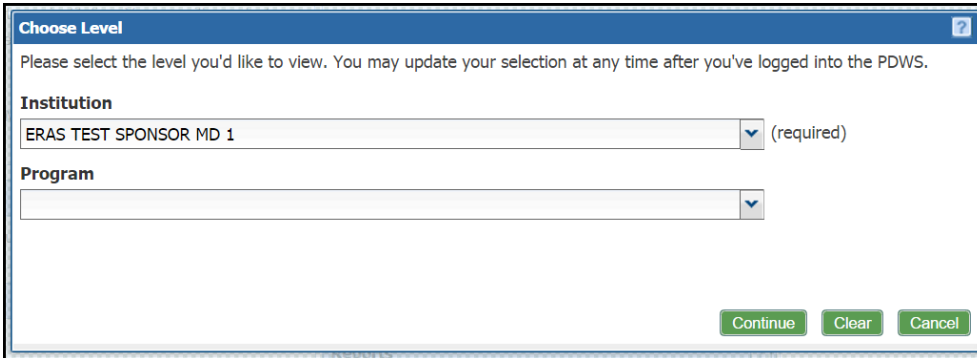


**As a DIO/DME, how do I authorize the use of Residency Management Systems (RMS) for my programs?**

ERAS has collaborated with Medtrics, E\*Value, New Innovations, MedHub, and MyEvaluations.com to enable you to easily transfer applicant, placement, and performance data seamlessly from the PDWS. As a DIO/DME, you must log into the institutional level to authorize the use of RMS.

**As an institutional level user, follow these steps:**

Step 1: Log into the [PDWS](#). Toggle to your Institution and leave the Program field blank. (You may need to click 'Clear' and reselect your institution) Click 'Continue'.

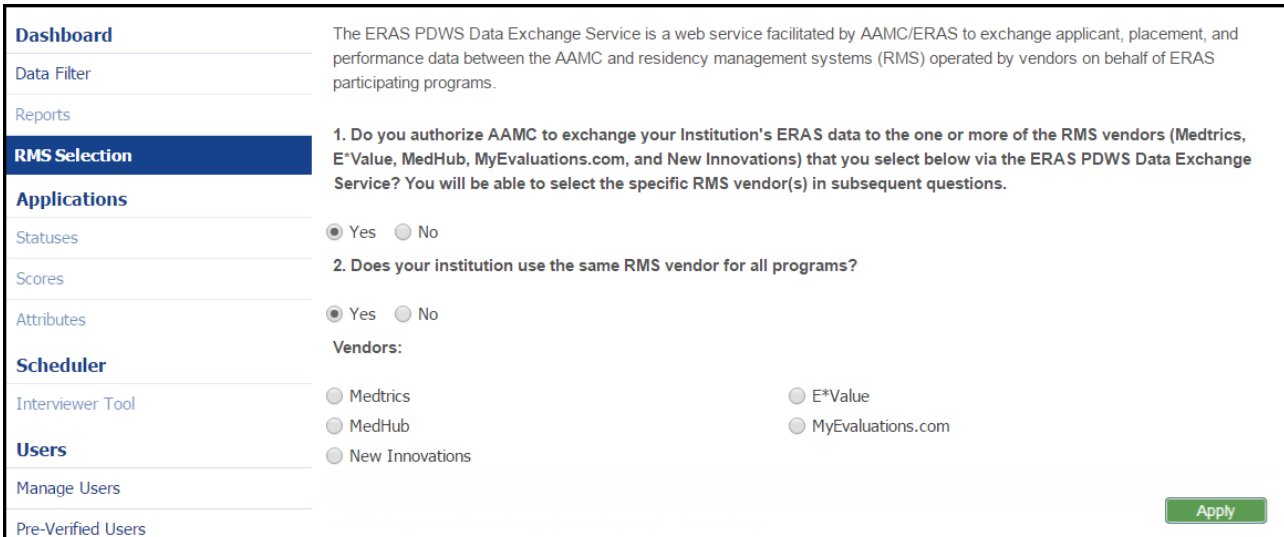


Step 2: Navigate to 'Setup' and click 'RMS Selection' on the left.

Step 3: Authorize the release of ERAS Data at the institution by selecting 'Yes' to the first question.

Step 4:

- Question 2, Yes: Select only one RMS vendor for all programs in the institution:



- Question 2, No: Select multiple or different RMS vendors for each program in the institution:

**Dashboard**

Data Filter

Reports

**RMS Selection**

Applications

Statuses

Scores

Attributes

**Scheduler**

Interviewer Tool

**Users**

Manage Users

Pre-Verified Users

My Role

**Rankings**

Comparison Tool

The ERAS PDWS Data Exchange Service is a web service facilitated by AAMC/ERAS to exchange applicant, placement, and performance data between the AAMC and residency management systems (RMS) operated by vendors on behalf of ERAS participating programs.

1. Do you authorize AAMC to exchange your Institution's ERAS data to the one or more of the RMS vendors (Medtrics, E\*Value, MedHub, MyEvaluations.com, and New Innovations) that you select below via the ERAS PDWS Data Exchange Service? You will be able to select the specific RMS vendor(s) in subsequent questions.

Yes  No

2. Does your institution use the same RMS vendor for all programs?

Yes  No

Programs:

All ▼

**All Programs**

**AAMC Program 1 Dermatology (for testing only) - Dermatology**

Accreditation ID: TEST990000000131

<input checked="" type="checkbox"/> Medtrics	<input checked="" type="checkbox"/> E*Value
<input checked="" type="checkbox"/> MedHub	<input checked="" type="checkbox"/> MyEvaluations.com
<input checked="" type="checkbox"/> New Innovations	

**AAMC Program 10 Dermatology (for testing only) - Dermatology**

Accreditation ID: TEST990000000140

<input checked="" type="checkbox"/> Medtrics	<input type="checkbox"/> E*Value
<input checked="" type="checkbox"/> MedHub	<input type="checkbox"/> MyEvaluations.com
<input checked="" type="checkbox"/> New Innovations	

**AAMC Program 10 Internal Medicine (for testing only) - Internal Medicine**

Accreditation ID: TEST990000000130

<input type="checkbox"/> Medtrics	<input checked="" type="checkbox"/> E*Value
<input type="checkbox"/> MedHub	<input checked="" type="checkbox"/> MyEvaluations.com
<input type="checkbox"/> New Innovations	

Apply

Step 5: Click 'Apply' at the bottom.

***You have now authorized the use of the RMS providers you selected. The program users will need to mark applicants as 'Will Start' first (instructions provided on pages 3 and 4) and then refer to the RMS provider on how to transfer data into their system.***

## How do I send my PDWS applicant data to my RMS Vendor?

ERAS has collaborated with Medtrics, E\*Value, New Innovations, Medhub, and MyEvaluations.com to enable you to easily transfer applicant, placement, and performance data seamlessly from the PDWS. The DIO/DME of the institution must log into the PDWS at the institutional level and authorize the use of the Residency Management System (RMS) for your program (instructions provided on pages 1 and 2).

As the program user, you will see the authorized RMS selection(s) on the program's Dashboard. Matched applicants must be selected with the 'Will Start' application status in order to be included in the data transfer. There are two methods of completing this step. The first method allows you to mark the 'Will Start' status individually for each matched applicant, the second method uses bulk action to mark multiple matched applicants at once.

### As a program user, follow these steps to mark applicants with the 'Will Start' status:

Method 1: Select the 'Will Start' status individually for each applicant:

Step 1: Log into the [PDWS](#).

Step 2: Navigate to the 'View Applications' page of the matched applicant you want to include in the data transfer.

Step 3: Go to the Status Tab and mark the 'Will Start' checkbox.

The screenshot shows the PDWS application interface for Peter Den. The 'Status' tab is selected, and the 'Will Start' checkbox is checked. A blue arrow points to the checkbox.

Personal	Education	Experience	Publications	Exams/Licenses	Limiting Factors
<b>Personal Information</b>					
Gender	Male				
Self-Identification	Hispanic, Latino, or of Spanish origin				
Birth date	10/01/1946				
<b>Current Address</b>					
Street	1310 Glen Street				
City	Paducah				
State	Kentucky				
Zip	42001				
Country	United States				
<b>Contact Numbers</b>					
Preferred	000-00-0000				
Permanent	000-00-0000				
<b>Service Obligations</b>					
Military	None				

Documents	
<b>ERAS(2)</b>	
MyERAS Application	06/15/2016
Curriculum Vitae	06/15/2016
<b>LoRs(1)</b>	
PD LoR	07/05/2016

Status	Interviews	Reviewers	Communication
Attributes	Notes	Scores	
<b>Application Status</b>			
Status	Date		
<input type="checkbox"/>	Application Reviewed		
<input type="checkbox"/>	On Hold		
<input type="checkbox"/>	Incomplete Application		
<input type="checkbox"/>	Complete Application		
<input type="checkbox"/>	Inactive		
<input type="checkbox"/>	Withdrawn by Program		
<input type="checkbox"/>	Withdrawn by Applicant		
<input checked="" type="checkbox"/>	Will Start	03/31/2017 11:53 am	

***This applicant will now be included in future ERAS data transfers to your authorized RMS provider. Repeat this step for each matched applicant. (Once this step has been completed, program staff must contact the RMS provider for specific instructions on how to transfer into their RMS system.)***

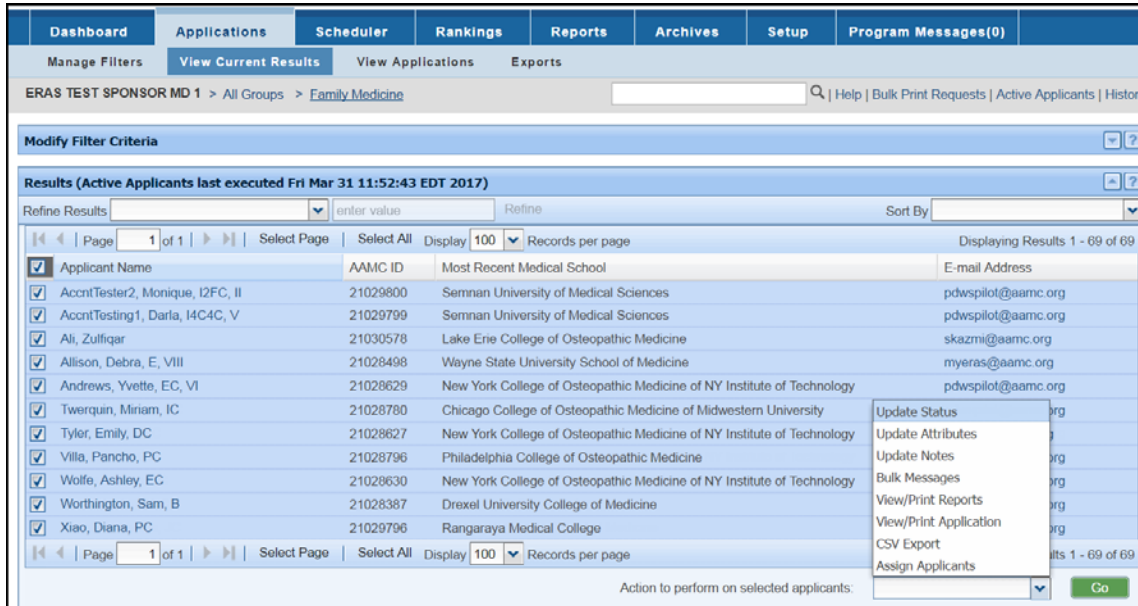
Method 2: Select the 'Will Start' status for multiple applicants at once using bulk action:

Step 1: Log into the [PDWS](#).

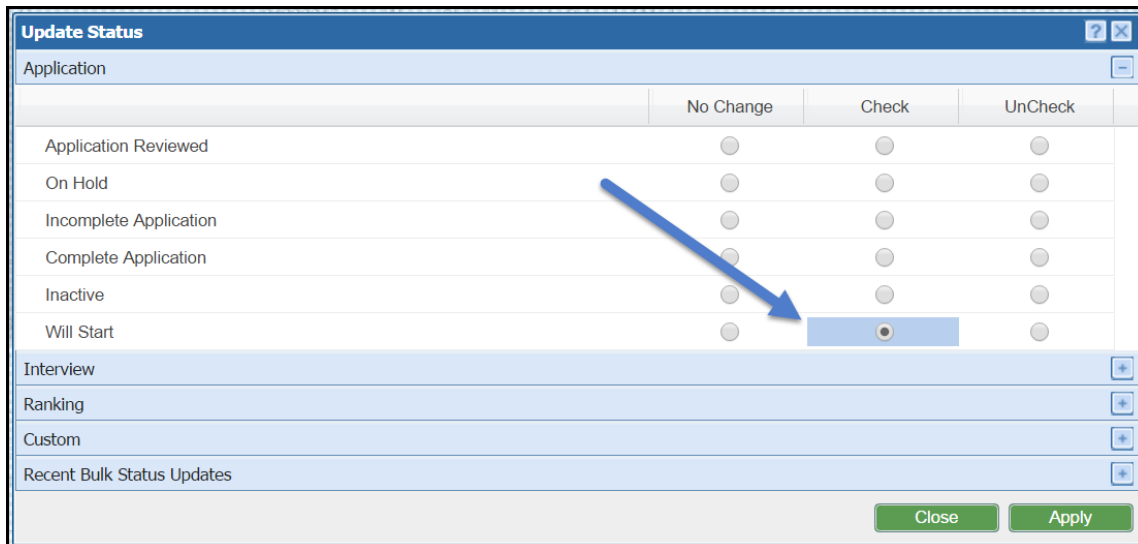
Step 2: Apply a filter which includes matched applicants who should be included in the ERAS data transfer.

Step 3: Mark the check box(s) next to applicant(s) in 'View Current Results'.

Step 4: Scroll down to select 'Update Status' in the bulk actions dropdown.



Step 5: Mark the 'Check' radio button for 'Will Start'. Click Apply. (This will mark the 'Will start' status for all selected applicants within the filter.)



**You may use the 'Will Start' System-Defined filter to verify the applicants who have the 'Will Start' status. These applicants will be included in the ERAS data transfer to the RMS provider. Program staff must work directly with the RMS provider for specific instructions for transferring data into their RMS system.**