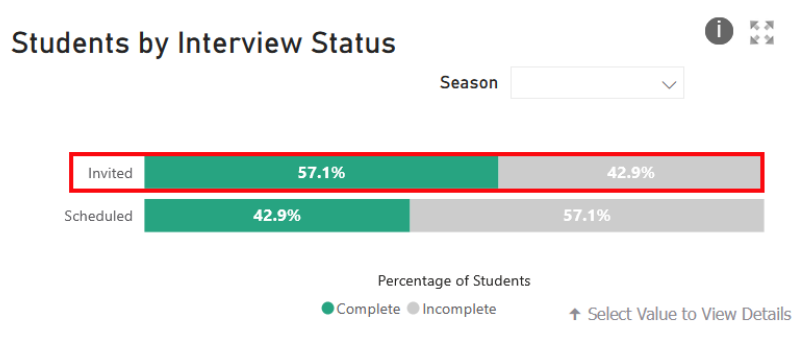


## Invited and Scheduled Students

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:

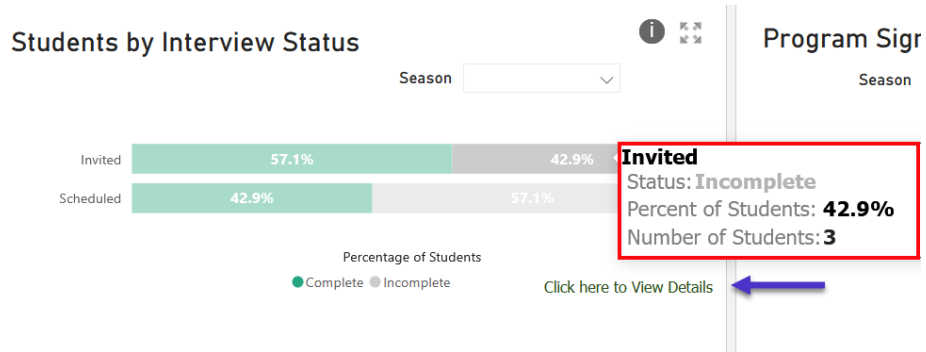
1. Navigate and log in to DWS.
2. Select the Analytics tab to access DWS Analytics.
3. Select the View More option located in the Interview card.
4. In the Student by Interview Status card, locate the Invited to view students who have an Invited interview status.



5. To view student-level details, hover over the gray and blue bar.
6. The student-level details include:
7. Status
8. Percent of Students
9. Number of Students

To view students who have **not** been Invited to interview to a program(s):

1. Hover over and click the gray bar.



Note: The status for programs students applied to but weren't invited to students who have not been invited 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 Invited item.

### Applicant Details

Filtered by: Student Interview by Status | Invited

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

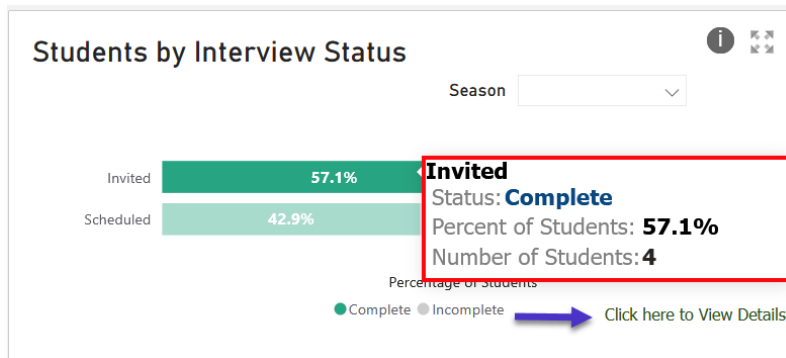
Application Id	First Name	Last Name	Season	AAMC Id	Contact Email	Specialty	Program Id	Program Name	Selected Item	Profile Link	Status
2026502975	Alex	Toggo	2026	21579948		Anesthesiology	26130	Albany Med Health System Program	Invited	<a href="#">Alex Toggo's Profile</a>	Incomplete
2026502975	Alex	Toggo	2026	21579948		Anesthesiology	27852	Baylor College of Medicine Program	Invited	<a href="#">Alex Toggo'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. 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 view students who **have** been invited to interview to a program(s):

4. Hover over and click the blue bar.



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

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

### Applicant Details

Filtered by: Student Interview by Status | Invited

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

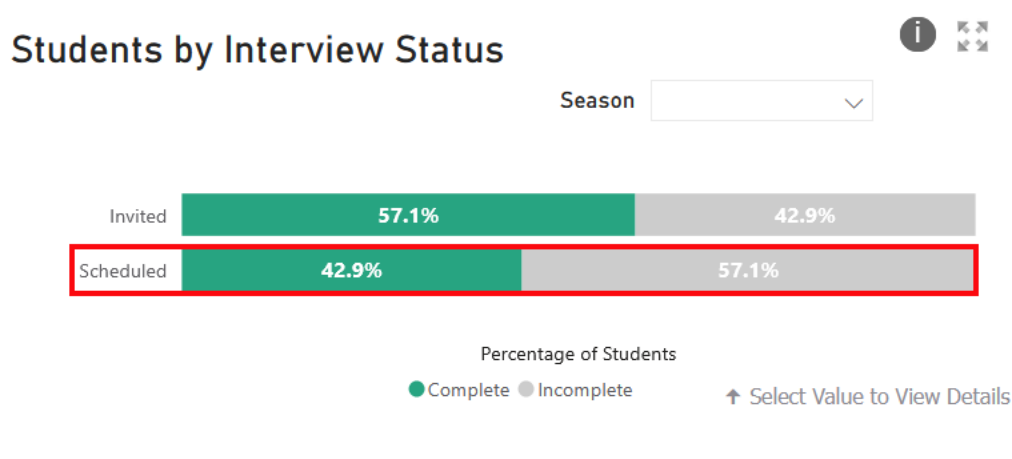
Application Id	First Name	Last Name	Season	AAMC Id	Contact Email	Specialty	Program Id	Program Name	Selected Item	Profile Link	Status
2026497298	Barton	Hogeland	2026	21570555		Anesthesiology	30863	Advocate Health Care/Advocate Illinois Masonic Medical Center Program	Invited	<a href="#">Barton Hogeland's Profile</a>	Complete
2026497298	Barton	Hogeland	2026	21570555		Anesthesiology	26130	Albany Med Health System Program	Invited	<a href="#">Barton Hogeland's Profile</a>	Complete

6. 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
- Item Name
- Contact Email
- Profile Link (Users can click the profile link to access the applicant's profile.)
- Status

Scheduled to Interview:

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

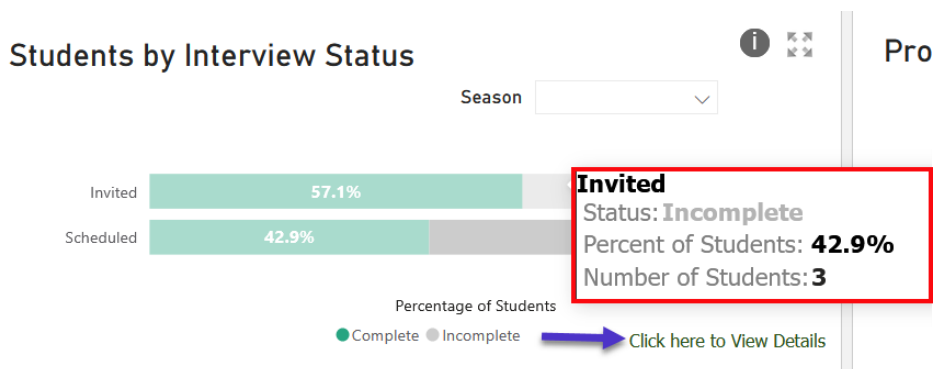


- To view student-level details, hover over the gray and blue bar.

- The student-level details include:
  - Status
  - Percent of Students
  - Number of Students

To view students who have **not** been Scheduled to interview to a program(s): applied programs but not scheduled

- Hover over and click the gray bar.



Note: The status for students' programs who have not been scheduled will be **Incomplete**.

- 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 Scheduled item.

## Applicant Details

Filtered by: Student Interview by Status | Scheduled

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

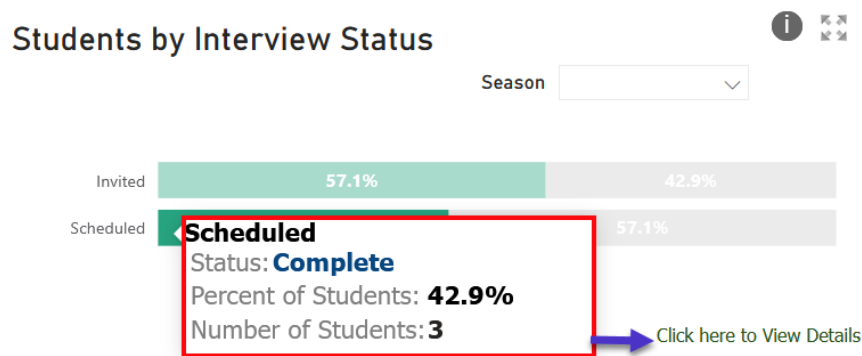
Application Id	First Name	Last Name	Season	AAMC Id	Contact Email	Specialty	Program Id	Program Name	Selected Item	Profile Link	Status
2026502975	Alex	Toggo	2026	21579948		Anesthesiology	26130	Albany Med Health System Program	Scheduled	<a href="#">Alex Toggo's Profile</a>	Incomplete
2026502975	Alex	Toggo	2026	21579948		Anesthesiology	27852	Baylor College of Medicine Program	Scheduled	<a href="#">Alex Toggo's Profile</a>	Incomplete

- Next, 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
- Item Name
- Contact Email
- Profile Link (Users can click the profile link to access the applicant's profile.)
- Status

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

- Hover over and click the blue bar.



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

4. 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 Scheduled item.

## Applicant Details

Filtered by: Student Interview by Status | Scheduled

*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	2026	21570555		Anesthesiology	30863	Advocate Health Care/Advocate Illinois Masonic Medical Center Program	Scheduled	<a href="#">Barton Hogeland's Profile</a>	Complete
2026497298	Barton	Hogeland	2026	21570555		Anesthesiology	26130	Albany Med Health System Program	Scheduled	<a href="#">Barton Hogeland's Profile</a>	Complete

5. 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:

### 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 H 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.