

Interview Data - Opt-in/out Status

This job aid provides step-by-step instructions for users on how to pull a detailed export in the DWS (Dean's Office WorkStation) system for a student's opt-in/out status for their interview data. The report aims to assist administrators and faculty members in efficiently identifying a student's interview status.

1. Navigate and log in to the [DWS](#).

Sign In

* User Name

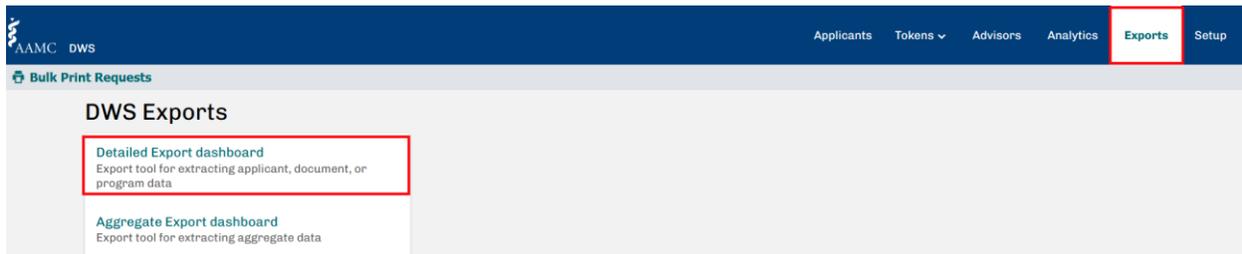
* Password

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Select the Exports tab.
3. Click Detailed Export dashboard.



AAMC DWS

Applicants Tokens Advisors Analytics **Exports** Setup

Bulk Print Requests

DWS Exports

Detailed Export dashboard
Export tool for extracting applicant, document, or program data

Aggregate Export dashboard
Export tool for extracting aggregate data

4. Select Applicant and Program from the Data Source drop-down menu.

Detailed Export Tool

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About this Section

Export tool for extracting applicant, document, or program data

How to Use

Choose a data source from the left to narrow the list of fields to a relevant grouping for the data source.

Select the fields required for export or select all from the bottom of the card.

Apply any filters and use the Export to CSV button to extract your data.

Select the Applicant sheet for the Applicant Export, the Document Sheet for the Document Export, or the Program sheet for the Program Export.

Fields to Export

Data Source

- Applicant
- Applicant
- Applicant and Document
- Applicant and Program

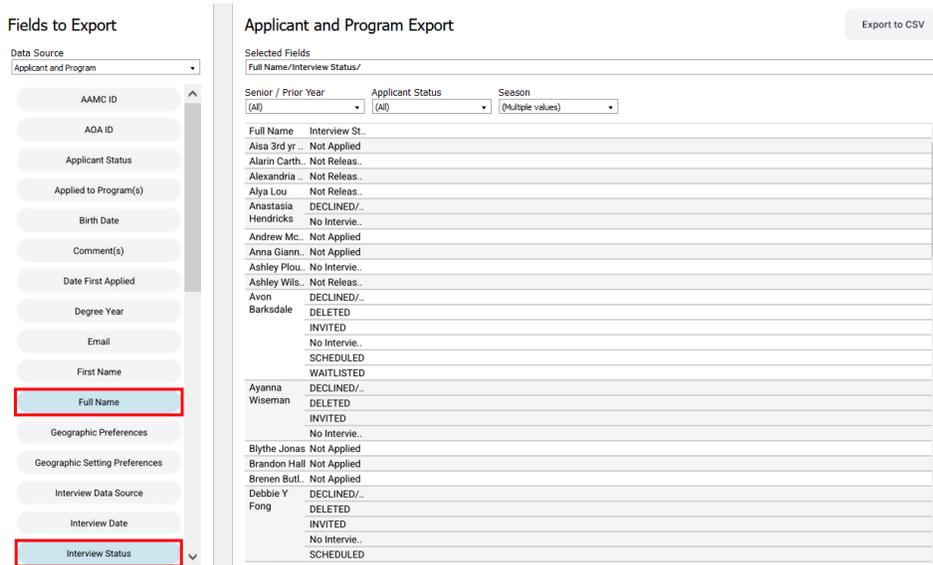
Applicant Export

Export to CSV

Selected Fields

Senior / Prior Year (All) Applicant Status (All) Season (Multiple values)

5. Under Fields to Export, select the following:
 - a. Full Name
 - b. Interview Status



For students who have not elected to share their data, the Interview Status field will say “Not Released.”

To export data from the Detailed Export Tool:

6. Click Export to CSV.
7. Select the following:
 - a. Program
 - b. Excel or CSV Format
8. Click Download.

