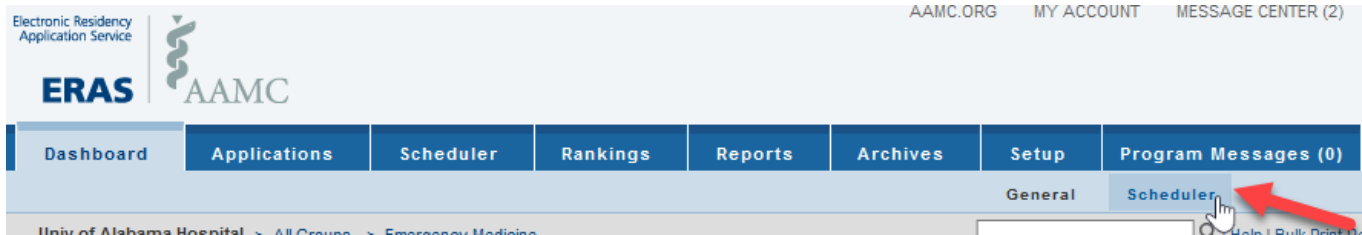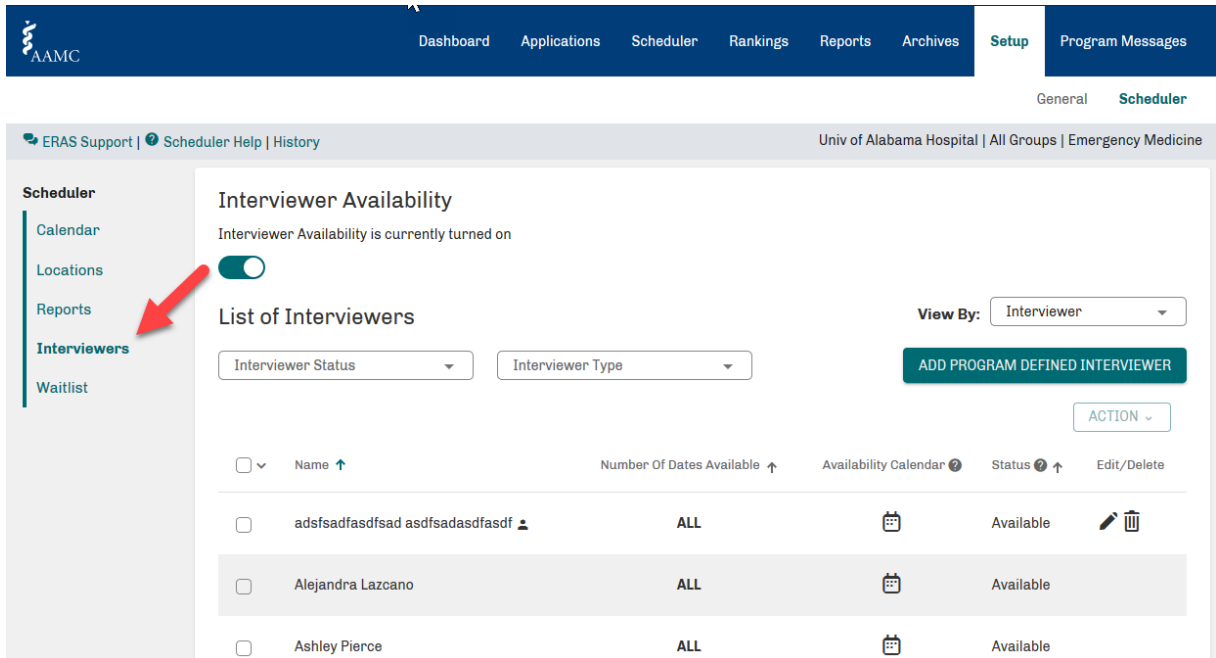**AAMC**
Electronic Residency
Application Service®

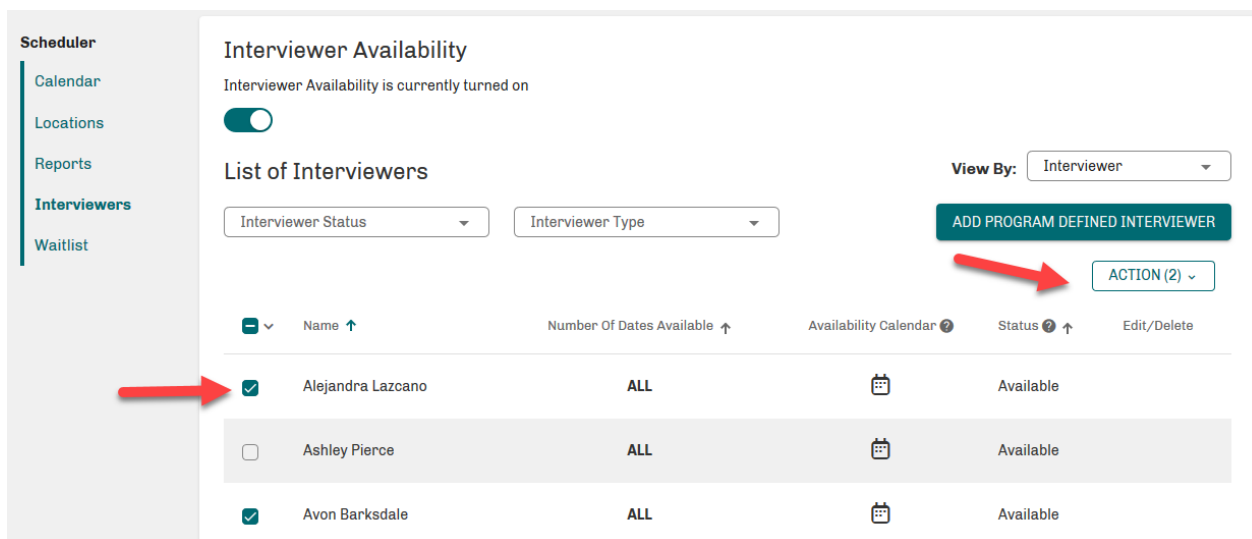1. From the **Scheduler module**, click the **Setup tab**, and then select **Scheduler**.

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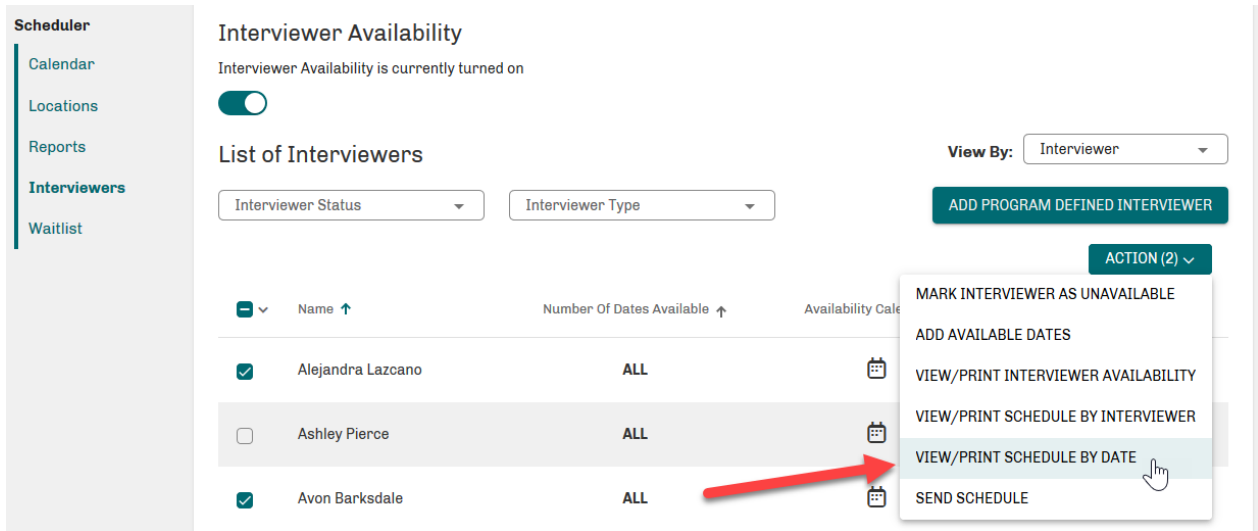
4. **From the actions drop down menu, select <u>View/Print Schedule by Date</u>.**

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

Specify Date Range ✕
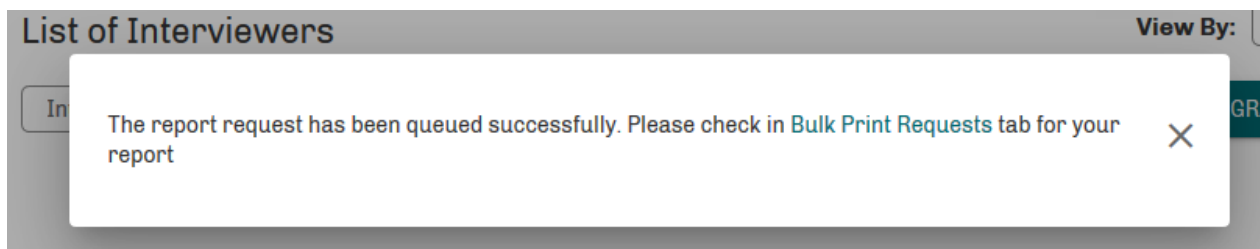
Start   **End**

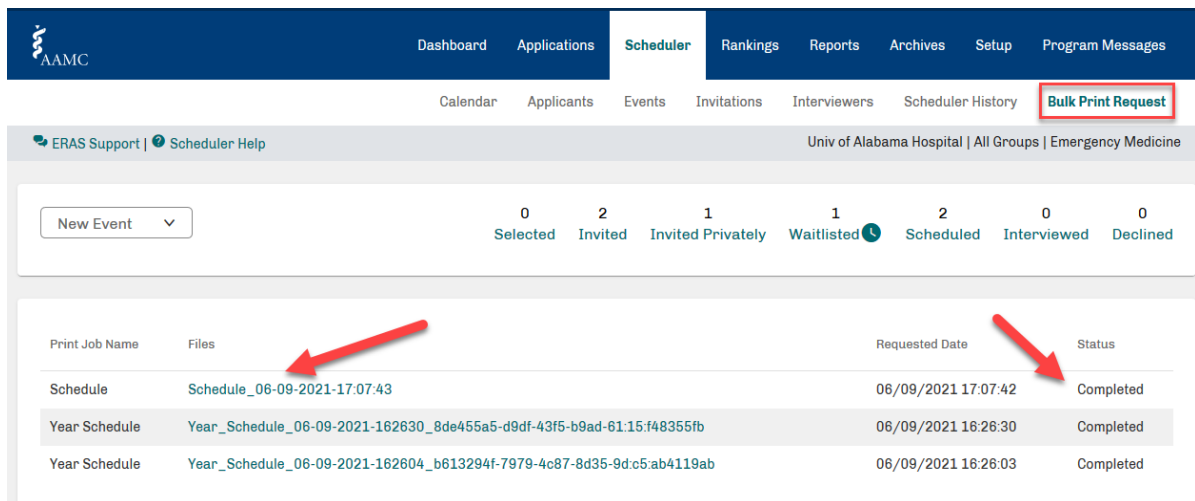04/30/21   05/31/22

Print Job Name

Schedule

RUN REPORT

6. **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.**

7. **Your report will appear in the Bulk Print Request 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
04/30/2021 - 05/31/2022 (2 Interviewers)

Thursday, July 1, 2021

Applicant Name	AAMC ID	Interview Date/Time	Interviewer Name	Interview Location
fong, julie	21215786	7/1/2021 7:00 AM - 7/1/2021 5:00 PM	Lazcano, Alejandra N	
Simmons, Flora	21196691	7/1/2021 10:00 AM - 7/1/2021 11:45 AM	Barksdale, Avon	

Monday, November 1, 2021

Applicant Name	AAMC ID	Interview Date/Time	Interviewer Name	Interview Location
Simmons, Flora	21196691	11/1/2021 7:00 AM - 11/1/2021 5:00 PM	Barksdale, Avon	

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