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Institution Super User, Alternate Institution Super User

Associated Authority Functions:

Dashboard

Accept Data Filters – accept default data filters set by ERAS at the beginning of the season View Data Filters- view the data filters that have been marked as screened or viewable View ERAS Notices- view important communication sent from ERAS staff View PDWS Updates- view changes from programs within the PDWS View Favorite Reports- run your favorite report(s) from the Dashboard View Residency Management System (RMS)- view information about selecting an RMS vendor for programs at your institution

Applications - Filters

Create/Save Filter- create user-defined filters based on your own criteria and save filter for future use Edit/ Save Filter- modify filters to change criteria and save filter for future use Apply Filter- run a user-defined or system-defined filter to view applicants that meet the criteria of the filter

Delete Filter- remove a user-defined filter that you no longer need View/ Print Application- print an applicant(s) application along with supporting documents View/ Print Reports- print system generated reports
History- track changes made by program users

Applications - Review Application

Assign applicants- Select applications for Reviewers_Interviewers to View View statuses- View statuses given to the applicant throughout the recruitment process Edit statuses- modify an applicant's application, interview, ranking or custom

Add/ Remove Local Document- attach documents sent to you outside of the PDWS to an applicant's application

History- track changes made by program users

Applications - Evaluate Application

View All interview scores and comments- view interview scores and comments left by all interviewers on the Interviewers tab

Edit All interview scores and comments- enter in comments and scores for all interviewers on the interviewers tab

View All Assigned Applicant scores and comments- view reviewer scores and comments left by all interviewers on the Reviewers tab

Edit All Assigned Applicant scores and comments- enter in comments and scores for all reviewers on the Reviewers tab

View Communications- view any messages that were sent to the applicant in the PDWS as well as view any outside communication (email, phone, fax) that has been tracked for that applicant

Add/ Edit/ Delete Communications- create or modify any outside communication that was had with an applicant (email, phone, fax)

View Attributes - view user-defined fields specific for your program that were created in Setup Edit Attributes - modify user-defined fields specific for your program that were created in Setup

View All Notes- view any note that any user has left about the applicant

Edit All Notes- modify or delete any note that any user has left about the applicant

Edit individual notes- modify or delete any note that you have left about the applicant

View Scores- view Board scores and user-defined scores for the applicant

Edit Scores- modify user-defined scores for the applicant

History- track changes made by program users

Applications - Export

View/ Run saved templates- run a user-defined or system defined export to bring back applicant data in an excel format

Create New Export template- create a new export to bring back applicant data in an excel format and save the export

History- track changes made by program users

Scheduler

Add/ Edit/ Delete events- schedule any applicant for an interview
View All events- view all scheduled events on the calendar
View/ Print All Reports- run all system-generated reports on the Scheduler tab
View/ Print individual schedule- run own individual interview schedule
History- track changes made by program users

Ranking

View Ranking- view the rank order list of ranked applicants

Edit Ranking- modify the rank order list of ranked applicants View/ Print Reports- run all reports on the Rankings tab History- track changes made by program users

Reports

View/ Print Program level Reports- run system-generated reports for a specific program View/ Print Institutional level reports- run system-generated reports for institutional data

Program Messages

View Messages- view all messages that were sent out from the PDWS Create/ Send Messages- create and send messages to applicants through the PDWS Create/ Save templates- create and save message templates to use at a later date Delete Messages/ templates- remove messages or templates that you have created History- track changes made by program users

Setup - Data Filters

View Data Filters- view the data filters have been marked as screened or viewable Edit Data Filters- modify the data filters have been marked as screened or viewable History- track changes made by program users

Setup - RMS Selection

View/Edit RMS Vendor Selection- select which RMS vendor(s) for programs at your institution

Setup - Applications

Add/ Edit/ Remove User Defined Statuses, Scores, Attributes- create and modify user defined items that are specific to your program but the PDWS does not capture History- track changes made by program users

Setup - Scheduler Tool

Add/ Edit/ Delete Interview Dates- add dates that you are going to hold your Interviews on Edit Interview Time Length- select the length of time for your interviews

Add/Edit/Remove Interview Locations- create and modify locations where your interviews are going to take place

History- track changes made by program users

Setup - Interviewer Tool

Assign Interviewer Availability- select which dates your Interviewers are available to interview

Add/Edit/Remove User-Defined Interviewers- add user-defined interviewers for those users who will not go into the PDWS, but still need to be on the schedule History- track changes made by program users

Setup - Manage Users

Assign/Revoke Alternate Institution Super User- invite designees to help manage the PDWS Assign/Revoke Program Super Users/Coordinators- invite program directors and coordinators to gain access to their program

View/ Print Reports- run reports to see who has access to programs at your institution History- track changes made by program users

Setup-Rankings

Select fields for the comparison tool- at the program level select fields to compare applicants on the Rankings tab

Program Super User

Associated Authority Functions:

Dashboard

View Residency Management Systems (RMS)- view information about which RMS vendor your institution selected for your program along with instructions on how to complete the data transfer View Data Filters- view the data filters that have been marked as screened or viewable

View ERAS Notices- view important communication sent from ERAS staff

View PDWS Updates- - view changes from your program within the PDWS

View/ Run Application Activity- run the application activity to view updated documents within a specific time/date range

View Favorite Reports- run your favorite report(s) from the Dashboard

View Favorite Filters- run your favorite filter(s) from the Dashboard

Applications - Filters

Create/Save Filter- create user-defined filters based on your own criteria and save filter for future use Edit/ Save Filter - modify filters to change criteria and save filter for future use Apply Filter- run a filter to bring back applicants who meet the criteria of the filter Delete Filter- remove a user-defined filter that you no longer need View/ Print Application- print an applicant(s) application along with supporting documents View/ Print Reports- print system generated reports History- track changes made by program users

Applications - Review Application

Assign applicants- Select applications for Reviewers_Interviewers to View View statuses- View statuses given to the applicant throughout the recruitment process Edit statuses- modify an applicant's application, interview, ranking or custom Add/ Remove Local Document- attach documents sent to you outside of the PDWS to an applicant's application

History- track changes made by program users

Applications - Evaluate Application

View All interview scores and comments- view interview scores and comments left by all interviewers on the Interviewers tab

Edit All interview scores and comments- enter in comments and scores for all interviewers on the interviewers tab

View All Assigned Applicant scores and comments- view reviewer scores and comments left by all interviewers on the Reviewers tab

Edit All Assigned Applicant scores and comments- enter in comments and scores for all reviewers on the Reviewers tab

View Communications- view any messages that were sent to the applicant in the PDWS as well as view any outside communication (email, phone, fax) that has been tracked for that applicant

Add/ Edit/ Delete Communications- create or modify any outside communication that was had with an applicant (email, phone, fax)

View Attributes - view user-defined fields specific for your program that were created in Setup Edit Attributes- modify user-defined fields specific for your program that were created in Setup View All Notes- view any note that any user has left about the applicant

Edit All Notes- modify or delete any note that any user has left about the applicant

Edit individual notes- modify or delete any note that you have left about the applicant

View Scores- view Board scores and user-defined scores for the applicant

Edit Scores- modify user-defined scores for the applicant

History- track changes made by program users

Applications - Export

View/ Run saved templates- run a user-defined or system defined export to bring back applicant data in an excel format

Create New Export template- create a new export to bring back applicant data in an excel format and save the export

History- track changes made by program users

Scheduler

Add/ Edit/ Delete events- schedule any applicant for an interview View All events- view all scheduled events on the calendar View/ Print All Reports- run all system-generated reports on the Scheduler tab View/ Print individual schedule- run own individual interview schedule History- track changes made by program users Ranking

View Ranking- view the rank order list of ranked applicants Edit Ranking- modify the rank order list of ranked applicants View/ Print Reports- run all reports on the Rankings tab History- track changes made by program users

Reports

View/ Print Reports- run system-generated reports for your program

Program Messages

View Messages- view all messages that were sent out from the PDWS Create/ Send Messages- create and send messages to applicants through the PDWS Create/ Save templates- create and save message templates to use at a later date Delete Messages/ templates- remove messages or templates that you have created History- track changes made by program users

Setup - Data Filters

View Data Filters- view the data filters have been marked as screened or viewable Edit Data Filters- modify the data filters have been marked as screened or viewable History- track changes made by program users

Setup - Applications

Add/ Edit/ Remove User Defined Statuses, Scores, Attributes- create and modify user defined items that are specific to your program but the PDWS does not capture History- track changes made by program users

Setup - Scheduler Tool

Add/ Edit/ Delete Interview Dates- add dates that you are going to hold your Interviews on Edit Interview Time Length- select the length of time for your interviews Add/Edit/Remove Interview Locations- create and modify locations where your interviews are going to take place
History- track changes made by program users

Setup - Interviewer Tool

Assign Interviewer Availability- select which dates your Interviewers are available to interview Add/Edit/Remove User-Defined Interviewers- add user-defined interviewers for those users who will not go into the PDWS, but still need to be on the schedule History- track changes made by program users

Setup - Manage Users

Assign/Revoke Alternate Program Super User- invite designees to help manage the PDWS Assign/Revoke Program Coordinators, Reviewers_Interviewers- invite other faculty to gain access to the program

View/ Print Reports- run reports to see who has access to programs at your program History- track changes made by program users

Setup-Rankings

Select fields for the comparison tool-select fields to compare applicants on the Rankings tab

Alternate Program Super User

Associated Authority Functions:

Dashboard

View Residency Management System (RMS)- view information about which RMS vendor your institution selected for your program along with instructions on how to complete the data transfer

View Data Filters- view the data filters that have been marked as screened or viewable

View ERAS Notices- view important communication sent from ERAS staff

View PDWS Updates- view changes from your program within the PDWS

View/ Run Application Activity- run the application activity to view updated documents within a specific time/date range

View Favorite Reports- run your favorite report(s) from the Dashboard

View Favorite Filters- run your favorite filter(s) from the Dashboard

Applications - Filters

Create/Save Filter- create user-defined filters based on your own criteria and save filter for future use Edit/ Save Filter - modify filters to change criteria and save filter for future use Apply Filter- run a filter to bring back applicants who meet the criteria of the filter Delete Filter- remove a user-defined filter that you no longer need View/ Print Application- print an applicant(s) application along with supporting documents View/ Print Reports- print system generated reports History- track changes made by program users

Applications - Review Application

Assign applicants- Select applications for Reviewers_Interviewers to View View statuses- View statuses given to the applicant throughout the recruitment process Edit statuses- modify an applicant's application, interview, ranking or custom Add/ Remove Local Document- attach documents sent to you outside of the PDWS to an applicant's application

History- track changes made by program users

Applications - Evaluate Application

View All interview scores and comments- view interview scores and comments left by all interviewers on the Interviewers tab

Edit All interview scores and comments- enter in comments and scores for all interviewers on the interviewers tab

View All Assigned Applicant scores and comments- view reviewer scores and comments left by all interviewers on the Reviewers tab

Edit All Assigned Applicant scores and comments- enter in comments and scores for all reviewers on the Reviewers tab

View Communications- view any messages that were sent to the applicant in the PDWS as well as view any outside communication (email, phone, fax) that has been tracked for that applicant

Add/ Edit/ Delete Communications- create or modify any outside communication that was had with an applicant (email, phone, fax)

View Attributes - view user-defined fields specific for your program that were created in Setup Edit Attributes- modify user-defined fields specific for your program that were created in Setup View All Notes- view any note that any user has left about the applicant

Edit All Notes- modify or delete any note that any user has left about the applicant Edit individual notes- modify or delete any note that you have left about the applicant

View Scores- view Board scores and user-defined scores for the applicant

Edit Scores- modify user-defined scores for the applicant

History- track changes made by program users

Applications - Export

View/ Run saved templates- run a user-defined or system defined export to bring back applicant data in an excel format

Create New Export template- create a new export to bring back applicant data in an excel format and save the export

History- track changes made by program users

Scheduler

Add/ Edit/ Delete events- schedule any applicant for an interview
View All events- view all scheduled events on the calendar
View/ Print All Reports- run all system-generated reports on the Scheduler tab
View/ Print individual schedule- run own individual interview schedule
History- track changes made by program users

Ranking

View Ranking- view the rank order list of ranked applicants Edit Ranking- modify the rank order list of ranked applicants View/ Print Reports- run all reports on the Rankings tab History- track changes made by program users

Reports

View/ Print Reports- run system-generated reports for your program

Program Messages

View Messages- view all messages that were sent out from the PDWS Create/ Send Messages- create and send messages to applicants through the PDWS Create/ Save templates- create and save message templates to use at a later date Delete Messages/ templates- remove messages or templates that you have created History- track changes made by program users

Setup - Data Filters

View Data Filters- view the data filters have been marked as screened or viewable Edit Data Filters- modify the data filters have been marked as screened or viewable History

Setup - Applications

Add/ Edit/ Remove User Defined Statuses, Scores, Attributes- create and modify user defined items that are specific to your program but the PDWS does not capture History- track changes made by program users

Setup - Scheduler Tool

Add/ Edit/ Delete Interview Dates- add dates that you are going to hold your Interviews on Edit Interview Time Length- select the length of time for your interviews

Add/Edit/Remove Interview Locations- create and modify locations where your interviews are going to take place

History- track changes made by program users

Setup - Interviewer Tool

Assign Interviewer Availability- select which dates your Interviewers are available to interview Add/Edit/Remove User-Defined Interviewers- add user-defined interviewers for those users who will not go into the PDWS, but still need to be on the schedule History- track changes made by program users

Setup - Manage Users

Assign/Revoke Program Coordinators, Reviewers_Interviewers- invite other faculty to gain access to the program

View/ Print Reports- run reports to see who has access to programs at your program History- track changes made by program users

Setup - Rankings

Select fields for the comparison tool-select fields to compare applicants on the Rankings tab

Program Coordinator 1

Associated Authority Functions:

Dashboard

View Residency Management System (RMS) - view information about which RMS vendor your institution selected for your program along with instructions on how to complete the data transfer

View Data Filters- view the data filters that have been marked as screened or viewable

View ERAS Notices- view important communication sent from ERAS staff

View PDWS Updates- view changes from your program within the PDWS

View/ Run Application Activity- run the application activity to view updated documents within a specific time/date range

View Favorite Reports- run your favorite report(s) from the Dashboard

View Favorite Filters- run your favorite filter(s) from the Dashboard

Applications - Filters

Create/Save Filter- create user-defined filters based on your own criteria and save filter for future use Edit/ Save Filter - modify filters to change criteria and save filter for future use Apply Filter- run a filter to bring back applicants who meet the criteria of the filter Delete Filter- remove a user-defined filter that you no longer need View/ Print Application- print an applicant(s) application along with supporting documents View/ Print Reports- print system generated reports History- track changes made by program users

Applications - Review Application

Assign applicants- Select applications for Reviewers_Interviewers to View View statuses- View statuses given to the applicant throughout the recruitment process Edit statuses- modify an applicant's application, interview, ranking or custom Add/ Remove Local Document- attach documents sent to you outside of the PDWS to an applicant's application

History- track changes made by program users

Applications - Evaluate Application

View All interview scores and comments- view interview scores and comments left by all interviewers on the Interviewers tab

Edit All interview scores and comments- enter in comments and scores for all interviewers on the interviewers tab

View All Assigned Applicant scores and comments- view reviewer scores and comments left by all interviewers on the Reviewers tab

Edit All Assigned Applicant scores and comments- enter in comments and scores for all reviewers on the Reviewers tab

View Communications- view any messages that were sent to the applicant in the PDWS as well as view any outside communication (email, phone, fax) that has been tracked for that applicant

Add/ Edit/ Delete Communications- create or modify any outside communication that was had with an applicant (email, phone, fax)

View Attributes - view user-defined fields specific for your program that were created in Setup Edit Attributes- modify user-defined fields specific for your program that were created in Setup View All Notes- view any note that any user has left about the applicant

Edit All Notes- modify or delete any note that any user has left about the applicant Edit individual notes- modify or delete any note that you have left about the applicant

View Scores- view Board scores and user-defined scores for the applicant

Edit Scores- modify user-defined scores for the applicant

History- track changes made by program users

Applications - Export

View/ Run saved templates- run a user-defined or system defined export to bring back applicant data in an excel format

Create New Export template- create a new export to bring back applicant data in an excel format and save the export

History- track changes made by program users

Scheduler

Add/ Edit/ Delete events- schedule any applicant for an interview
View All events- view all scheduled events on the calendar
View/ Print All Reports- run all system-generated reports on the Scheduler tab
View/ Print individual schedule- run own individual interview schedule
History- track changes made by program users

Ranking

View Ranking- view the rank order list of ranked applicants Edit Ranking- modify the rank order list of ranked applicants View/ Print Reports- run all reports on the Rankings tab History- track changes made by program users

Reports

View/ Print Reports- run system-generated reports for your program

Program Messages

View Messages- view all messages that were sent out from the PDWS Create/ Send Messages- create and send messages to applicants through the PDWS

Create/ Save templates- create and save message templates to use at a later date Delete Messages/ templates- remove messages or templates that you have created History- track changes made by program users

Setup - Data Filters

View Data Filters- view the data filters have been marked as screened or viewable History- track changes made by program users

Setup - Applications

Add/ Edit/ Remove User Defined Statuses, Scores, Attributes- create and modify user defined items that are specific to your program but the PDWS does not capture History- track changes made by program users

Setup - Scheduler Tool

Add/ Edit/ Delete Interview Dates- add dates that you are going to hold your Interviews on Edit Interview Time Length- select the length of time for your interviews

Add/Edit/Remove Interview Locations- create and modify locations where your interviews are going to take place

History- track changes made by program users

Setup - Interviewer Tool

Assign Interviewer Availability- select which dates your Interviewers are available to interview Add/Edit/Remove User-Defined Interviewers- add user-defined interviewers for those users who will not go into the PDWS, but still need to be on the schedule History- track changes made by program users

Setup - Manage Users

Assign/Revoke Program Coordinators, Reviewers_Interviewers- invite other faculty to gain access to the program

View/ Print Reports- run reports to see who has access to programs at your program History- track changes made by program users

Setup-Rankings

Select fields for the comparison tool-select fields to compare applicants on the Rankings tab

Program Coordinator 2-(Program Coordinator Read Only)

Associated Authority Functions:

Dashboard

View Residency Management System (RMS)- view information about which RMS vendor your institution selected for your program along with instructions on how to complete the data transfer

View Data Filters- view the data filters that have been marked as screened or viewable

View ERAS Notices- view important communication sent from ERAS staff

View PDWS Updates- view changes from your program within the PDWS

View/ Run Application Activity- run the application activity to view updated documents within a specific time/date range

View Favorite Filters- run your favorite filter(s) from the Dashboard

Applications - Filters

Apply Filter- run a filter to bring back applicants who meet the criteria of the filter View/ Print Application- print an applicant(s) application along with supporting documents History- track changes made by program users

Applications - Review Application

View statuses- View statuses given to the applicant throughout the recruitment process History- track changes made by program users

Applications - Evaluate Application

View All interview scores and comments- view interview scores and comments left by all interviewers on the Interviewers tab

View All Assigned Applicant scores and comments- view reviewer scores and comments left by all interviewers on the Reviewers tab

View Communications- view any messages that were sent to the applicant in the PDWS as well as view any outside communication (email, phone, fax) that has been tracked for that applicant

View Attributes - view user-defined fields specific for your program that were created in Setup

View All Notes- view any note that any user has left about the applicant

View Scores- view Board scores and user-defined scores for the applicant

History- track changes made by program users

Applications - Export

View/ Run saved templates- run a user-defined or system defined export to bring back applicant data in an excel format

History- track changes made by program users

Scheduler

View All events- view all scheduled events on the calendar View/ Print individual schedule- run own individual interview schedule History- track changes made by program users

Program Messages

View Messages- view all messages that were sent out from the PDWS History- track changes made by program users

Setup - Data Filters

View Data Filters- view the data filters have been marked as screened or viewable

Setup - Applications

History- track changes made by program users

Setup – Scheduler Tool

History- track changes made by program users

Setup – Interviewer Tool

History- track changes made by program users

Reviewer Interviewer

Associated Authority Functions:

Dashboard

View Data Filters- view the data filters that have been marked as screened or viewable View ERAS Notices- view important communication sent from ERAS staff View Favorite Filters- run your favorite filter(s) from the Dashboard

Applications – Filters

Apply Filter- run a filter to bring back applicants who meet the criteria of the filter View/Print Application- print an applicant(s) application along with supporting documents

Applications - Review Application

View only assigned or scheduled applicants- must be assigned or scheduled with an applicant to view their application

View statuses- View statuses given to the applicant throughout the recruitment process Edit statuses- modify an applicant's application, interview, ranking or custom

Applications - Evaluate Application

View Only scheduled interview scores and comment- can only view their own comments and scores Edit Only scheduled interview scores and comment- can only enter in their own comments and scores View Only Assigned Applicant review scores and comment- can only view their own comments and scores

Edit Only Assigned Applicant review scores and comment- can only enter in their own comments and scores

View Attributes- view user-defined fields specific for your program that were created in Setup Edit Attributes- modify user-defined fields specific for your program that were created in Setup View All Notes- view any note that any user has left about the applicant Edit individual notes- modify or delete any note that you have left about the applicant View Scores- view Board scores and user-defined scores for the applicant Edit Scores- modify user-defined scores for the applicant

Applications - Export

View/ Run saved templates- run a user-defined or system defined export to bring back applicant data in an excel format

Create New Export template- create a new export to bring back applicant data in an excel format and save the export

Scheduler

View only individual scheduled events- view only individual scheduled events on the calendar View/ Print individual schedule- run own individual interview schedule

Setup – Data Filters

View Data Filters- view the data filters have been marked as screened or viewable

Reviewer_Interviewer Read-Only

Associated Authority Functions:

Dashboard

View Data Filters- view the data filters that have been marked as screened or viewable View ERAS Notices- view important communication sent from ERAS staff View Favorite Filters- run your favorite filter(s) from the Dashboard

Applications - Filters

Apply Filter- run a filter to bring back applicants who meet the criteria of the filter View/Print Application- print an applicant(s) application along with supporting documents

Applications - Review Application

View only assigned or scheduled applicants- must be assigned or scheduled with an applicant to view their application

View statuses- View statuses given to the applicant throughout the recruitment process

Applications - Evaluate Application

View Only scheduled interview scores and comment- can only view their own comments and scores View Only Assigned Applicant review scores and comment- can only view their own comments and scores

View Attributes- view user-defined fields specific for your program that were created in Setup View All Notes- view any note that any user has left about the applicant View Scores- view Board scores and user-defined scores for the applicant

Applications - Export

View/ Run saved templates- run a user-defined or system defined export to bring back applicant data in an excel format

Scheduler

View only individual scheduled events- view only individual scheduled events on the calendar View/ Print individual schedule- run own individual interview schedule

Setup - Data Filters

View Data Filters- view the data filters have been marked as screened or viewable

Reviewer Interviewer Limited Access

Associated Authority Functions:

Dashboard

View Data Filters- view the data filters that have been marked as screened or viewable View ERAS Notices- view important communication sent from ERAS staff

Applications – Filters

View/Print Application- print an applicant(s) application along with supporting documents

Applications - Review Application

View only assigned or scheduled applicants- must be assigned or scheduled with an applicant to view their application

Limited applicant information- cannot view Board scores or transcripts

View statuses- View statuses given to the applicant throughout the recruitment process Edit statuses- modify an applicant's application, interview, ranking or custom

Applications - Evaluate Application

View Only scheduled interview scores and comment- can only view their own comments and scores Edit Only scheduled interview scores and comment- can only enter in their own comments and scores View Only Assigned Applicant review scores and comment- can only view their own comments and scores

Edit Only Assigned Applicant review scores and comment- can only enter in their own comments and scores

View Attributes - view user-defined fields specific for your program that were created in Setup View All Notes- view any note that any user has left about the applicant Edit individual notes- modify or delete any note that you have left about the applicant

Scheduler

View only individual scheduled events- view only individual scheduled events on the calendar View/ Print individual schedule- run own individual interview schedule

Setup - Data Filters

View Data Filters- view the data filters have been marked as screened or viewable