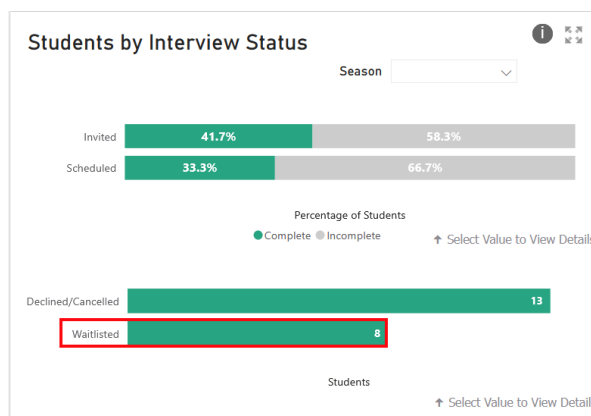


## Waitlisted and Declined/Canceled Status

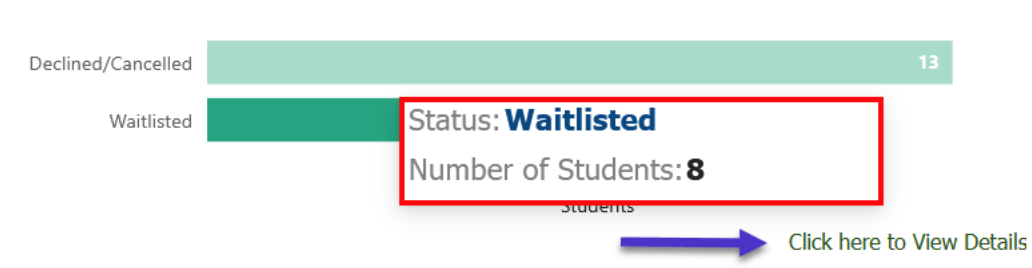
This job aid provides step-by-step instructions for users on how to pull a report in the DWS (Dean’s Office WorkStation) system to identify students who have an interview status of Waitlisted or Declined/Canceled in the current ERAS® season. The report aims to assist administrators and faculty members in efficiently identifying and managing the student activity through the interview process.

### Waitlisted Status:

1. Navigate and log in to [DWS](#).
2. Select the Analytics tab to access DWS Analytics.
3. Select View More located in the Interview card.
4. In the Student by Interview Status card, locate the Waitlisted activity to view students who have Waitlisted interview status.



5. To view student-level details, hover over the blue bar.
6. The student-level details include:
  1. Status
  2. Number of Students
7. Hover over and click the blue bar.



- 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 Waitlisted interview status.

### Applicant Details

Filtered by: Student Interview by Status | Waitlisted

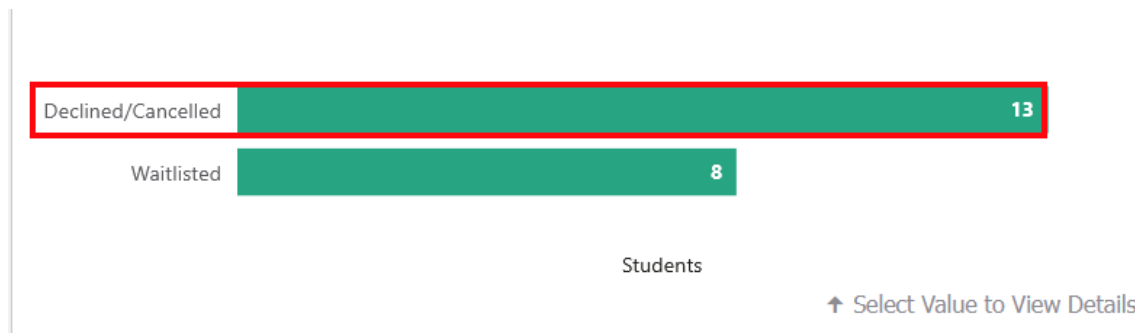
*To export data, hover over the table to reveal the '...' menu in the top-right corner, then select Export data.*

Application Id	First Name	Last Name	Season	AAMC Id	Contact Email	Specialty	Program Id	Program Name
2024468461	test	test		21272771		Internal Medicine	22848	Abbott-Northwestern Hospital
2024468461	test	test		21272771		Internal Medicine	22912	Abington Memorial Hospital
2024468461	test	test		21272771		Obstetrics and Gynecology	27244	Abington Memorial Hospital
2024468319	deepa	shree		21273041		Emergency Medicine	132081	AdventHealth Florida (East O...

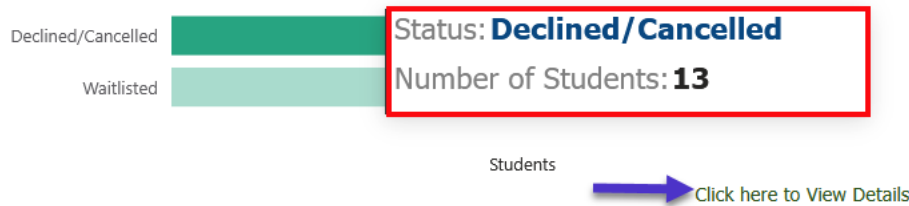
- Users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:
  - Application ID
  - Name
  - Season
  - AAMC ID
  - Contact Email
  - Specialty
  - Program ID
  - Program Name
  - Profile Link (Users can click the profile link to access the applicant's profile.)

### Declined/Cancelled Status:

- In the Student by Interview Status card, locate the Declined/Cancelled activity to view students who have a Declined/Cancelled interview status.



2. To view student-level details, hover over the blue bar.
3. The student-level details include:
  1. Status
  2. Number of Students
4. Hover over and click the blue bar.



5. 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 Declined/Cancelled interview status.

### Applicant Details

Filtered by: Student Interview by Status | Declined/Cancelled

*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	Contact Email	Specialty	Program Id	Program Name
2024468689	Smoke	test		21312606		Family Medicine	29735	Abington Memorial Hospital Program
2024468689	Smoke	test		21312606		Family Medicine	22471	Abrazo Health Network Program
2024468319	deepa	shree		21273041		Emergency Medicine	132081	AdventHealth Florida (East Orlando) Pr
2024468689	Smoke	test		21312606		Emergency Medicine	132081	AdventHealth Florida (East Orlando) Pr

6. Users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:
  1. Application ID
  2. Name
  3. Season
  4. AAMC ID
  5. Program Name
  6. Contact Email
  7. Profile Link (Users can click the profile link to access the applicant's profile.)
  8. 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	Contact Email	Specialty	Program Id	Program Name	Selected Item	Profile Link	Status
2026497298	Barton	Hogeland		21570555		Anesthesiology	30863	Advocate Health Care/Advocate Illinois Masonic Medical Center Program	Invited	<a href="#">Barton H. Hogeland's Profile</a>	
2026497298	Barton	Hogeland		21570555		Anesthesiology	26130	Albany Med Health System Program	Invited	<a href="#">Barton H. Hogeland's Profile</a>	
2026497298	Barton	Hogeland		21570555		Emergency Medicine	29724	Albany Med Health System Program	Invited	<a href="#">Barton H. Hogeland's Profile</a>	
2026497298	Barton	Hogeland		21570555		Internal Medicine	31026	Albany Med Health System Program	Invited	<a href="#">Barton Hogeland's Profile</a>	Complete

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

**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) ▾

Export
Cancel

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.