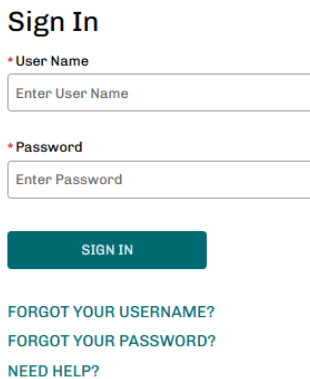


Saved Program Status

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 or have not saved a program in the MyERAS® system. The report aims to assist administrators and faculty members in efficiently identifying and managing the certification status of student applications within the MyERAS® platform.

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



Sign In

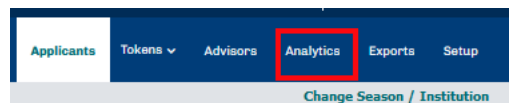
*User Name

*Password

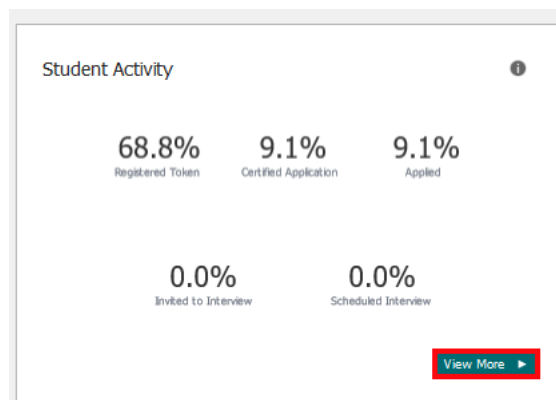
SIGN IN

[FORGOT YOUR USERNAME?](#)
[FORGOT YOUR PASSWORD?](#)
[NEED HELP?](#)

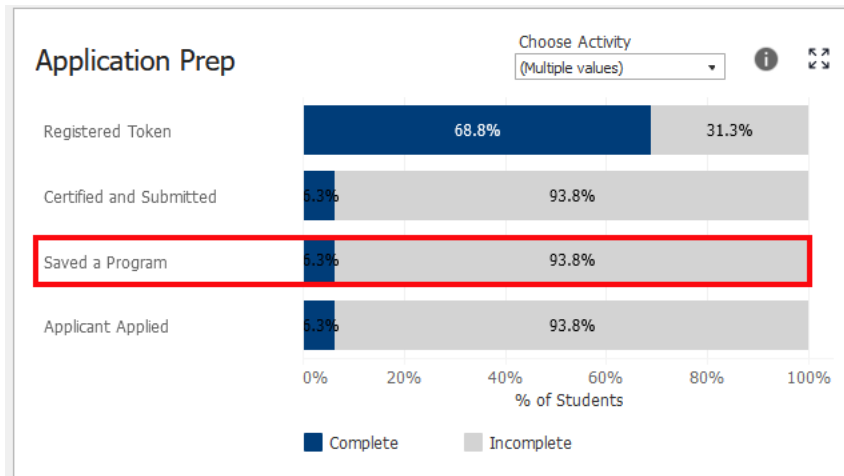
2. Select the Analytics tab to access DWS Analytics.



3. Select View More located in the Student Activity card.



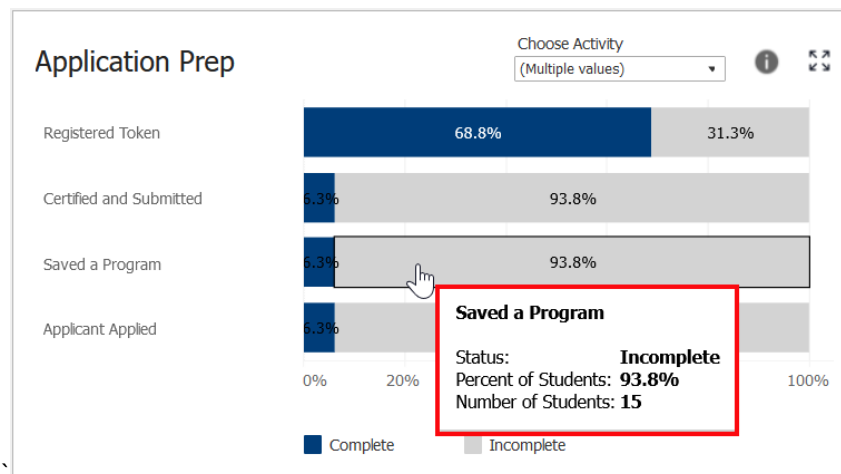
- In the Application Prep card locate the Save a Program activity to view students who have and have not saved a program.



- 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** saved a program:

- Hover over and click the gray bar.



Note: The status for students who have not saved a program will be **Incomplete**

2. When the gray bar has been selected, a filtered crosstab will open with a view of students who have an Incomplete status for the Saved a Program item.

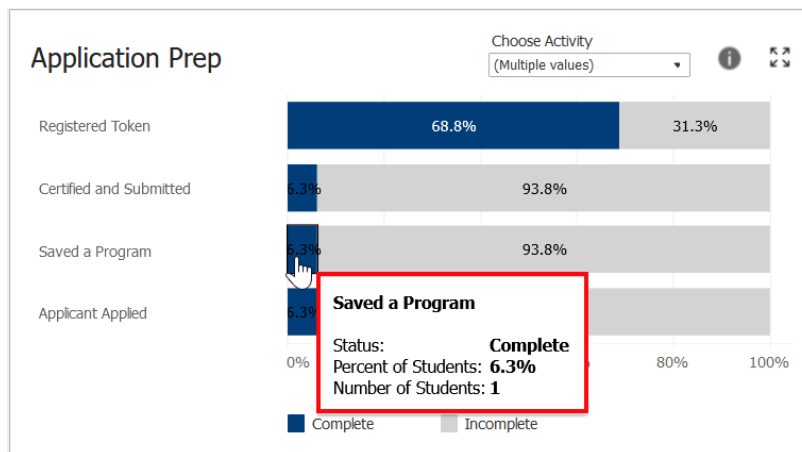
Applicant Details i ↓ ×

Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link	Status
2025470453	Andrew McDowell	2025	21147463	Saved a Program		Andrew McDowell's Profile	Incomplete
2025470450	Ashley Plourde	2025	21310388	Saved a Program		Ashley Plourde's Profile	Incomplete
2025470440	Ashley Wilson	2025	21310384	Saved a Program		Ashley Wilson's Profile	Incomplete
2025469402	Becroft Beke	2025	Null	Saved a Program		Becroft Beke's Profile	Incomplete
2025470447	Brenen Butler	2025	21116747	Saved a Program		Brenen Butler's Profile	Incomplete

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

To view students who have saved a program:

- Hover over and click the blue bar.



Note: The status for students who have saved a program will be **Complete**.

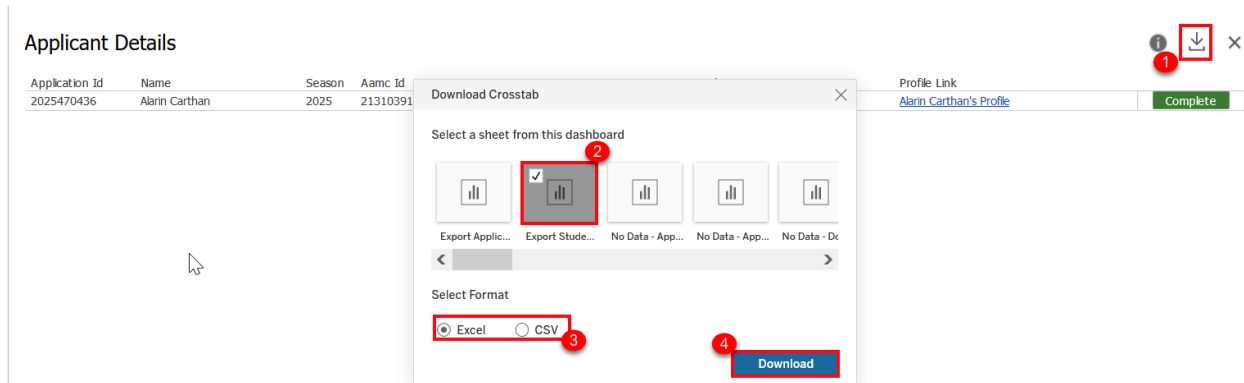
- When the blue bar has been selected, a filtered crosstab will open with a view of students who have a Complete status for the Saved a Program item.

Applicant Details i ↓ ×

Application Id	Name	Season	Aamc Id	Item Name	Contact Email	Profile Link	Status
2025470436	Alarin Carthan	2025	21310391	Saved a Program		Alarin Carthan'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. Item Name
 - f. Contact Email
 - g. Profile link (Users can click the profile link to access the applicant's profile.)
 - h. Status

To export data from the Applicant Details crosstab:



Application Id	Name	Season	Aamc Id	Profile Link	Complete
2025470436	Alarin Carthan	2025	21310391	Alarin Carthan's Profile	Complete

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