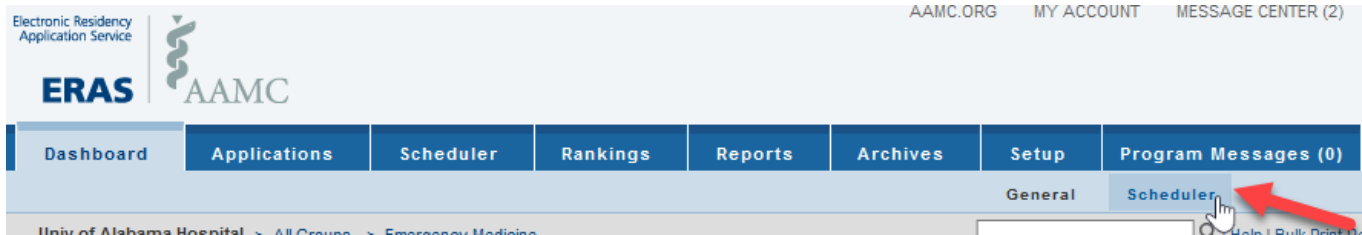
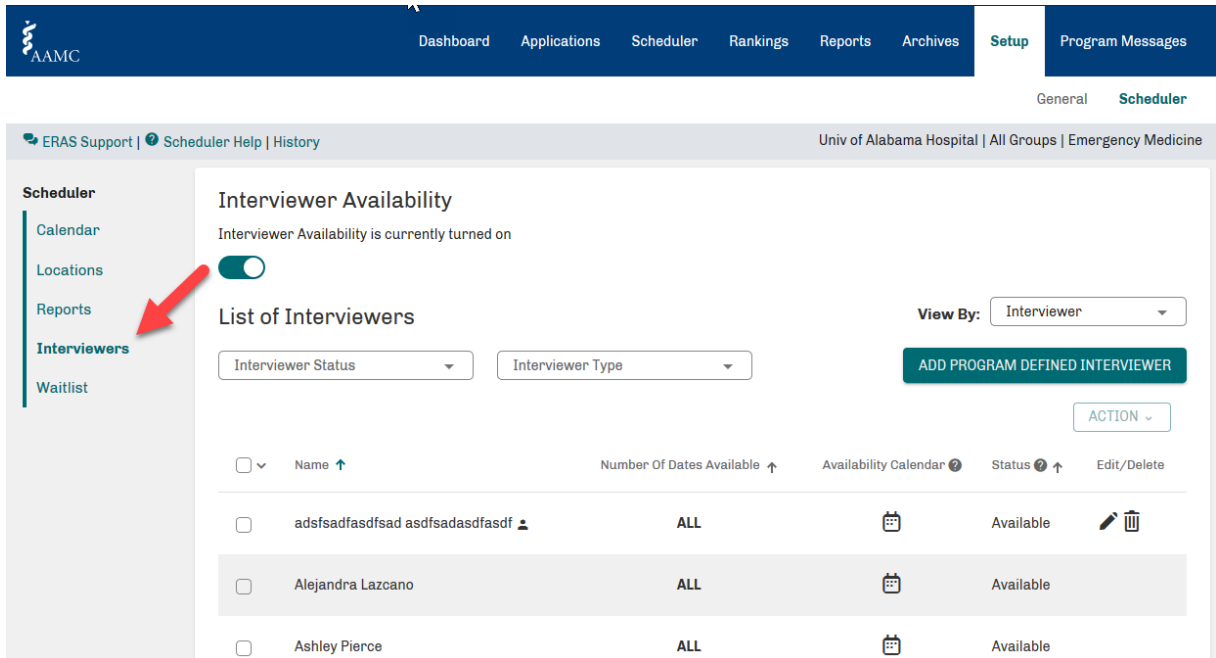


1. From the **Scheduler** module, click the **Setup** tab, and then select **Scheduler**.

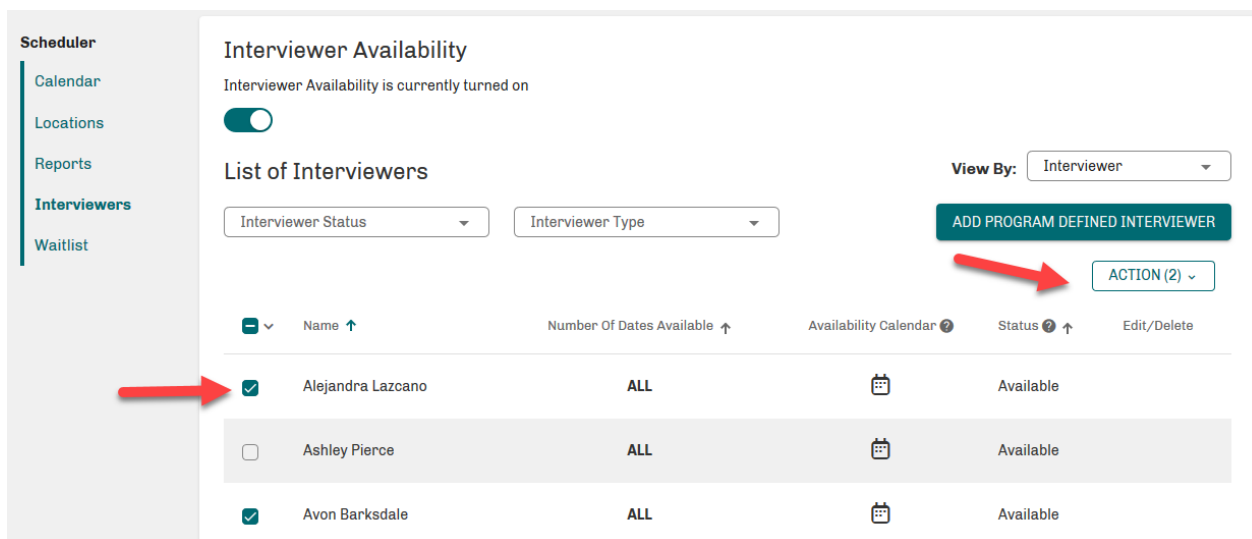


2. Select **Interviewers**.



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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.



Scheduler

- Calendar
- Locations
- Reports
- Interviewers**
- Waitlist

Interviewer Availability

Interviewer Availability is currently turned on

List of Interviewers

Interviewer Status: [Dropdown] Interviewer Type: [Dropdown]

View By: [Interviewer]

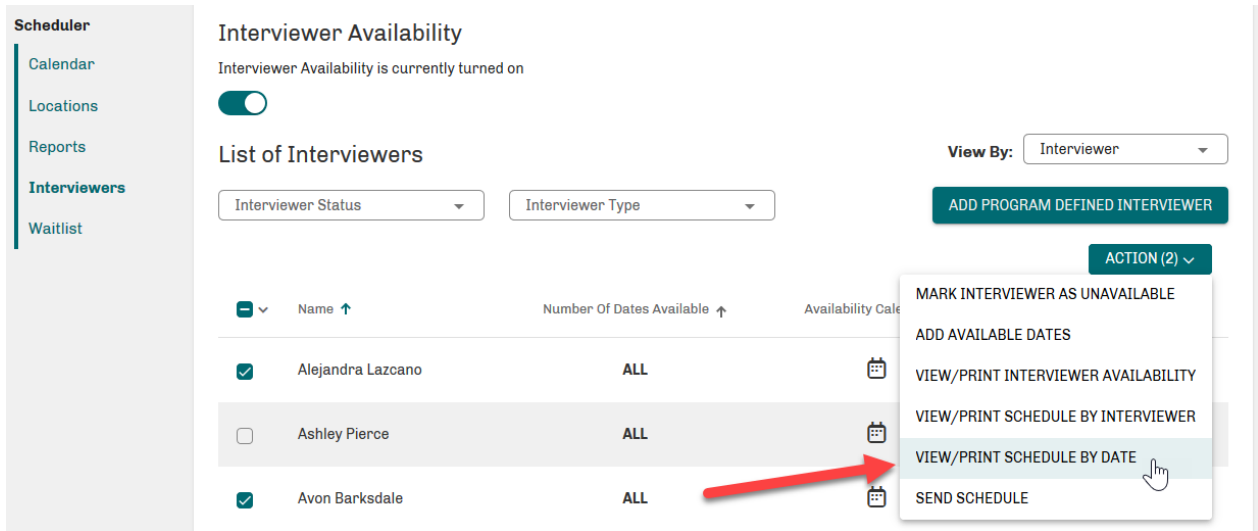
ADD PROGRAM DEFINED INTERVIEWER

ACTION (2)

<input checked="" type="checkbox"/>	Name ↑	Number Of Dates Available ↑	Availability Calendar 📅	Status 📄 ↑	Edit/Delete
<input checked="" type="checkbox"/>	Alejandra Lazcano	ALL	📅	Available	
<input type="checkbox"/>	Ashley Pierce	ALL	📅	Available	
<input checked="" type="checkbox"/>	Avon Barksdale	ALL	📅	Available	

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

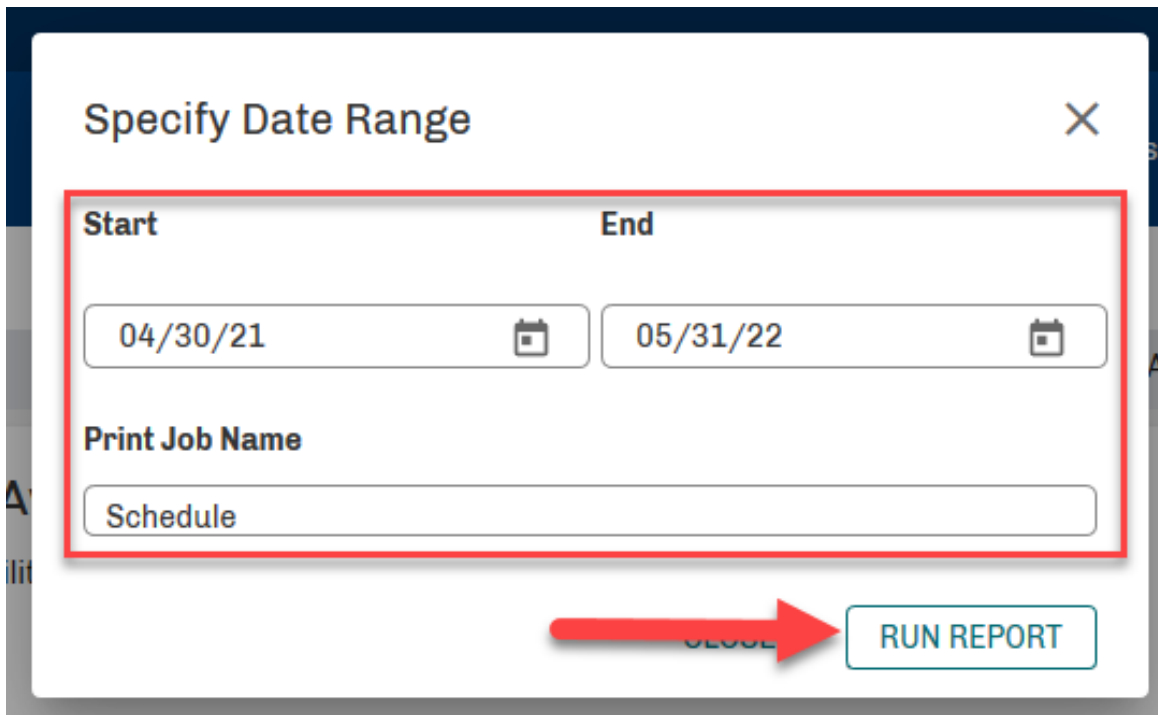


The screenshot shows the 'Interviewer Availability' section of the scheduler. A sidebar on the left contains navigation links: Scheduler, Calendar, Locations, Reports, Interviewers (highlighted), and Waitlist. The main area has a toggle for 'Interviewer Availability' which is turned on. Below this is a 'List of Interviewers' section with filters for 'Interviewer Status' and 'Interviewer Type'. A table lists three interviewers: Alejandra Lazcano, Ashley Pierce, and Avon Barksdale, all with 'ALL' available dates. An 'ACTION (2)' dropdown menu is open over the table, listing options: MARK INTERVIEWER AS UNAVAILABLE, ADD AVAILABLE DATES, VIEW/PRINT INTERVIEWER AVAILABILITY, VIEW/PRINT SCHEDULE BY INTERVIEWER, VIEW/PRINT SCHEDULE BY DATE (highlighted with a red arrow and a mouse cursor), and SEND SCHEDULE. To the right of the table are buttons for 'View By: Interviewer', 'ADD PROGRAM DEFINED INTERVIEWER', and 'ACTION (2)'.

<input type="checkbox"/>	Name ↑	Number Of Dates Available ↑	Availability Calendar
<input checked="" type="checkbox"/>	Alejandra Lazcano	ALL	
<input type="checkbox"/>	Ashley Pierce	ALL	
<input checked="" type="checkbox"/>	Avon Barksdale	ALL	

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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 Run Report to generate the schedule report.



Specify Date Range

Start End

04/30/21 05/31/22

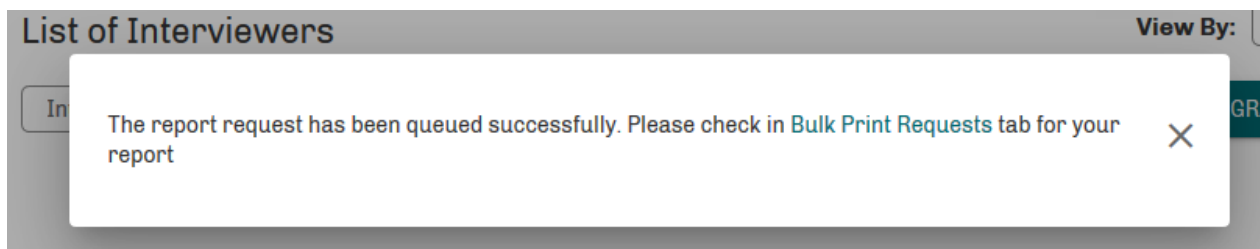
Print Job Name

Schedule

RUN REPORT

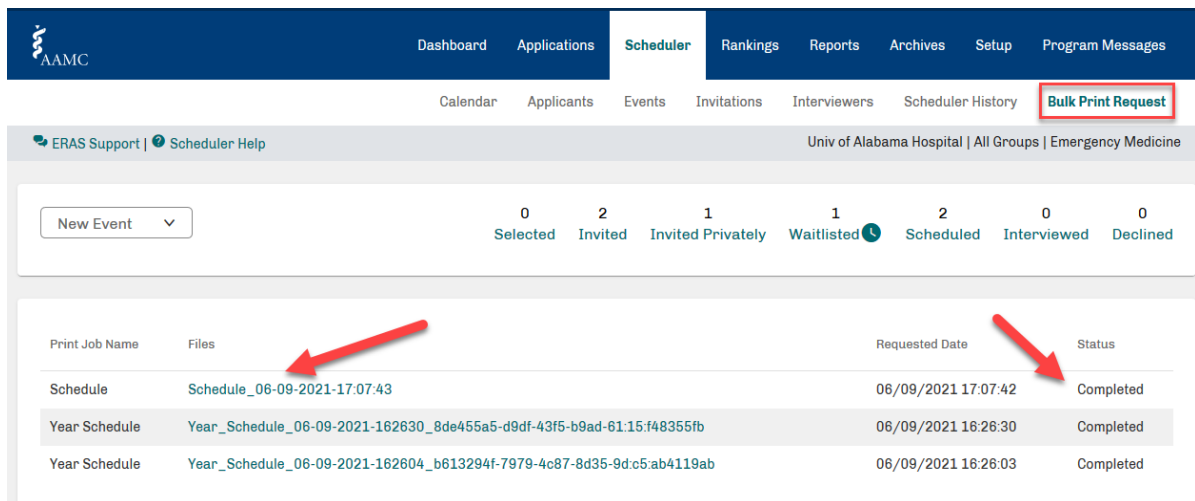
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- You will receive a confirmation message and a link to the bulk actions. You will be able to click on the Bulk Actions link, and it will direct you to the report.**



The screenshot shows a notification box titled "List of Interviewers" with a "View By:" dropdown. The message reads: "The report request has been queued successfully. Please check in Bulk Print Requests tab for your report". There is a close button (X) in the top right corner of the message box.

- 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.**



The screenshot shows the Scheduler interface with the "Bulk Print Request" tab selected. The top navigation bar includes "Dashboard", "Applications", "Scheduler", "Rankings", "Reports", "Archives", "Setup", and "Program Messages". Below this, there are sub-tabs: "Calendar", "Applicants", "Events", "Invitations", "Interviewers", "Scheduler History", and "Bulk Print Request" (highlighted with a red box). The main content area shows a summary of report statistics: 0 Selected, 2 Invited, 1 Invited Privately, 1 Waitlisted, 2 Scheduled, 0 Interviewed, and 0 Declined. Below the summary is a table with columns: Print Job Name, Files, Requested Date, and Status. Two red arrows point to the "Files" and "Status" columns. The table contains three rows of data:

Print Job Name	Files	Requested Date	Status
Schedule	Schedule_06-09-2021-17.07.43	06/09/2021 17:07:42	Completed
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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- 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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