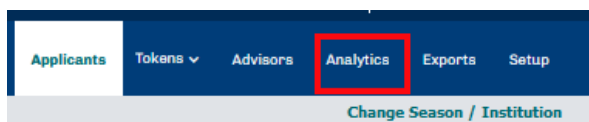


Waitlisted and Declined/Canceled Status

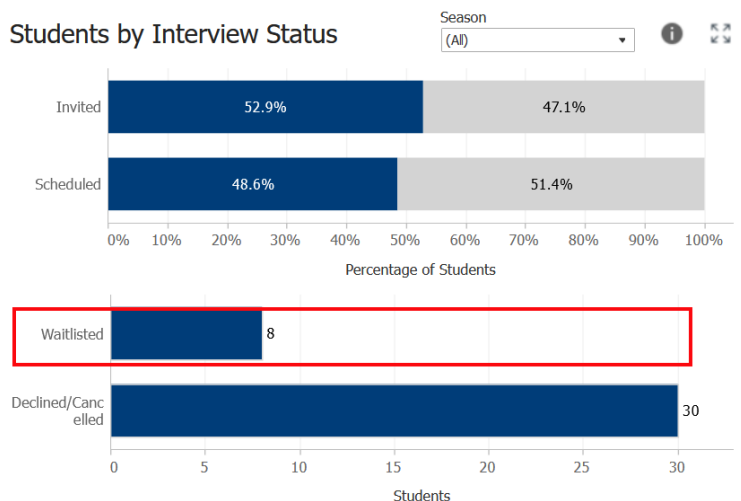
This job aid provides step-by-step instructions for users on how to pull a report in the DWS (Dean's Office WorkStation) system to identify students who have an interview status of Waitlisted or Declined/Canceled in the current ERAS® season. The report aims to assist administrators and faculty members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

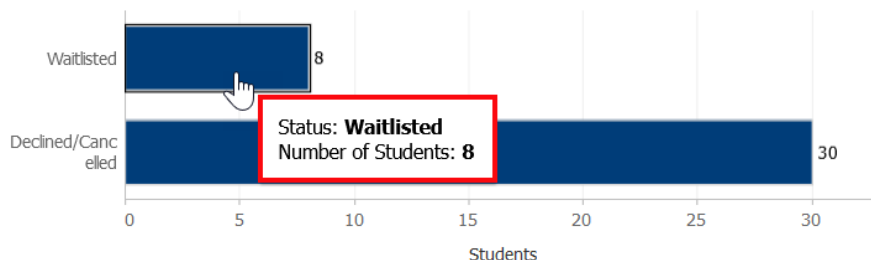


3. Select View More located in the Interview card.
4. In the Student by Interview Status card, locate the Waitlisted activity to view students who have a Waitlisted interview status.



5. To view student-level details, hover over the blue bar.
6. The student-level details include:
 - a. Status
 - b. Number of Students

7. Hover over and click the blue bar.



8. When the blue bar has been selected, a filtered crosstab will open with a view of students who have a Waitlisted interview status.

Applicant Details

Only students with an Interview Release will be shown for the Waitlisted and Declined/Cancelled statuses.



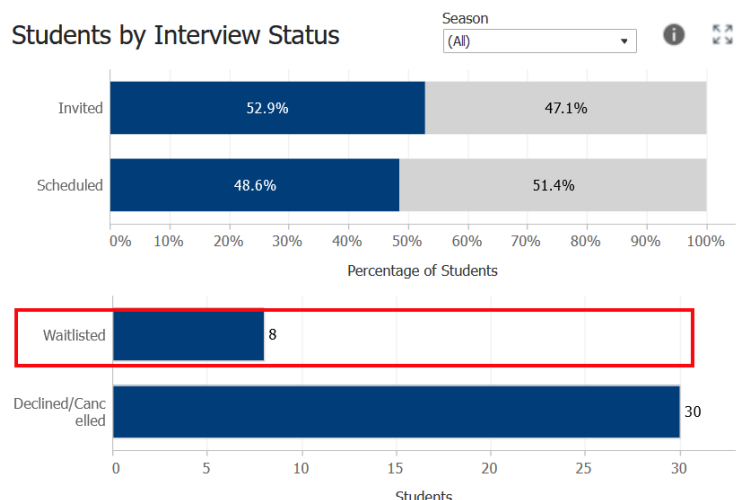
Application Id	Name	Season	Aamc Id	Program Name	Contact Email	Profile Link	Status
2021458024	Bradley Yuan	2021	21190194	University of Alabama Medical Center Program		Bradley Yuan's Profile	Waitlisted
2021458048	Shadid Huff	2021	21189123	University of Alabama Medical Center Program		Shadid Huff's Profile	Waitlisted
2022462657	Aman Sharma	2022	21254568	University of Alabama Medical Center Program		Aman Sharma's Profile	Waitlisted
2023463830	Mussadiq Khan	2023	21271406	University of Alabama Medical Center Program		Mussadiq Khan's Profile	Waitlisted

9. Users will be taken to the Applicant Details page where they can see the following information after opening the filtered crosstab:

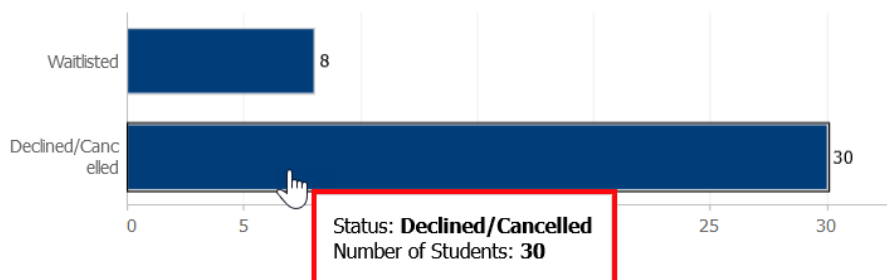
- Application ID
- Name
- Season
- AAMC ID
- Program Name
- Contact Email
- Profile Link (Users can click the profile link to access the applicant's profile.)
- Status

Declined/Cancelled Status:

1. 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:
 - a. Status
 - b. Number of Students
4. Hover over and click the blue bar.



5. When the blue bar has been selected, a filtered crosstab will open with a view of students who have a Declined/Cancelled interview status.

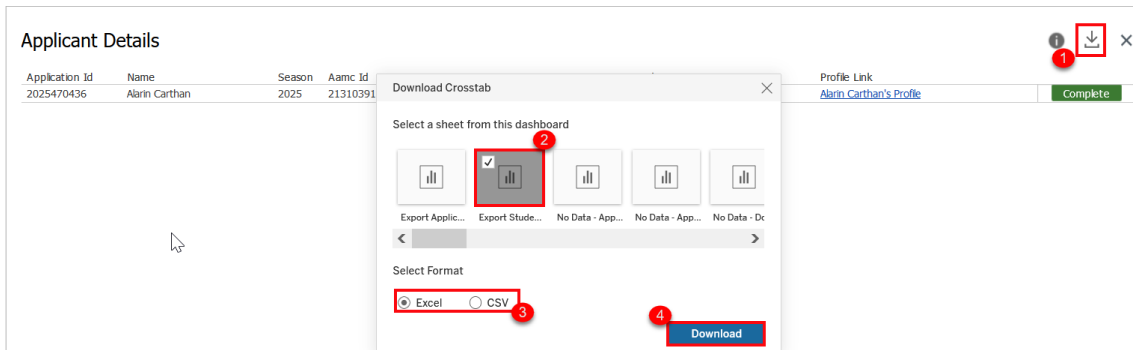
Applicant Details

Only students with an Interview Release will be shown for the Waitlisted and Declined/Cancelled statuses.

Application Id	Name	Season	Aamc Id	Program Name	Contact Email	Profile Link	Status
2021457924	Elle Figlioli	2021	21148045	University of Alabama Medical Center Program		Elle Figlioli's Profile	Declined/Cancelled
2021457948	Tyler Bakker	2021	21190192	University of Alabama Medical Center Program		Tyler Bakker's Profile	Declined/Cancelled
2021458024	Bradley Yuan	2021	21190194	University of Alabama Medical Center Program		Bradley Yuan's Profile	Declined/Cancelled
2021458047	Ashley Pierce	2021	21215484	University of Alabama Medical Center Program		Ashley Pierce's Profile	Declined/Cancelled

6. 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. Program 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:



Applicant Details

Application Id	Name	Season	Aamc Id
2025470436	Alarin Carthan	2025	21310391

Profile Link: [Alarin Carthan's Profile](#)

Complete

Download Crosstab

Select a sheet from this dashboard

Export Applic... Export Stude... No Data - App... No Data - App... No Data - Dc

Select Format

Excel CSV

Download

1. Click the Download icon.
2. Select Export Student Results.
3. Select a format.
4. Click Download.