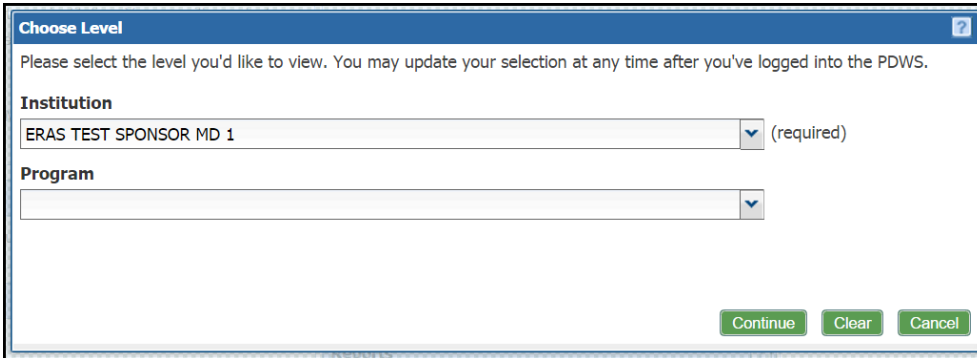**As a DIO/DME, how do I authorize the use of Residency Management Systems (RMS) for my programs?**

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'.
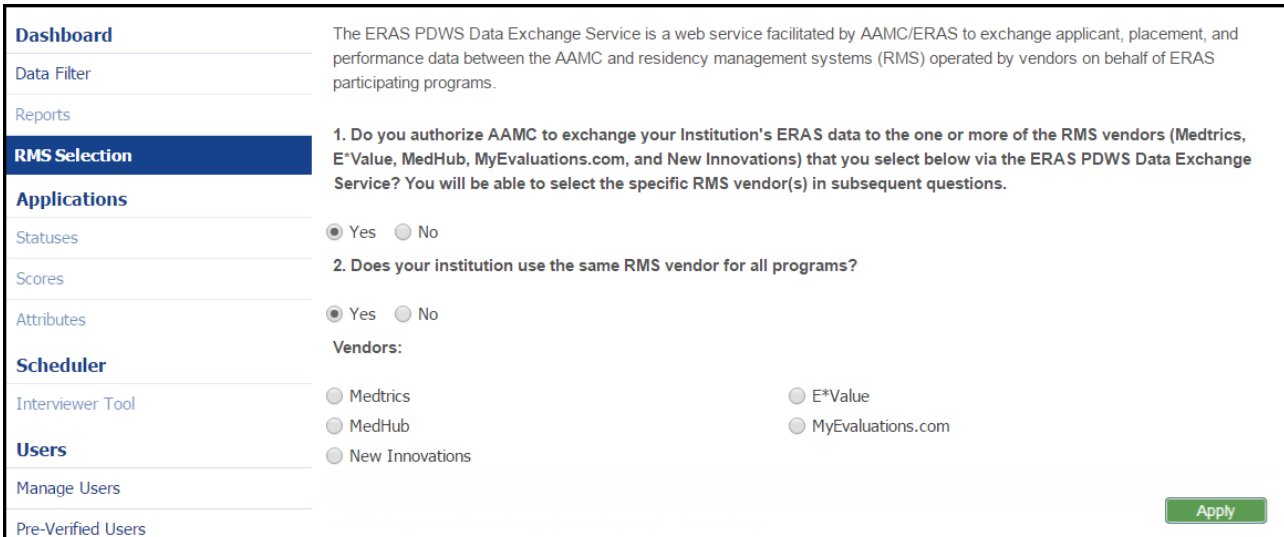

Step 2: Navigate to 'Setup' and click 'RMS Selection' on the left.

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:

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

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.

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.)
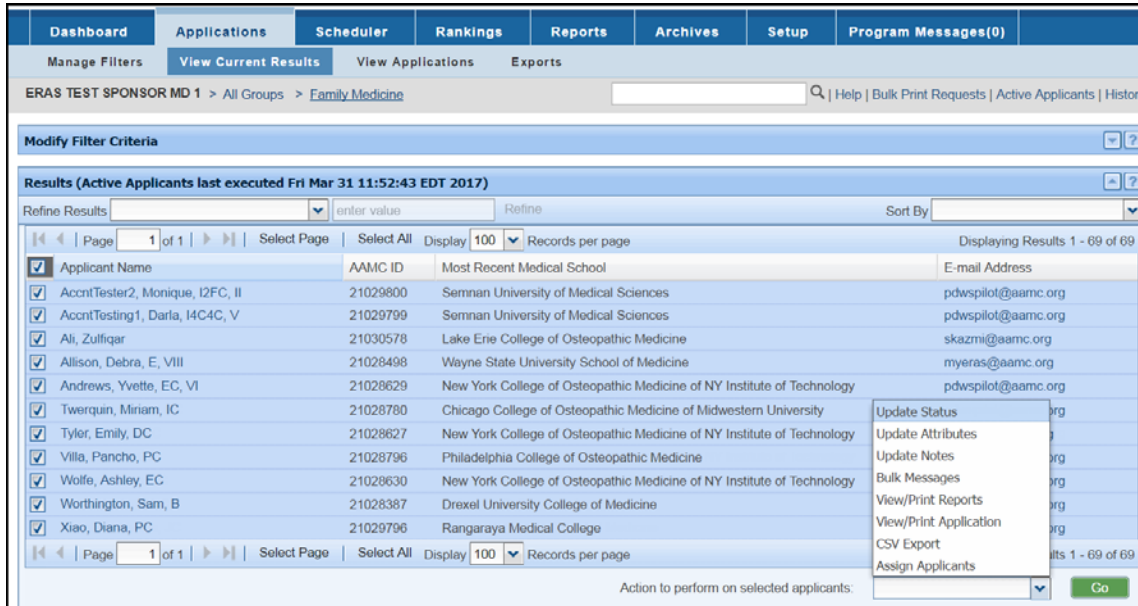
Method 2: Select the 'Will Start' status for ultiple applicants at once using bulk action:
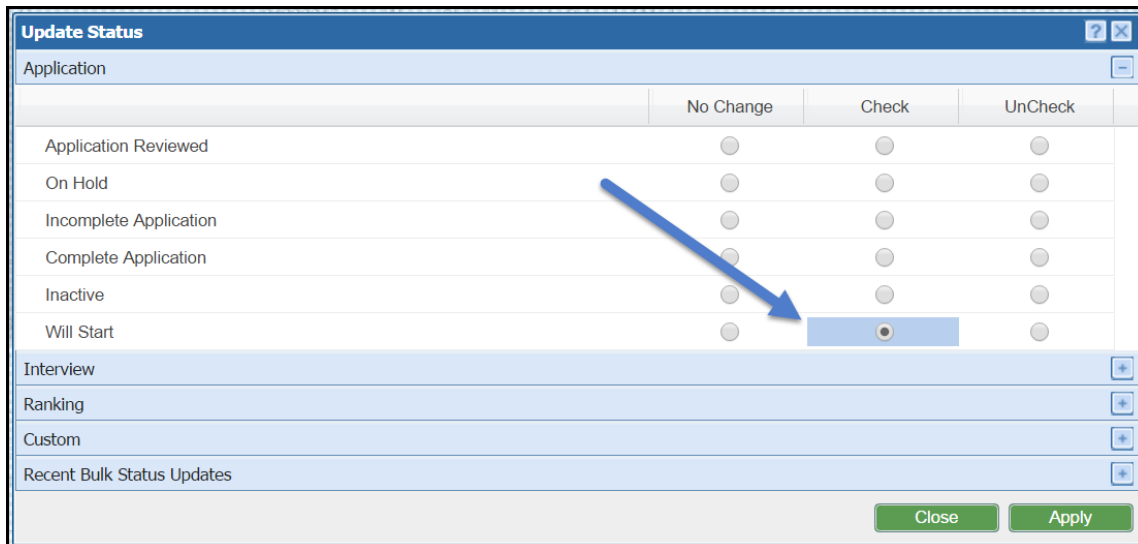
Step 1: Log into the PDWS.

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.