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# Using the Change Entire Recordset Feature

ERAS 2008 PDWS



Association of  
American Medical Colleges

# Change Entire Recordset

The Change Entire Recordset feature allows you to:

- Update data for multiple applicants all at once.
- Pull up desired applicants using the Filter/Sort and change information on the entire set of applicants.

# Changing Entire Recordset

## To Change Entire Recordset:

1. Run a Filter/Sort for the desired group of applicants.
2. Select **Edit** then **Change Entire Recordset** from the menu bar.
3. For this example, we will use the user-defined **Complete Application** Local Data field.



\*Please see Local Data presentation for instructions on creating a user-defined Local Data field.

# Update Status Field

The screenshot shows a dialog box titled "Change Entire Recordset" with tabs for "Status", "Local Data", "Notes", and "Preview". The "Status" tab is active, showing a table with columns "Field" and "New Value". The "Complete Application (Local Data)" row is selected, and its "New Value" dropdown menu is open, showing options: "No Change", "Mark", and "Unmark".

On the **Status** tab, click your mouse in the **New Value** column of the **Complete Application Status** field.

Selecting **Mark** will update the status of all records in the recordset.

Field	New Value
Application Reviewed:	No Change
On Hold:	No Change
Selected To Interview:	No Change
Invited To Interview:	No Change
Interviewed:	No Change
Selected for Ranking:	No Change
Inactive:	No Change
Scramble Application:	No Change
Complete Application (Local Data):	No Change

OK Cancel

# Mark New Value

Change Entire Recordset

Status Local Data Notes Preview

Change Application Status

Field	New Value	Date
Application Reviewed:	No Change	
On Hold:	No Change	
Selected To Interview:	No Change	
Invited To Interview:	No Change	
Interviewed:	No Change	
Selected for Ranking:	No Change	
Inactive:	No Change	
Scramble Application:	No Change	
Complete Application (Local Data):	Mark	05/10/2007

OK Cancel

Today's date populates when the **Mark** value is selected.

# Preview Changes

The screenshot shows a software dialog box titled "Change Entire Recordset". It has a blue header bar and a tabbed interface with tabs for "Status", "Local Data", "Notes", and "Preview". The "Preview" tab is active, displaying a table of recordset preview results. The table has four columns: "Applicant Name", "Field", "Old Value", and "New Value". There are five rows of data, all showing "Complete Application" as the field and "11/26/2007" as both the old and new values. The first row is highlighted in blue. Below the table, there are "OK" and "Cancel" buttons. An orange callout box points to the "Preview" tab, and another orange callout box points to the "OK" button.

Change Entire Recordset

Status Local Data Notes Preview

Recordset preview results: (5 items)

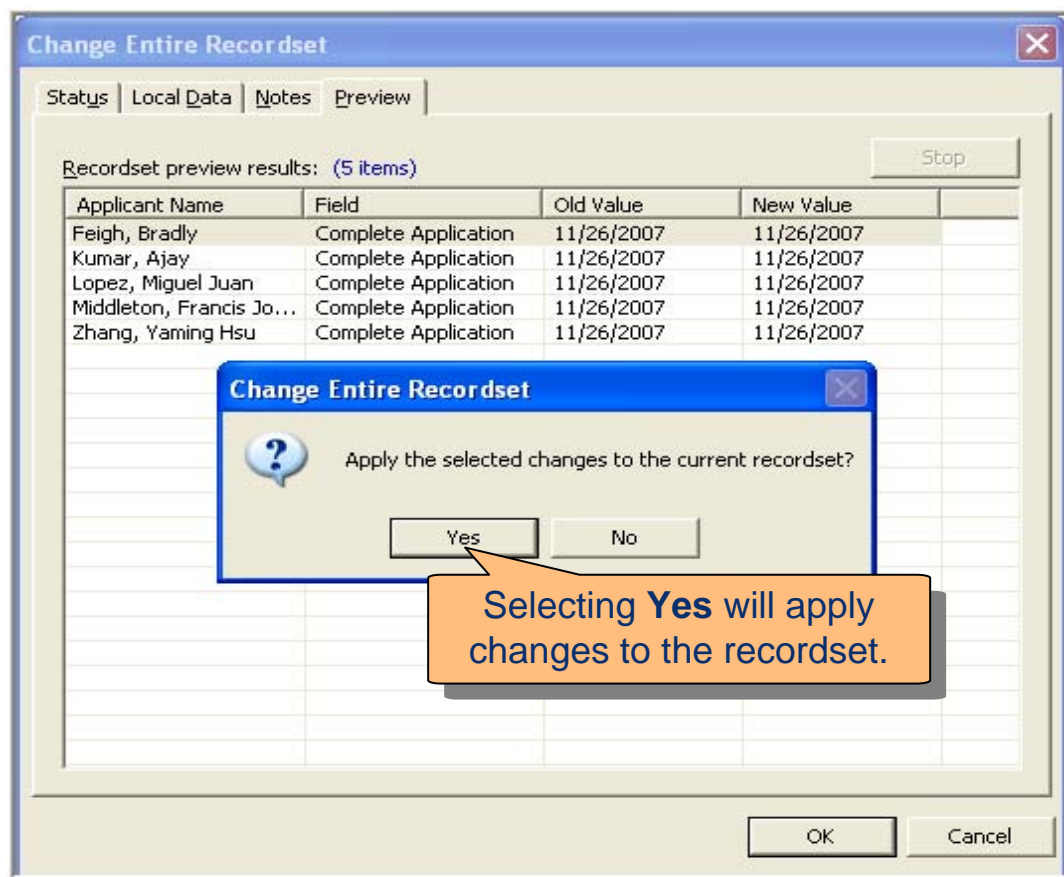
Applicant Name	Field	Old Value	New Value
Feigh, Bradly	Complete Application	11/26/2007	11/26/2007
Kumar, Ajay	Complete Application	11/26/2007	11/26/2007
Lopez, Miguel Juan	Complete Application	11/26/2007	11/26/2007
Middleton, Francis Jo...	Complete Application	11/26/2007	11/26/2007
Zhang, Yaming Hsu	Complete Application	11/26/2007	11/26/2007

OK Cancel

The **Preview** tab lists all records with the **Complete Application Status**.

Click **OK** to continue...

# Apply Changes



# Reasons To Use This Feature

This feature allows you to update information for multiple applicants simultaneously such as:

- Inviting Applicants to Interview
- On Hold
- Selected for Ranking

# ERAS Contacts

- ERAS HelpDesk: 202-828-0413,  
Monday - Friday 8a – 6p EST
- ERAS Web site: [www.aamc.org/eras](http://www.aamc.org/eras)
- ERAS Questions: [erashelp@aamc.org](mailto:erashelp@aamc.org)
- ERAS Ideas: [erasideas@aamc.org](mailto:erasideas@aamc.org)



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