ERAS Q&A

Tips:

- Make sure your IT gets the AAMC added to your white pages if you are not receiving emails from the AAMC/ERAS.
- If your program is grayed out for applicants, log into EAM and mark yourself as participating.
- Register for a webinar (webpage).
- Use the resource page in the dashboard of ERAS.
- Look for ERAS to send Helpful tips emails.
- Know that ERAS is working on a scheduler app for self-scheduling; however it will not be in place until, at least, 2017.
- To see what has been done with a certain applicant, go to history and you can see a trail of what has been changed on that applicant (re: reviewed by user b; invited by user b, etc.)
- You can do a bulk action and change multiple applicant status or go to applicant, edit interview status, or select app in scheduler, and go to action, sent invite, click apply and messaging module would pop up and you can put in message. If you go move over to the invited tab, can also just select and move to invited. On invited tab, double click on an applicant and click add scheduled event and put your start and end times. It is pulled from the setup tab dates you chose.
- To schedule interviewers: go to scheduler tool, put start and end time, default interview time length. Select interview dates on calendar, choose the dates by clicking on them. All the dates then appear on the drop down, double click the interview slots and enter how many interview slots you want. Click on the invited tab, click on add scheduled event and put in interview date.
- ERAS has changed the label for ‘local data’ to ‘attributes’
- To bulk print: go to view current applicants list, update status, and select on bulk.
- On the bulk list - check marks will go away when you leave. (may improve for next year)
- To upload additional documents, go to add a local document. Must be a pdf. All reviewers and interviewers can see those local documents for the rank meeting.
- Chrome is unstable as an internet browser. IE is ok if it is not in compatibility mode. Firefox and Safari are fine.
- Don’t give people multiple roles; it messes things up with what they will be able to see. Revoke all roles and keep the right one.
Filters

I want to filter the people born in a certain state but when I type the state abbreviation, it pulls in all the people who have that letter combination in their birthplace.

One thing that could use some tweaking is building filters for individual medical schools. Since we divide up a lot of our applicant reviews by med school, we set up individual filters for each U.S. Med School in addition to others that we consider. It is hard to scroll through a list of every medical school in the entire world. In addition, the drop down window is so small that it is hard to watch for the school you’re looking for. It would be great if there was a way to not have to scroll through the entire list for each filter.

Would there be a way to separate U.S. schools (or LCME schools) from foreign or non-LCME schools?

To view img’s, add a new filter, add group, add new criteria, medical education; under field type: equals - International school

I am trying to create the filter in the screen shot below. It is not working. Can you please assist me in getting this filter to work?

Only superusers can create new data filters; make sure that you are an alternate superuser. If that doesn’t work, call ERAS.

More on filters:

- There are 57 defined filters. To use, just click on them; if not exactly what you want modify the data criteria, you can build off those defined filters.

- When creating a new filter, you can add several criteria, not just one. For example, you can add a new filter, make it aoa; then add another filter, and add another criteria. Then, it gives those that match both.

Interview Slots

In setting up my interview dates I have asked for 8 slots each day. The system defaults to 5 and will not let me edit the number of slots.

I set up my scheduler (tried to). Seems that the default # of interviewers is 5 and I’m trying to change it to 9. Will try to figure it out.
On the list of interviews you can have per date, just double click and enter a new number. This is found on setup (I missed where on set up but I think it is available dates).

I have been able to use the system a total of maybe 30 minutes since it went live. I haven’t been able to see one single applicant for 2 days now. The system won’t email, schedule, filter candidates, and pretty much everything. Is everyone else still having these problems? At this point I am really concerned from a program standpoint of not being able to move forward on my applicants and I start interviewing Oct 7th

It could be your role. Make sure that the program director adds you as an alternate superuser. You then need to revoke your previous roles.

Tracks

We have two tracks in our program: Categorical and Primary Care. In the new web-based ERAS we are unable to create a filter that separates the two. Other programs at our institution have five tracks and are having the same problem.

Yes, you can manage filters, add group, add criteria, tracks, select which track.

Another problem is that when the primary care track director clicks on “Selected to Interview” it likewise shows up on the categorical track side so we are unable to differentiate to which program the applicant was selected. Please ask them to fix these problems.

When invited to interview the scheduler does not ask which track to assign to, unfortunately. They now know that it would be a good feature.

Viewing applicants

When system defined filters are clicked, it is bringing up all applicants It just keeps loading results does not show result.

This might be role; go to set up and scroll down and my role, system tells them which role you are.

How do you filter for applicants not reviewed?
To view the new applicants received: re run the filter or create new filter...there is one that is applicant apply date under system defined filters.

How can you skip from application number 1 to application number 400 without hitting next, next, next.....?

You have to go to “view current applicants”, then scroll down and page to end, then select. You cannot do from view applications, unfortunately.

Documents

Personal statements are a little difficult to read since they're in italics. When making it larger, it seems to be even busier!

They are working on improving this ASAP.

Roles

Can you tell me what role we’re supposed to give our Associate Program Directors? ‘Reviewer 1’ or can we assign multiple people the ‘super user’ status?

Review the user role and decide what the user should be. To do so go to set up, assign role, click on the plus sign next to role and it gives a short description. They are working on making a comparison table.

More Tips about roles:

- Reviewers have to be assigned applicants. They can only see applicants assigned to them. Interviewers only see applicants that are scheduled to them.
- Program superuser has the highest level of access. You can only have one. However, you can have as many program alternate superusers as you want.
- Interviewer 3’s cannot see scores.

Exporting Data

Is there a way to export selected attribute data (previously local data)? When exporting the data in the new system, you can not chose which attributes you would like included in the export and it lists the attributes in separate rows instead on columns?
Select your applicants, go to bulk actions, select csv export, click templates or click edit, add a new export, and move over the fields, and downloads to csv file. (excel)

Emailing groups

Is there a way to copy a group of applicant email addresses as done in the old ERAS system in order to send an email to multiple applicants from our personal email addresses?

No, unless you run a filter and export and choose the field of emails as above (export to an excel file).

Interview evaluations

There are more steps in Web based ERAS that you have to do to score the applicants. In PC ERAS you have a very easy option of scoring a document as soon as you read it making it much easier.

I thought we were going to be able to create score sheets for our interviewers in the system. I can only find the place to add one score and comments. I would like to have them score in multiple areas.

No, but working on it (2017)

For a work around, go to applications page and click on interviews tab, they can enter end comments and scores. If you want, you can copy and paste in the comments what you want the interviewer to score beforehand or ask them to copy and paste or free text scores on the contents.

Another work around is have them fill out electronically in a word doc or fillable pdf; upload this completed evaluation forms as documents (pdf) in as part of the application (local data). All interviewers and superusers will be able to see these documents, so they can be pulled up and accessed for your decide/ranking meetings.