



The screenshot displays the 'Interview 6: Oct 6, 2021 (ALL DAY)' interface. At the top right, there are buttons for 'GO BACK', 'DELETE', 'CANCEL', and 'SAVE'. A red arrow labeled '2' points to the 'SAVE' button. Below this is a table with columns: Interviews, Applicants, Location, Interviewers, and Actions. The table contains one row for 'Oct 6, 2021' with applicant 'fong, julie' and interviewer 'adhikari, Umesh'. A red arrow labeled '1' points to the 'MARK AS NO SHOW' button in the 'Actions' column. Below the table are three panels: 'Invited', 'Scheduled', and 'Waitlisted'. The 'Invited' panel shows 'Simmons, Flora' with a 'SCHEDULE' button. The 'Scheduled' panel shows 'fong, julie' with an 'ADD INTERVIEW (1)' button. The 'Waitlisted' panel shows 'No applicants have been Waitlisted.'

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*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. *



The screenshot displays the 'Interview 6: Oct 6, 2021 (ALL DAY)' configuration page. On the left, there are fields for Name, Start Date, End Date, Event Duration, Schedule Slots, Waitlist Slots, and Freeze Date. The main area shows a table of interview slots with columns for Interviews, Applicants, Location, Interviewers, and Actions. A row for 'Oct 6, 2021' at '7:00 AM To 5:00 PM' is highlighted in green, and the 'UN-MARK AS NO SHOW' button is highlighted with a red box. Below the table are three panels: 'Invited' (showing 'Simmons, Flora'), 'Scheduled' (showing 'fong, julie'), and 'Waitlisted' (showing 'No applicants have been Waitlisted.').

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