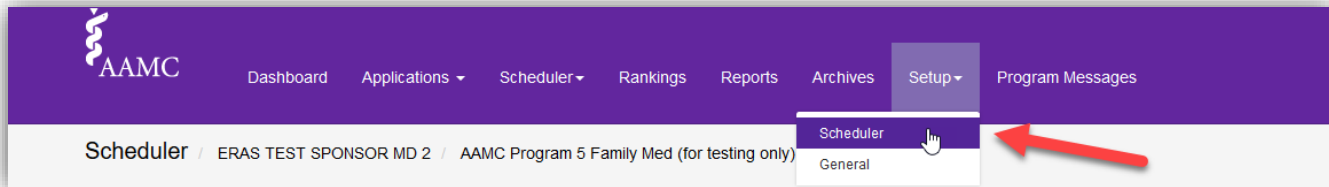
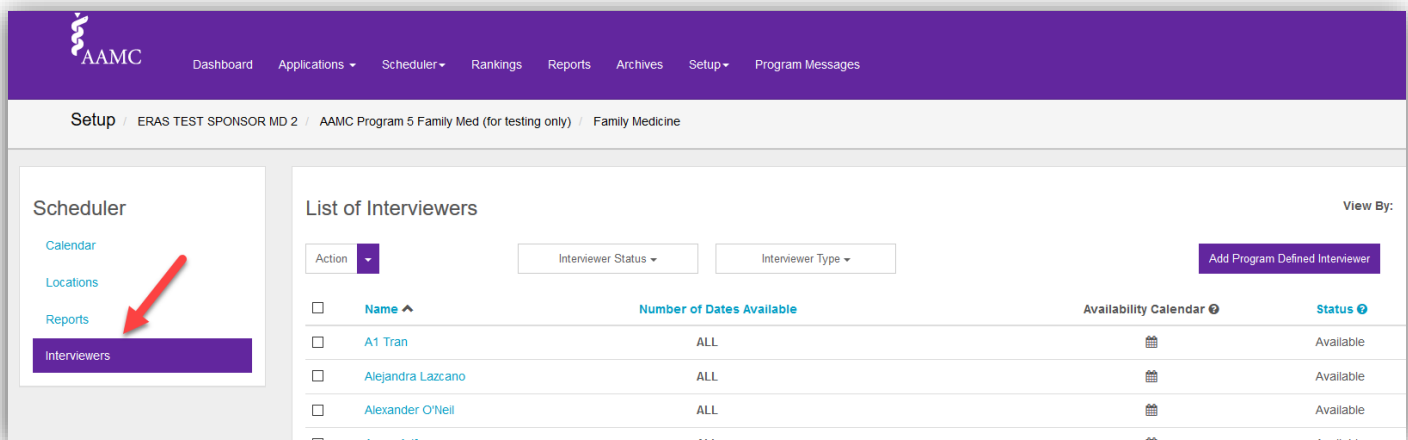


1. From the **Scheduler** module, click the **Setup** tab, and then select **Scheduler**.

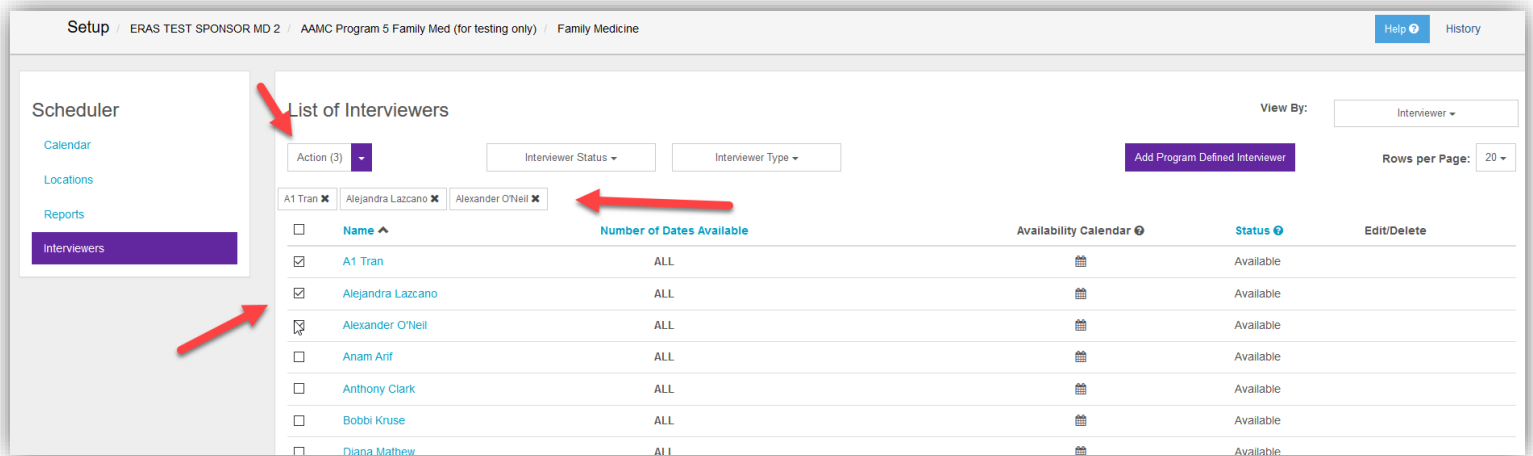


2. Select **Interviewers**.



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3. Check the box next to the Interviewer name that you want to select. To select all Interviewers, check the first box at the top of the column. The selected name(s) will appear at the top of the column.



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

Scheduler

- Calendar
- Locations
- Reports
- Interviewers**

List of Interviewers

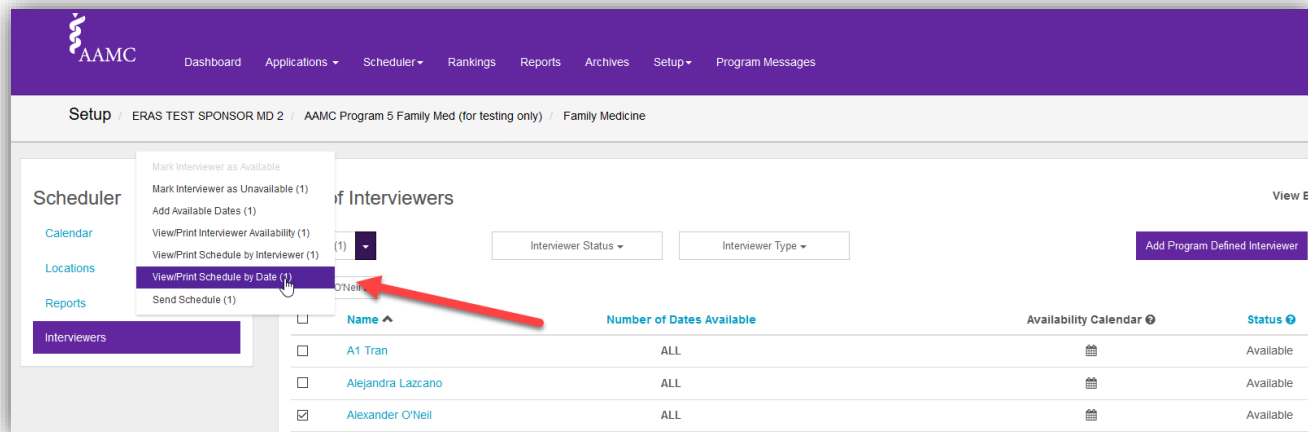
View By: Interviewer

Action (3) Interviewer Status Interviewer Type Add Program Defined Interviewer Rows per Page: 20

| <input type="checkbox"/> | Name | Number of Dates Available | Availability Calendar | Status | Edit/Delete |
|-------------------------------------|-------------------|---------------------------|-----------------------|-----------|-------------|
| <input checked="" type="checkbox"/> | A1 Tran | ALL | | Available | |
| <input checked="" type="checkbox"/> | Alejandra Lazzano | ALL | | Available | |
| <input checked="" type="checkbox"/> | Alexander O'Neil | ALL | | Available | |
| <input type="checkbox"/> | Anam Arif | ALL | | Available | |
| <input type="checkbox"/> | Anthony Clark | ALL | | Available | |
| <input type="checkbox"/> | Bobbi Kruse | ALL | | Available | |
| <input type="checkbox"/> | Diana Mathew | ALL | | Available | |

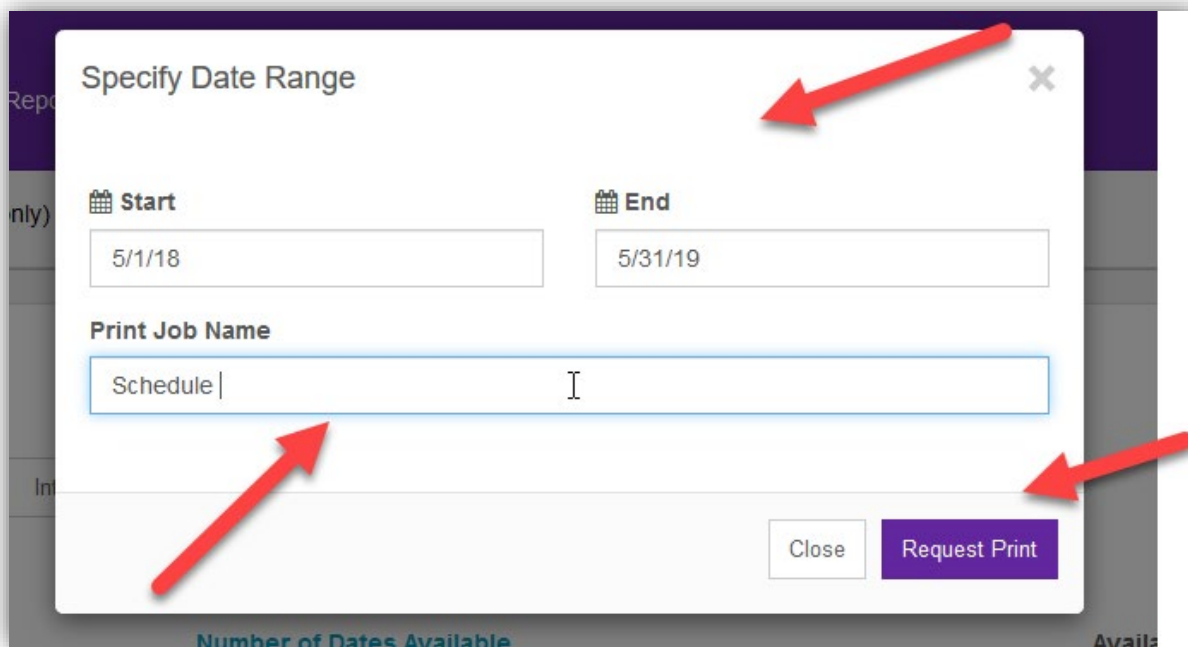
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4. From the actions drop down menu, select View/Print Schedule by Date.



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5. You will need to select your date range and enter in a print job name. You will then need to select Request Print to generate the schedule report.



Specify Date Range

Start 5/1/18 End 5/31/19

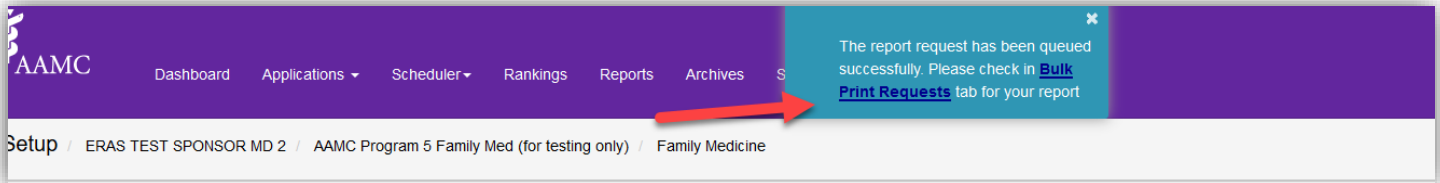
Print Job Name
Schedule |

Close Request Print

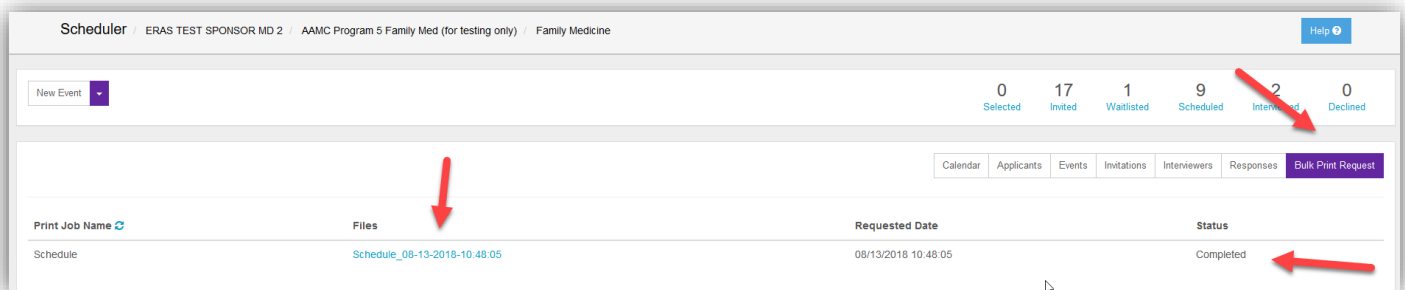
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Scheduler – Print Interview Schedule by Date

- You will receive a confirmation message and a link to the bulk actions. You will be able to click on the Bulk Actions link, and it will direct you to the report.**



- Your report will appear in the bulk actions tab of the scheduler. Once the report is complete, you will be able to view the report by clicking on the link in the files column.**



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8. A PDF of the report will appear. Note that the report is arranged in chronological order.

Interview Schedule by Date
05/01/2018 - 05/31/2019 (1 Interviewer)

Thursday, August 9, 2018

| Applicant Name | AAMC ID | Interview Date/Time | Interviewer Name | Interview Location |
|----------------|----------|-------------------------------------|-------------------|--------------------|
| Arnao, Bouthot | 21147825 | 8/9/2018 8:00 AM - 8/9/2018 6:00 PM | O'Neil, Alexander | |

Monday, September 24, 2018

| Applicant Name | AAMC ID | Interview Date/Time | Interviewer Name | Interview Location |
|----------------|----------|---------------------------------------|-------------------|--------------------|
| Le, Huy | 21147462 | 9/24/2018 8:00 AM - 9/24/2018 3:00 PM | O'Neil, Alexander | Campus 1 |

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