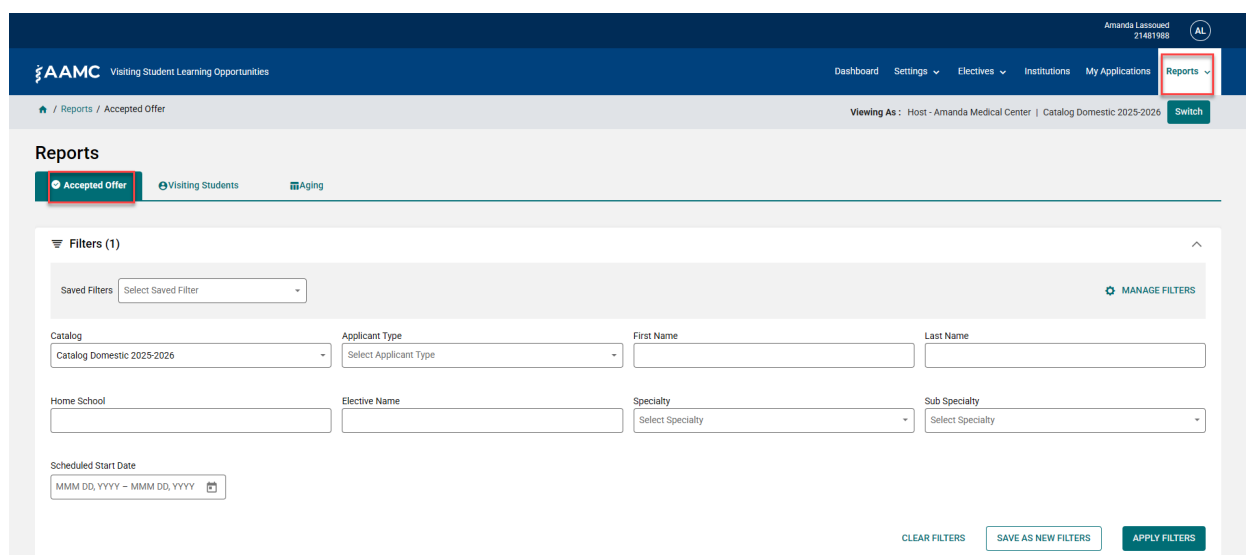


Host Institution Reports

This job aid explains how Host institution users access and use the Accepted Offer, Visiting Students, and Aging reports in the new Visiting Student Learning Opportunities™ (VSLO®) system. It describes the available filters, including multi-select options, and provides steps for applying and clearing filters, exporting results, saving new filters, and updating existing saved filters.

Accepted Offer Report



The screenshot shows the AAMC Visiting Student Learning Opportunities (VSLO) system interface. The top navigation bar includes links for Dashboard, Settings, Electives, Institutions, My Applications, and Reports (which is highlighted). The main content area is titled 'Reports' and has three tabs: Accepted Offer (selected), Visiting Students, and Aging. Below the tabs, there's a 'Filters (1)' section. This section contains a 'Saved Filters' dropdown menu and a 'MANAGE FILTERS' link. The filter fields are organized as follows:

- Catalog:** A dropdown menu currently set to 'Catalog Domestic 2025-2026'.
- Applicant Type:** A dropdown menu with the placeholder 'Select Applicant Type'.
- First Name:** A text input field.
- Last Name:** A text input field.
- Home School:** A text input field.
- Elective Name:** A text input field.
- Specialty:** A dropdown menu with the placeholder 'Select Specialty'.
- Sub Specialty:** A dropdown menu with the placeholder 'Select Specialty'.
- Scheduled Start Date:** A date range selector with the format 'MMM DD, YYYY - MMM DD, YYYY'.

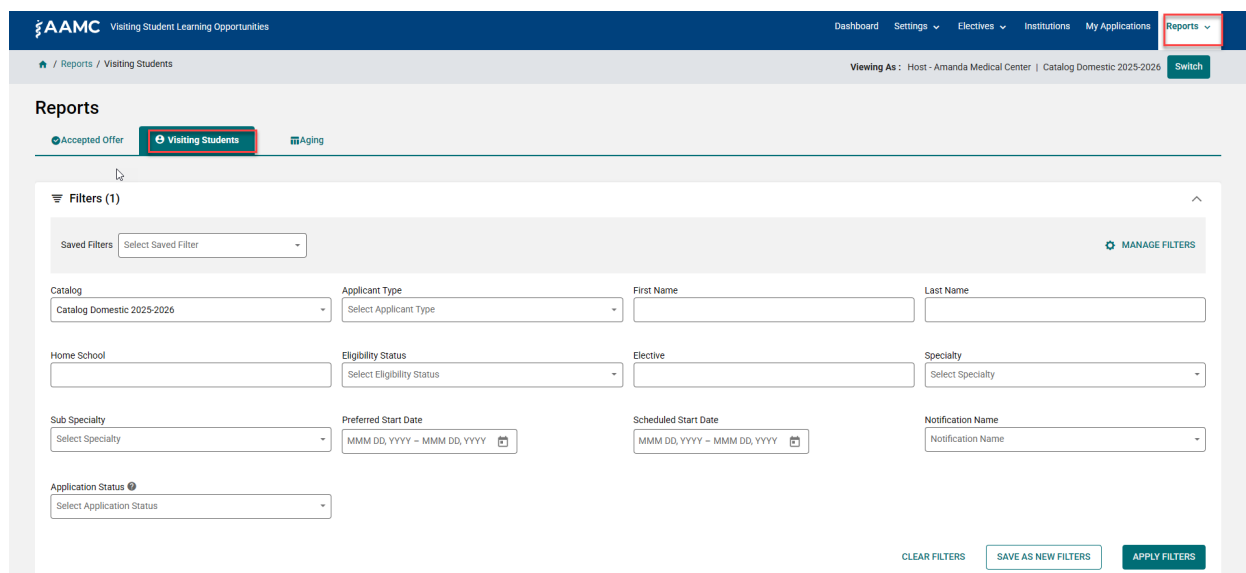
At the bottom of the filter section, there are three buttons: 'CLEAR FILTERS', 'SAVE AS NEW FILTERS', and 'APPLY FILTERS'.

The Accepted Offer Report displays applicants who have accepted an elective opportunity at the Host institution.

From the Reports page, users can apply the following filters to refine their results. In the VSLO system, users may select multiple options for Applicant Type, Specialty, and Subspecialty.

- **Catalog:** Select the applicable catalog to review your institution's application data.
- **Applicant Type:** Select one or more applicant types that have submitted applications to your institution.
- **First Name:** Enter the applicant's first name.
- **Last Name:** Enter the applicant's last name.
- **Home School:** Enter the applicant's Home institution.
- **Elective Name:** Enter the elective name offered at your institution.
- **Specialty:** Select one or more specialties represented in applications within the selected catalog.
- **Subspecialty:** Select one or more subspecialties represented in applications within the selected catalog.
- **Scheduled Start Date:** Select the scheduled start date range for the elective.

Visiting Students Report



The screenshot shows the AAMC VSLO Reports page. The top navigation bar includes links for Dashboard, Settings, Electives, Institutions, My Applications, and Reports. The 'Reports' link is highlighted. Below the navigation bar, the page title is 'Reports' and the 'Visiting Students' filter is selected. The 'Filters (1)' panel is visible, showing various filters for refining application data.

Filters (1)

- Saved Filters:** Select Saved Filter (dropdown), MANAGE FILTERS (button)
- Catalog:** Catalog Domestic 2025-2026 (dropdown)
- Applicant Type:** Select Applicant Type (dropdown)
- First Name:** (text input)
- Last Name:** (text input)
- Home School:** (text input)
- Eligibility Status:** Select Eligibility Status (dropdown)
- Elective:** (text input)
- Specialty:** Select Specialty (dropdown)
- Sub Specialty:** Select Specialty (dropdown)
- Preferred Start Date:** MMM DD, YYYY – MMM DD, YYYY (date range picker)
- Scheduled Start Date:** MMM DD, YYYY – MMM DD, YYYY (date range picker)
- Notification Name:** Notification Name (dropdown)
- Application Status:** Select Application Status (dropdown)

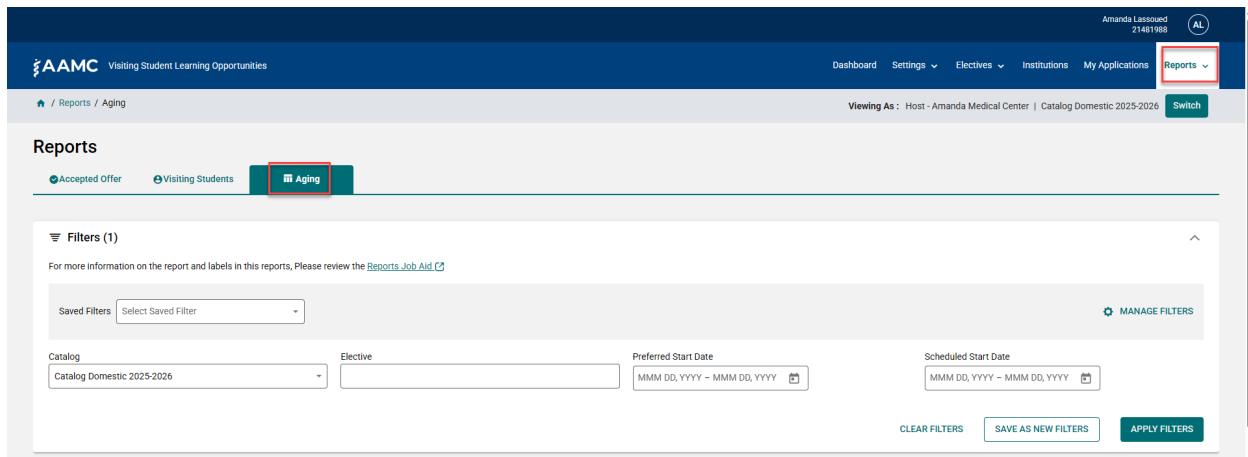
Buttons at the bottom: CLEAR FILTERS, SAVE AS NEW FILTERS, APPLY FILTERS.

The Visiting Students Report provides Host institutions with an overview of all applications received. It includes applicant information and filters for refining and reviewing application data.

From the Reports page, users can apply the following filters to refine their results. In the VSLO system, users may select multiple options for Applicant Type, Eligibility Status, Specialty, Subspecialty, Notification Name, and Application Status.

- **Catalog:** Select the applicable catalog to review your institution's application data.
- **Applicant Type:** Select one or more applicant types that have submitted applications to your institution.
- **First Name:** Enter the applicant's first name.
- **Last Name:** Enter the applicant's last name.
- **Home School:** Enter the applicant's Home institution.
- **Eligibility Status:** Select one or more eligibility statuses for applicants.
- **Elective:** Enter the elective name offered at your institution.
- **Specialty:** Select one or more specialties represented in applications within the selected catalog.
- **Subspecialty:** Select one or more subspecialties represented in applications within the selected catalog.
- **Preferred Start Date:** Select the applicant's preferred start date range.
- **Scheduled Start Date:** Select the scheduled start date range for the elective.
- **Notification Name:** Select one or more notifications sent to applicants.
- **Application Status:** Select one or more application statuses to refine results. Refer to the [Host Application Status Glossary](#) for definitions.

Aging Report



The Aging Report provides Host institutions with visibility into applications that have had no activity. It highlights applications that have not had any action taken for more than 30 days, helping institutions monitor and follow up on pending applications.

From the Reports page, users can apply the following filters to refine their results:

- **Catalog:** Select the applicable catalog to review your institution's application data.
- **Elective:** Enter the elective name offered at your institution.
- **Preferred Start Date:** Select the applicant's preferred start date range.
- **Scheduled Start Date:** Select the scheduled start date range for the elective.

Using Filters and Exporting Reports

Use the following process for the Accepted Offer, Visiting Students, and Aging reports:

1. From the dashboard, select *Reports*, and then select the applicable report tab.
2. Select the applicable catalog and any additional filters needed to refine the results.
3. Select *Apply Filters* to display the matching report results.
4. To remove the current selections and start again, select *Clear Filters*.
5. To download the displayed report results, select *Export All*. The report is downloaded as a CSV file.

Saving and Managing Filters

To save commonly used filter selections or update an existing saved filter, first select the filters you want to retain and then select *Save as New Filters*.

The **Save Filter for Student Rotations** window appears with the following options:

- **Add to Existing Filter:** Select a previously saved filter to replace its saved selections with the current filter selections.
- **Add New Filter:** Allows users to create and name a new saved filter.

Select the applicable option, complete the required filter selection or name, and follow the prompts to save the filter.

Saved filters appear under **Saved Filters** for future use. Select **Manage Filters** to delete a previously saved filter.