# Invited and Scheduled Students

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 been invited or scheduled to interview to a program(s) 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 within the MyERAS® platform.

Invited to Interview:

1. Navigate and log in to DWS.
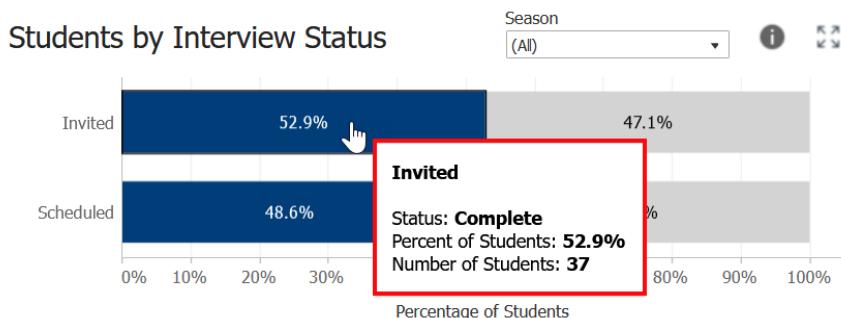2. Select the Analytics tab to access DWS Analytics.
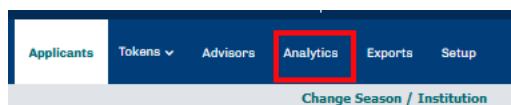
3. Select the View More option located in the Interview card.
4. In the Student by Interview Status card, locate the Invited activity to view students who have an Invited interview status.
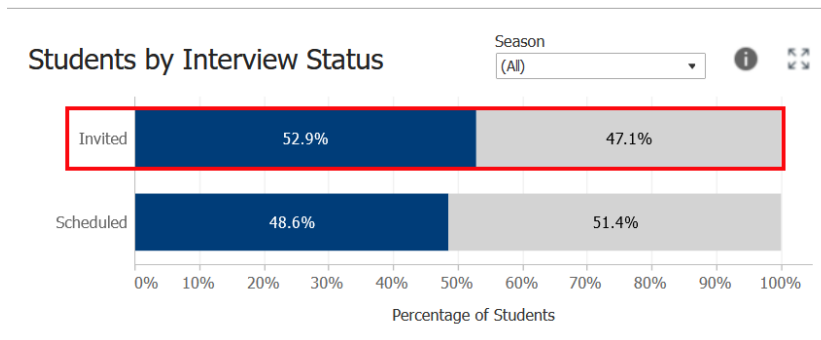
5. To view student-level details, hover over the blue bar.
6. The student-level details include:
   a. Status
   b. Percent of Students
   c. Number of Students

To view students who **have** been invited to interview to a program(s):

1. Hover over and click the blue bar.

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Students by Interview Status

Season
(All) ▼

Invited	52.9%	47.1%
Scheduled	48.6%	

Invited

Status: **Complete**
Percent of Students: **52.9%**
Number of Students: **37**

0% 10% 20% 30% 80% 90% 100%

Percentage of Students

Note: The status for students who have been invited will be **Complete.**

2. When the blue bar has been selected, a filtered crosstab will open with a view of students who have a Complete Status for the Invited item.
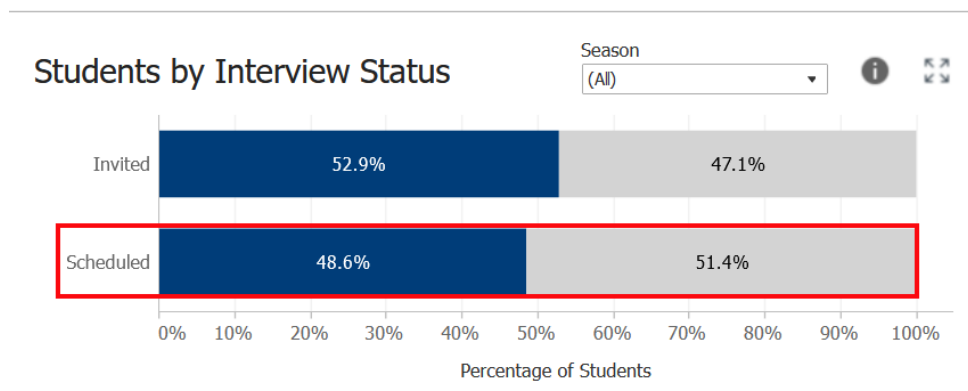
Applicant Details
Only students with an Interview Release will be shown for the Invited to Program and Interview Scheduled statuses.

Application Id	Name	Season	Aamc Id	Program Name	Selected Item	Contact Email	Profile Link	Status
2021457924	Ellie Figliuoli	2021	21148045	AdventHealth Florida Program	Invited		Ellie Figliuoli's Profile	Complete
				Duke University Hospital Program	Invited		Ellie Figliuoli's Profile	Complete
				University of Alabama Medical Center Progr..	Invited		Ellie Figliuoli's Profile	Complete
2021457948	Tyler Bakker	2021	21190192	University of Alabama Medical Center Progr..	Invited		Tyler Bakker's Profile	Complete
2021458024	Bradley Yuan	2021	21190194	University of Alabama Medical Center Progr..	Invited		Bradley Yuan's Profile	Complete
2021458047	Ashley Pierce	2021	21215484	University of Alabama Medical Center Progr..	Invited		Ashley Pierce's Profile	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. Program Name
   f. Item Name
   g. Contact Email
   h. Profile Link (Users can click the profile link to access the applicant's profile.)
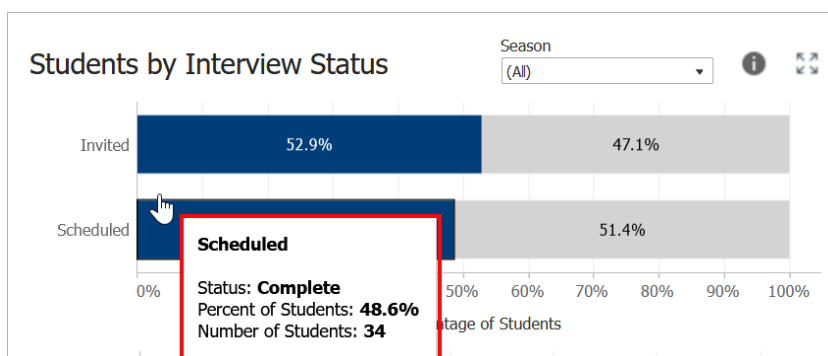   i. Status

Scheduled to Interview:

1. In the Student by Interview Status card, locate the Scheduled activity to view students who have a Scheduled interview status.

2. To view student-level details, hover over the gray and blue bar.
3. The student-level details include:
   a. Status
   b. Percent of Students
   c. Number of Students

To view students who **have** been scheduled to interview to a program(s):

1. Hover over and click the blue bar.

Note: The status for students who have been Scheduled will be **Complete.**

2. When the blue bar has been selected, a filtered crosstab will open with a view of students who have a Complete status for the Scheduled item.

Applicant Details

Only students with an Interview Release will be shown for the Invited to Program and Interview Scheduled statuses.

Application Id	Name	Season	Aamc Id	Program Name	Selected Item	Contact Email	Profile Link	
2021457924	Ellie Figliuoli	2021	21148045	University of Alabama Medical Center Progr..	Scheduled		Ellie Figliuoli's Profile	Complete
2021458024	Bradley Yuan	2021	21190194	University of Alabama Medical Center Progr..	Scheduled		Bradley Yuan's Profile	Complete
2021458047	Ashley Pierce	2021	21215484	University of Alabama Medical Center Progr..	Scheduled		Ashley Pierce's Profile	Complete
2021458048	Shadid Huff	2021	21189123	University of Alabama Medical Center Progr..	Scheduled		Shadid Huff's Profile	Complete

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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. Program Name
   f. Item Name
   g. Contact Email
   h. Profile Link (Users can click the profile link to access the applicant's profile.)
   i. Status

To export data from the Applicant Details crosstab:

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