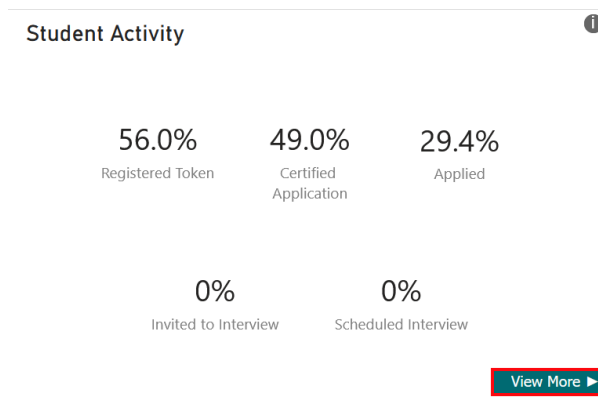


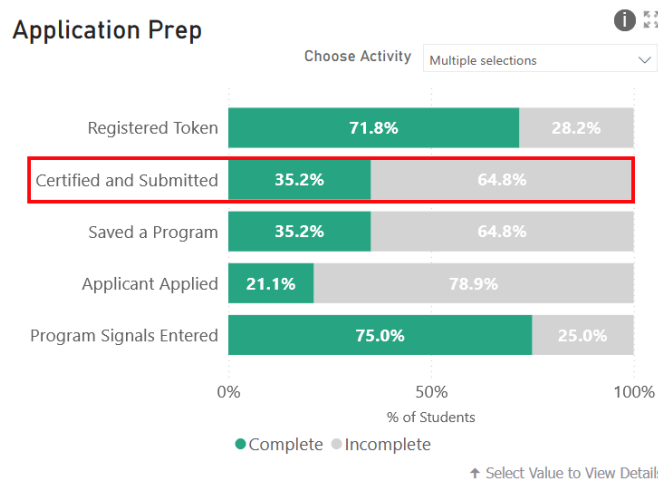
## Certified and Submitted Application Status

This job aid provides step-by-step instructions for users on how to pull a report in the DWS (Dean’s Office WorkStation) system to identify students who have or have not certified and submitted their application. The report aims to assist administrators and faculty members in efficiently identifying and managing the certification status of student applications within the MyERAS® platform.

1. Navigate and log in to [DWS](#).
2. Select the Analytics tab to access DWS Analytics.
3. Select View More located in the Student Activity card.



4. In the Application Prep card, locate the certified and submitted activity to view students who have and have not certified and submitted their MyERAS application.



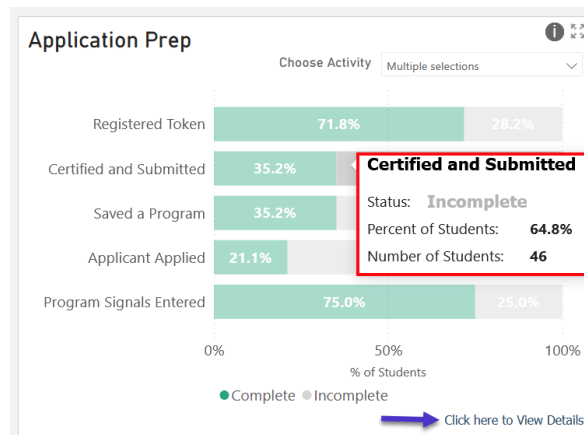
5. To view student-level details, hover over the gray and blue bar.

6. The student-level details include:

- a. Status
- b. Percent of Students
- c. Number of Students

To view students who have **not** certified and submitted their application:

- 1. Hover over and click the gray bar.



Note: The status for students who have not certified and submitted their application will be **Incomplete**.

- 2. By selecting the gray bar and clicking "Click here to View Details," a filtered crosstab will open with a view of students who have an Incomplete status for the Certified and Submitted item.

### Applicant Details

Filtered by: Application Prep | Certified and Submitted

To export data, hover over the table to reveal the '...' menu in the top-right corner, then select Export data.

Application Id	First Name	Last Name	Season	AAMC ID	Item Name	Contact Email	Profile Link	Status
2027497399	Gerald	Garcia	2027	21571985	Certified and Submitted		<a href="#">Gerald Garcia's Profile</a>	Incomplete
2027498434	Roy	Moniz	2027	21573438	Certified and Submitted		<a href="#">Roy Moniz's Profile</a>	Incomplete

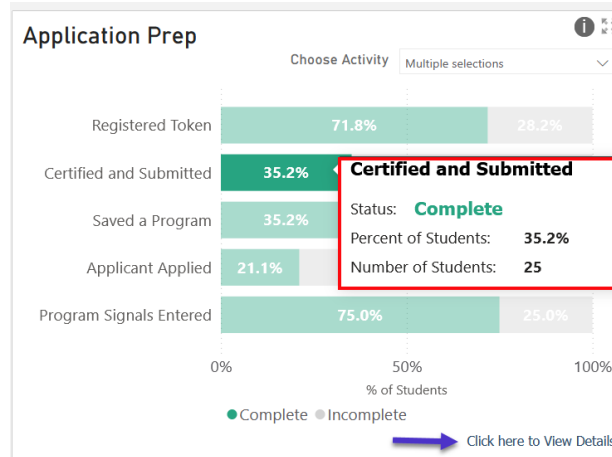
- 3. Next, users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:

- a. Application ID
- b. Name
- c. Season
- d. AAMC ID
- e. Item Name
- f. Contact Email

- g. Profile link (Users can click the profile link to access the applicant's profile.)
- h. Status

To view students who have certified and submitted their application:

1. Hover over and click the blue bar.



Note: The status for students who have certified and submitted their application will be **Complete**.

2. By selecting the gray bar and clicking "Click here to View Details," a filtered crosstab will open with a view of students who have a Complete status for the Certified and Submitted item.

**Applicant Details**

Filtered by: Application Prep | Certified and Submitted

*To export data, hover over the table to reveal the '...' menu in the top-right corner, then select Export data.*

Application ID	First Name	Last Name	Season	AAMC ID	Item Name	Contact Email	Profile Link	Status
2027503747	Roy	Moniz	2027	21043814	Certified and Submitted		<a href="#">Roy Moniz's Profile</a>	Complete
2027503796	Sally	Jones	2027	21214898	Certified and Submitted		<a href="#">Sally Jones's Profile</a>	Complete
2027503810	Daisy	Gray	2027	21600286	Certified and Submitted		<a href="#">Daisy Gray's Profile</a>	Complete

3. Users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:
  - a. Application ID
  - b. Name
  - c. Season
  - d. AAMC ID
  - e. Item Name

- f. Contact Email
- g. Profile link (Users can click the profile link to access the applicant’s profile.)
- h. Status

To export data from the Applicant Details crosstab:

How to Export Data:

To export data, hover over the table to reveal the "..." menu in the top-right corner, then select Export data.

Application Id	First Name	Last Name	Season	AAMC ID	Item Name	Contact Email	Profile Link	Status
2027497399	Gerald	Garcia	2027	21571985			Gerald Garcia's Profile	Complete
2027498434	Roy	Moniz	2027	21573438			Roy Moniz's Profile	Complete
2027503579	Dequinzio	Agcaoili	2027	21481585			Dequinzio Agcaoili's Profile	Complete
2027503639	Cher	Cher	2027	21583221			Cher Cher's Profile	Complete
2027503747	Roy	Moniz	2027	21043814			Roy Moniz's Profile	Complete

1. When you are viewing the results, hover over the results.
2. Click the horizontal ellipses (three dots) and click “Export data”.

3. Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. Select the X icon to return to the previous views in the dashboard.

4. Click “Export.”

Please note, when viewing the dashboard in the current season, the visuals may appear blank until more data points become available throughout the season.

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

**Data with current layout**

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

**Summarized data**

Export the summarized data used to create your visual (for example, sums, averages, and medians).

**Underlying data**

Visual does not have aggregates or measures

File format:

.xlsx (Excel 150,000-row max) v