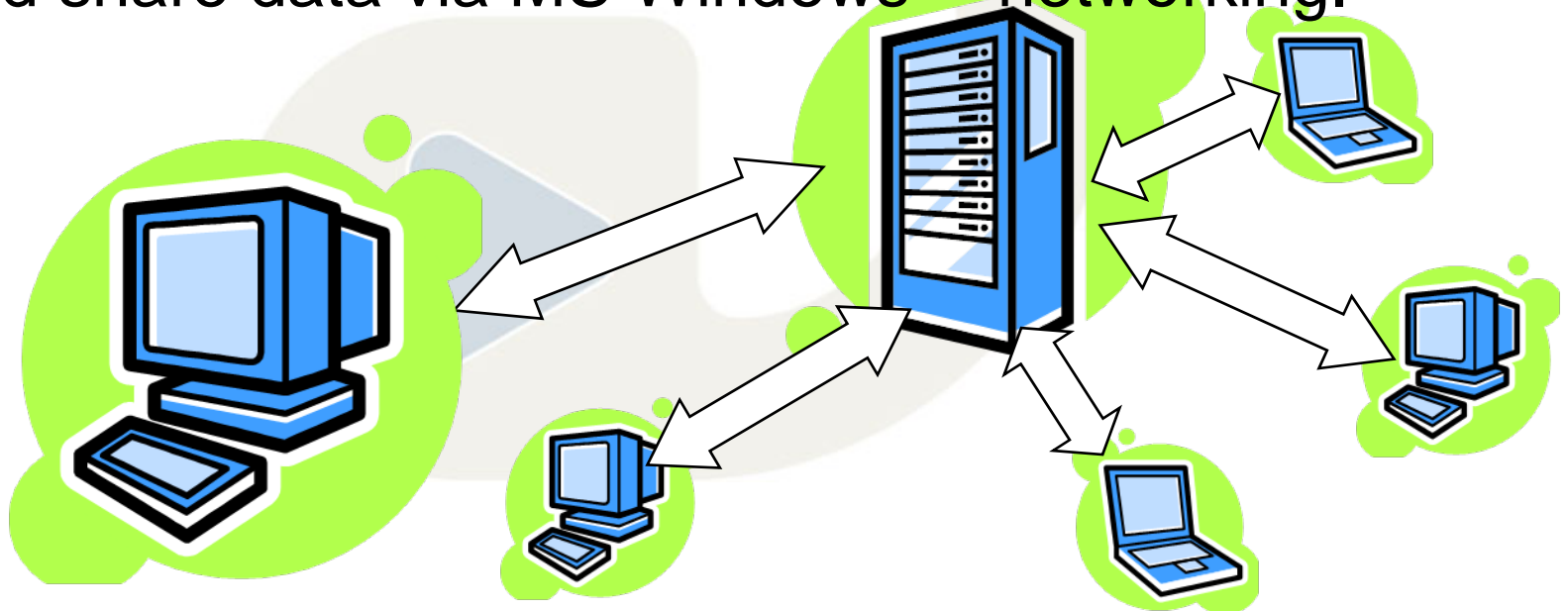

PharmAdMIT Overview

**Introduction to PharmAdMIT from
an Admissions Perspective**

What is PharmAdMIT?

- PharmAdMIT is a desktop database program for admissions officers.
- PharmAdMIT can be loaded on multiple computers and share data via MS Windows™ networking.



Features

- Status Levels
- Local Score Setup
- Correspondence
- Applicant Information
- Interview Scheduling
- Global status changes
- General & Custom Reports
- Graphical Drilldown
- Applicant Lists

Sample Admissions Process: Flow & Status

- Application is received
 - Status changes from un-reviewed to reviewed
 - PCAT scores
 - No: Holding for PCAT
 - Email is sent saying holding the review pending PCAT scores
 - Yes: Application is reviewed
- Application is reviewed
 - Interviewed
 - Interview pending – requests to set up an interview
 - Interview scheduled – they are scheduled & receive confirmation of interview
 - Interview completed – receive a thank you and interview assessment survey

Determination of Request to be Interviewed

- For example: Undergraduate GPA >2.80 and the following PCAT criteria:
 - Composite $> 50\%$ tile
 - BIO, Quant & Chem $> 50\%$ tile
 - Verbal & Reading $>25\%$ tile
 - Automatic request to schedule an interview
- Those that do not meet the above evaluated by the Admissions Committee

Interviewed Candidates

- Academic advisor performs a detailed review of prerequisites and calculates a prerequisite GPAs (cum & sci)
- Candidates evaluated on nonacademic factors (extracurricular activities, honors, work experience)
- Interview evaluation

Decisions

- Accepts are determined based upon the candidates overall score
 - Set score that if a candidate is above that score and is above minimum required interview score, an offer e-mail is sent and followed by a hard copy offer letter
 - Admissions Committee determines the score which generates an offer and discusses candidates that are close to decision points or close to established cut-off values

Decisions

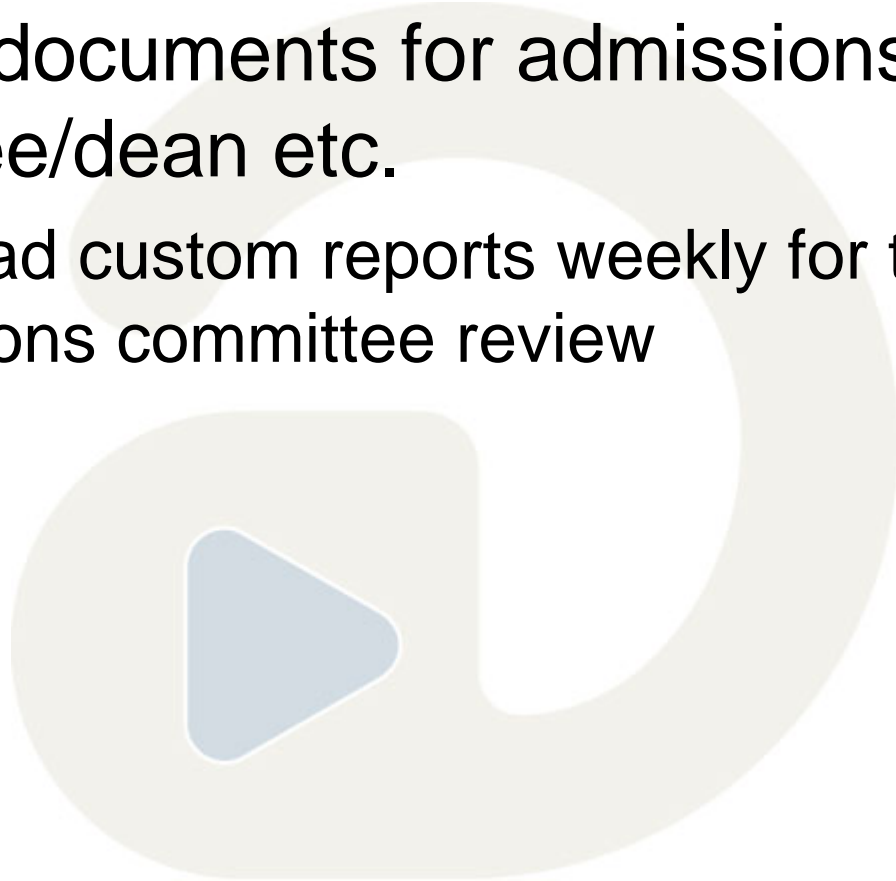
- Rapid decisions can be made with fast communication to the applicants
- Keep the applicants in the admissions loop and connected with your admission's office during the admissions cycle

Staff Support/Activities

- Academic advisor can limit applicant review to only those who are asked to be interviewed
- Staff schedules interviews and communicates with the applicants on the interview process
- Staff prepares the hard copy offer letters and hard copy rejection letters for those who interviewed.

Support Activities

- Prepare documents for admissions committee/dean etc.
 - Download custom reports weekly for the admissions committee review



2008/2009 Schedule

- June 2, 2008 - PharmCAS application portal opened
- Late June new PharmAdMIT software available
- July – November: Reviewed process and established interview dates
- Interviews November – February depending on deadline
- Process Completed April 1

Technical Training

**Introduction to PharmAdMIT from an
Technical Perspective**

System Specifications

■ System Requirements

- ❑ OS: Windows 2000, Windows XP SP2. (*Windows XP Professional recommended*)
- ❑ CPU: Minimum 500Mhz. (*1Ghz or faster processor recommended*)
- ❑ RAM: Minimum 256MB (*512MB recommended*)
- ❑ Hard Drive: Minimum 300MB of free space (*500MB recommended*)

■ Networking Requirements

- ❑ PharmAdMIT requires a 100Mbps network connection to its data files for optimal performance.
- ❑ A mapped network drive with full read/write/modify access for the logged in user/computer.
- ❑ SMTP server access (usually provided by your school/ISP) is required for e-mail.
- ❑ MS Windows 2000 Server (or later) recommended.*
- ❑ Nightly backups of all network resources is highly recommended.

*Due to client connection problems and compatibility issues, Novell Netware is not a supported network operating system for PharmAdMIT.

What can PharmAdMIT do?

- **PharmAdMIT can help perform many tasks...**
 - ❑ **Import data from PharmCAS** (demographics, tests, grades, coursework)
 - ❑ **Track application status's** (“Accept”, “Reject”, “Hold”, etc)
 - ❑ **Filter the applicant data** and work with only the applications you need to see.
 - ❑ **Correspond with applicants** (Mail Merge letters, e-mail, uploads back to the web portal)
 - ❑ **Calculate custom scores (and Local GPAs)**
 - ❑ **Schedule & score interviews**
 - ❑ **Track contact with applicants**
 - ❑ **Track fees**
 - ❑ **Report on applicant data** in pre-formatted, easy to use reports.
 - ❑ **Export applicant data** to external systems



Section 1: The Applicant Information Screen

Applicant → Applicant Information

Section 1: Applicant Info Screen

■ Applicant → Applicant Information

This screen is the main day-to-day data input screen for PharmAdMIT.

The top half of the screen displays information about the currently selected applicant.

| Applicant Information - * Full Applicant List (28 Applicants) | | | |
|---|--------------------------|----------------------|--------------------------|
| Last, First Name: | Doe | John | Ek |
| Date Entered: | 07/11/2007 | Last Updated: | 07/12/2007 |
| SS#: | 123-45-6789 | PharmCAS#: | 20080101317 |
| Check List Done: | No | Rank | Score: 20.07 |
| Applicant Type: | In State | Official Status: | Received/Under Review |
| As of: | 07/12/2007 | Transcripts Verified | <input type="checkbox"/> |
| Application Fee Paid | <input type="checkbox"/> | Current Status: | Interview the Applicant |
| As of: | 07/12/2007 | Cust. Check 1 | <input type="checkbox"/> |
| Early Decision: | No | Imported: | No |

Section 1: Applicant Info Screen

1. **Applicant Type** is determined by the school, not PharmCAS
(e.g. “In State”, “Out of State”, “International”, etc)
2. Applicants move through the admissions process by changes in their **Current Status**
(e.g. “Accepted for Fall”, “Interview Pool A”, “Rejected”)
3. **Official Status** is changed automatically through their links to the Current Status Levels.
(These “official” status levels are pre-defined by PharmCAS.)
4. **Early Decision:** If your school is allowing “early decision” applicants, you will see this status indicated here.

| | | | |
|--------------------------|--|---|------------|
| Applicant Type: In State | Official Status: Received/Under Review | As of: 07/12/2007 | |
| Early Decision: No | Imported: No | Current Status: Interview the Applicant | 07/12/2007 |

Section 1: Applicant Info Screen

■ Status tracking

Schools can define their own *Current Status*'s for applicants, and link them to a common, "official" list for reporting purposes.



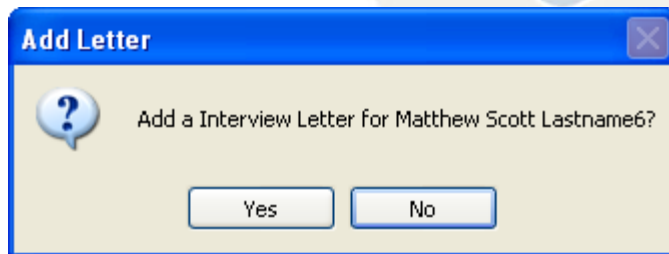
Official Status: As of:

Current Status:

* Applicant is Unreviewed
Interview the Applicant
Hold
Alternate
Accept - Fall
Accept - Spring
Delayed Acceptance

■ Triggered letters

Changes in *Current Status* can be linked to automatically generate correspondence (letters/e-mail)



Add Letter

?

Add a Interview Letter for Matthew Scott Lastname6?

Yes No

Section 1: Applicant Info Screen

■ Applicant → Applicant Information

Additionally, the top half of the screen displays:

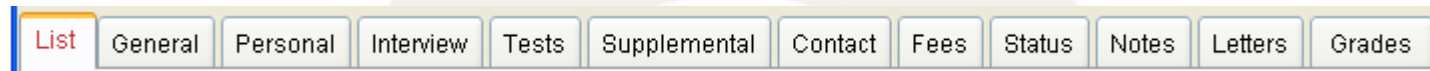
- The date entered/last updated
- Checklist status
- Applicant rank and score
- Customized fields

The screenshot shows a software window titled "Applicant Information - * Full Applicant List (28 Applicants)". The window contains several input fields and buttons:

- Last, First Name: Doe John Ek
- Date Entered: 07/11/2007 Last Updated: 07/12/2007
- SS#: 123-45-6789 PharmCAS#: 20080101317
- Check List Done: No Rank Score: 20.07
- Applicant Type: In State Official Status: Received/Under Review As of: 07/12/2007
- Early Decision: No Imported: No Current Status: Interview the Applicant As of: 07/12/2007
- Transcripts Verified
- Application Fee Paid
- Cust. Check 1

Section 1: Applicant Info Screen

- The applicant information is divided into tabs.

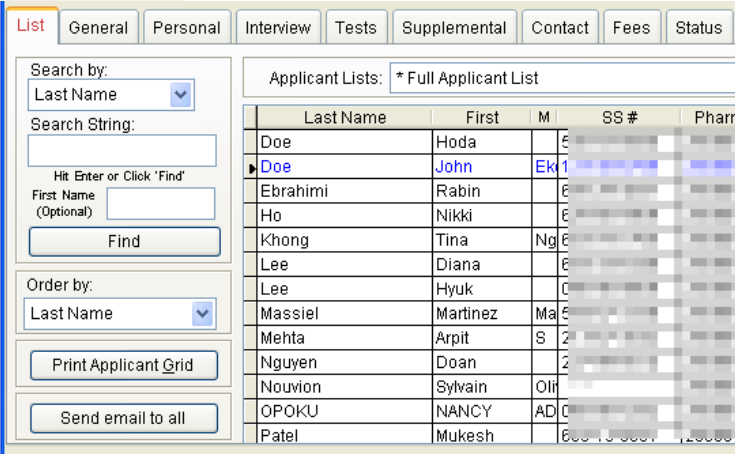


- Each of the tabs displays a different aspect of the applicant's record

Section 1: List Tab

- The **List** tab is the only exception. The List tab is used to navigate through the database, and displays information about multiple applicants.

- Use the “Search” box to search for applicants
- Use the *Applicant Lists* dropdown to load filtered lists
- Use the **Send Email to All** button to send e-mail to the current list of applicants



The screenshot shows the 'List' tab interface with the following components:

- Navigation tabs: List (selected), General, Personal, Interview, Tests, Supplemental, Contact, Fees, Status.
- Search by: Last Name (dropdown).
- Search String: (text input).
- Hit Enter or Click 'Find' (text).
- First Name (Optional): (text input).
- Find (button).
- Order by: Last Name (dropdown).
- Print Applicant Grid (button).
- Send email to all (button).
- Applicant Lists: * Full Applicant List (dropdown).
- Table with columns: Last Name, First, M, SS#, Pharm.

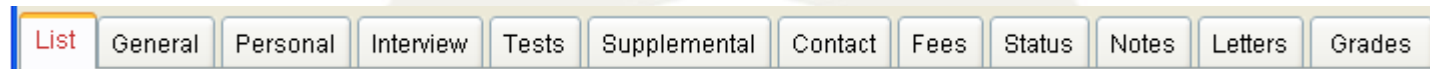
| Last Name | First | M | SS# | Pharm |
|-----------|----------|-------------|-----|--------|
| Doe | Hoda | E | | |
| ▶ Doe | John | Ek1 | | |
| Ebrahimi | Rabin | E | | |
| Ho | Nikki | E | | |
| Khong | Tina | NgE | | |
| Lee | Diana | E | | |
| Lee | Hyuk | O | | |
| Massiel | Martinez | MaE | | |
| Mehta | Arpit | S 2 | | |
| Nguyen | Doan | 2 | | |
| Nouvion | Sylvain | Oli | | |
| OPOKU | NANCY | AD | | |
| Patel | Mukesh | 600 13 0001 | | 120000 |



Note: The navigation buttons on the toolbar at the top of the screen can be used to move through the database, too.

Section 1: The tabs

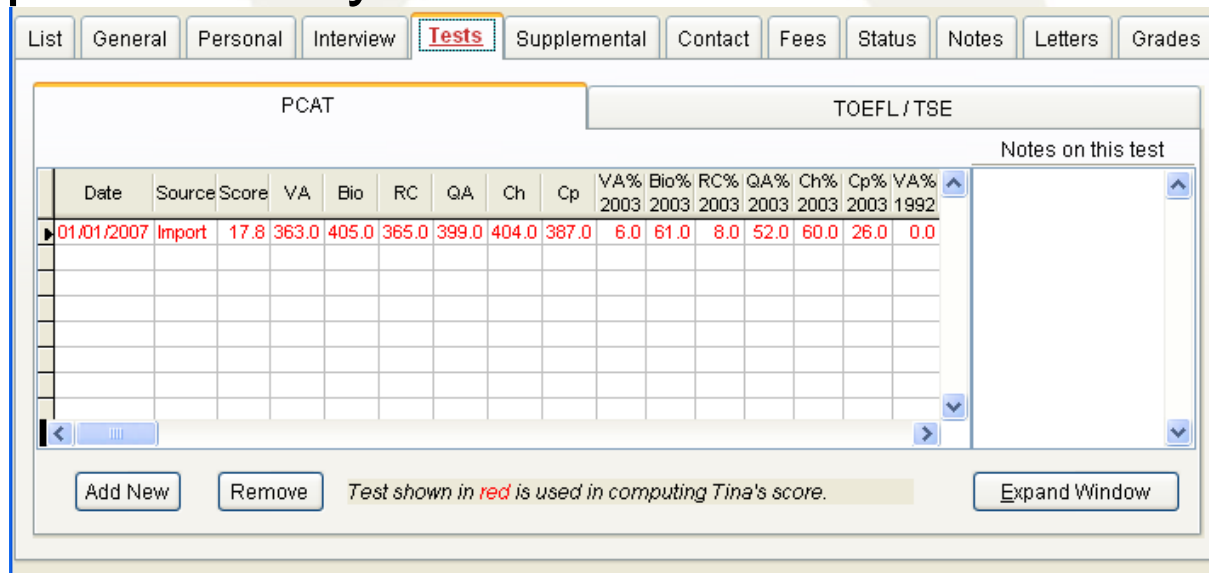
- Applicant information is divided into tabs.



- Tabs display applicant data
 - ❑ Some display info reported by PharmCAS (name, transcripts, demographics)
 - ❑ Some display info collected during the application process by the admissions department (interviews, checklist items, custom fields).

Section 1: Tests

- The PCAT Tab
 - Displays PCAT scores, either provided by the applicant or by the PharmCAS



| Date | Source | Score | VA | Bio | RC | QA | Ch | Cp | VA% 2003 | Bio% 2003 | RC% 2003 | QA% 2003 | Ch% 2003 | Cp% 2003 | VA% 1992 | Notes on this test |
|------------|--------|-------|-------|-------|-------|-------|-------|-------|----------|-----------|----------|----------|----------|----------|----------|--------------------|
| 01/01/2007 | Import | 17.8 | 363.0 | 405.0 | 365.0 | 399.0 | 404.0 | 387.0 | 6.0 | 61.0 | 8.0 | 52.0 | 60.0 | 26.0 | 0.0 | |

- TOEFL/TSE tab - displays TOEFL/TSE scores

Section 1: Supplemental Items

■ The Supplemental Tab

- Used to track items not supplied by PharmCAS
- Used to report “comments” back to applicants via **Output** → **Supplemental Item Export**

| Supplemental Items | Date Recvd or Postmrkd | Comment/Requirement | Status for Chklist Done | Name | Entered By | Not |
|---------------------------|------------------------|-------------------------|-------------------------|------|------------|-----|
| Supplemental Application | / / | All applicants | No | | | |
| Supplemental Fee | 07/12/2007 | All applicants | Yes | | Manage | |
| University Application | 07/12/2007 | School received item ok | Yes | | Manage | |
| AP Test Scores | / / | All applicants | No | | | |
| IB Test Scores | / / | All applicants | No | | | |
| CLEP Test Scores | / / | All applicants | No | | | |
| Proof of State Residenc | / / | In-state residents only | N.A. | | | |
| Financial Aid Application | / / | All applicants | No | | | |
| 2007 ITEM | / / | 2007 COMMENT | Yes | | | |

The items, comments, and deadlines available on the supplemental tab are determined by **Setup** → **Supplemental Status**

Note: When all items are marked “yes” (or “N/A”), the “*Check List Done*” field will change to “**yes**”, indicating that the checklist has been completed.

Section 1: General Information

■ General tab

- Displays demographic information & Customized fields

The screenshot shows a web-based form for a student record. The 'General' tab is selected, and the form is divided into several sections:

- Name Fields:** Prior/Alt Last Nm: (empty), Prior/Alt First Nm: John, Sal.: Mr. (dropdown), Suffix: (empty).
- Demographics:** Gender: Male (dropdown), Ethnicity: 3 [BLA] Black, African Am (dropdown), Self Descrip.: (empty).
- Customized Fields:** Cust. List 1: Customized data (dropdown), Cust. List 2: Another item (dropdown), Cust. Text: Custom text, Cust. Check 2.
- Previous Pharmacy Program:** Previously Enrolled: No, Sch.: (dropdown), Eligible to Return: (empty), Applied in the past 2 years?: No, Adv. Rel.: No, Cert./Verif. Stmt.: No, Child of Alum: (empty).
- Mailing and Dates:** Mailing #: 1, Date Rec'd: 06/21/2007, Revised: //.
- Photo:** A placeholder for a photo labeled 'Picture of John' with a silhouette and the word 'PHOTO'.
- Buttons:** 'Replace...' and 'Remove' buttons are located at the bottom right of the photo area.

Section 1: Correspondence Letters

- Letters tab
 - Used to add letters to applicant records
 - Used to print/e-mail letters
 - Track replies to letters

| Type of Letter | Added | Displayed on Letter | Last Printed/Sent on | Reply by | User |
|--------------------|------------|---------------------|----------------------|----------|---------|
| ▶ Interview Letter | 11/13/2006 | / / | / / | / / | Manager |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Section 1: Applicant Grades

■ Grades tab

- ❑ Display grades provided by PharmCAS
- ❑ Display transcript information
- ❑ Calculate local GPAS

| Year | Sci QP | Sci Hrs | Sci GPA | NSci QP | NSci Hrs | NSci GPA | Mth QP | Mth Hrs | Mth GPA | Tot QP | Tot Hrs | Tot GPA |
|------|--------|---------|---------|---------|----------|----------|--------|---------|---------|--------|---------|---------|
| FR | 0.00 | 0.00 | 0.00 | 29.00 | 33.00 | 3.91 | 12.00 | 3.00 | 4.00 | 141.00 | 36.00 | 3.92 |
| SO | 12.00 | 32.00 | 3.50 | 93.00 | 25.00 | 3.72 | 24.00 | 7.00 | 3.43 | 229.00 | 64.00 | 3.58 |
| JR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Z1 | 12.00 | 32.00 | 3.50 | 222.00 | 58.00 | 3.83 | 36.00 | 10.00 | 3.60 | 370.00 | 100.00 | 3.70 |

Local GPAs

| | | |
|-------|------|-------|
| Hours | GPA | QPT |
| 96.0 | 3.73 | 358.0 |

GPA 1: 96.0 3.73 358.0

GPA 2: 96.0 3.73 358.0

Overall

| | | |
|-------|------|------|
| Hours | GPA | QPT |
| 0.0 | 0.00 | 0.00 |

Overall: 0.0 0.00 0.00

Primary Undergrad

College: RICHLAND COLLEGE (008504)
Degree: ASSOCIATE SCIENCE Code: 02
Date: 01/01/2008 Major: PHARMACY (NOT P)
Highest Level of Education:
 Matriculated

The Grades screen has 5 sub tabs:

- GPA
- Subject Course GPA
- Courses
- College Summary
- Academic Requirements

Section 1: Grades – GPAs

- Grades Tab: GPA*
 - Displays GPAs provided from PharmCAS, as well as the LOCAL GPAs

The screenshot shows a software interface for viewing student records. The 'Grades' tab is selected, displaying a table of GPA data and a summary section for Local GPAs.

| Year | Sci QP | Sci Hrs | Sci GPA | NSci QP | NSci Hrs | NSci GPA | Mth QP | Mth Hrs | Mth GPA | Tot QP | Tot Hrs | Tot GPA |
|------|--------|---------|---------|---------|----------|----------|--------|---------|---------|--------|---------|---------|
| FR | 0.00 | 0.00 | 0.00 | 29.00 | 33.00 | 3.91 | 12.00 | 3.00 | 4.00 | 41.00 | 36.00 | 3.92 |
| SO | 12.00 | 32.00 | 3.50 | 93.00 | 25.00 | 3.72 | 24.00 | 7.00 | 3.43 | 229.00 | 64.00 | 3.58 |
| JR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Z1 | 12.00 | 32.00 | 3.50 | 222.00 | 58.00 | 3.83 | 36.00 | 10.00 | 3.60 | 370.00 | 100.00 | 3.70 |

Local GPAs

| | Hours | GPA | QPT |
|--------|-------|------|-------|
| GPA 1: | 96.0 | 3.73 | 358.0 |
| GPA 2: | 96.0 | 3.73 | 358.0 |

Overall

| | Hours | GPA | QPT |
|---------|-------|------|------|
| Overall | 0.0 | 0.00 | 0.00 |

Primary Undergrad

College: RICHLAND COLLEGE (008504)
Degree: ASSOCIATE SCIENCE Code: 02
Date: 01/01/2008 Major: PHARMACY (NOT P)
Highest Level of Education:
 Matriculated

Section 1: Grades – Subject Course GPAs

- Grades Tab: Subject Course GPA*
 - Displays GPAs provided from PharmCAS for grades by SUBJECT

The screenshot shows a software interface with a navigation bar at the top containing tabs: List, General, Personal, Interview, **Tests**, Supplemental, Contact, Fees, Status, Notes, Letters, and Grades. Below this is a sub-tab bar with: GPA, **Subject Course GPA**, Courses, College Summary, and Academic Requirements. The main content area contains a table with the following data:

| Subject | Grade Hours | Hours w/ grade<2.0 | Credited Hours | Total Hours | Quality Points | Calculated GPA |
|-----------------------------------|-------------|--------------------|----------------|-------------|----------------|----------------|
| 1 - Biochemistry | 18.68 | 0.00 | 0.00 | 18.68 | 68.30 | 3.66 |
| 2 - Biology & Other Life Sciences | 13.34 | 0.00 | 0.00 | 13.34 | 37.55 | 2.82 |
| 4 - Organic Chemistry | 8.00 | 0.00 | 0.00 | 8.00 | 27.48 | 3.43 |
| 3 - Inorganic Chemistry | 10.67 | 0.00 | 1.33 | 12.01 | 40.02 | 3.75 |
| 6 - Physics | 10.00 | 0.00 | 0.00 | 10.00 | 38.69 | 3.87 |
| 5 - Other Science | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 - Math | 8.67 | 0.00 | 0.00 | 8.67 | 31.55 | 3.64 |
| 9 - Social/Behavioral Science | 10.67 | 0.00 | 0.00 | 10.67 | 41.89 | 3.92 |
| 14 - Microbiology | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 - Total | 80.04 | 0.00 | 1.33 | 81.37 | 285.48 | 3.57 |

Courses that have been added / edited manually are not represented

Section 1: Grades – Courses

- Grades: Courses
 - Lists all coursework provided by PharmCAS
 - Select courses to determine LOCAL GPAs
 - Courses in red are planned, in progress, or missing a grade.

| Stat | C/P | Levl | Year | Term | Type | Prefix | Title | PhGr | Cr | StuGr | VGr | VCr | Subject | Class | School |
|------|-----|-------|------|--------|----------|----------|--------------------|------|------|-------|-----|-----|---------------------|--------|------------|
| Sr | P | Jr/Sr | 2007 | Fall | Semester | IDH4005 | HONORS SEMINAR | | 3.00 | | | | Other Science | Honors | FLORIDA II |
| Sr | P | Jr/Sr | 2007 | Fall | Semester | CHM430 | BIOLOGICAL CHEMIST | | 1.00 | | | | Inorganic Chemistry | Not Aq | FLORIDA II |
| Sr | P | Jr/Sr | 2007 | Fall | Semester | PHY 204 | PHYSICS W/ CALC II | | 4.00 | | | | Physics | Not Aq | FLORIDA II |
| Sr | P | Jr/Sr | 2007 | Fall | Semester | CHM312 | INTRO TO ANALYTICA | | 3.00 | | | | Inorganic Chemistry | Not Aq | FLORIDA II |
| Sr | P | Jr/Sr | 2007 | Fall | Semester | CHM340 | BIOLOGICAL CHEMIST | | 3.00 | | | | Inorganic Chemistry | Not Aq | FLORIDA II |
| Sr | P | Jr/Sr | 2007 | Fall | Semester | CHM312 | INTRO TO ANALYTICA | | 1.00 | | | | Inorganic Chemistry | Not Aq | FLORIDA II |
| Jr | C | Jr/Sr | 2007 | Spring | Semester | PHY204 | GENERAL PHYSIC LAE | B | 1.00 | B | | | Physics | Not Aq | FLORIDA II |
| Jr | C | Jr/Sr | 2007 | Spring | Semester | IDH 3006 | HONORS SEMINAR | A/A | 3.00 | A+ | A | | Other Science | Honors | FLORIDA II |
| Jr | C | Jr/Sr | 2007 | Spring | Semester | PHY204 | PHYSICS W. CALC II | Non | 4.00 | W | | | Physics | Not Aq | FLORIDA II |

Show: All Courses [v] [Add] [Edit] [Delete] [Hide] [Print...]

Courses Missing a Grade Manually Added PhGr <=> VGr Courses manually excluded from local GPA calculations.

Section 1: Personal Information

■ Personal Tab

□ Displays demographic and other information provided by PharmCAS

- Addresses
- Citizenship
- Parents information
- Work experience, essays, honors, awards, etc

The screenshot shows a web form with a navigation bar at the top containing tabs: List, General, Personal (highlighted), Interview, Tests, Supplemental, Contact, Fees, Status, Notes, Letters, and Grades. Below the navigation bar are four sub-tabs: Address, Personal, Parents, and Other History. The 'Address' sub-tab is active, displaying two main sections: 'Current Address' and 'Permanent Address'. Each section contains fields for Street 1, Street 2, Street 3, City, St/Zip, and Cnty./Cntry. The 'Current Address' section also includes fields for Daytime Ph, Eve Ph/Cell, and Curr. Addr. Until. The 'Permanent Address' section includes fields for Phone and Fax. At the bottom, there are fields for Prefd. Mailing Addr. and Prefd. Phone.

| Current Address | | Permanent Address | |
|--------------------|-------------------------------|-----------------------|-----------------------|
| Street 1: | 1722 Sample Road | Street 1: | 1722 Leicester street |
| Street 2: | Apt. 2 | Street 2: | |
| Street 3: | | Street 3: | |
| City: | Garland | City: | Garland |
| St/Zip: | TX - Texas 75044 | St/Zip: | TX - Texas 75044 |
| Cnty./Cntry.: | Dallas | Cnty./Cntry.: | Dallas |
| Daytime Ph: | (972) 555-5555 | Phone: | (972) 555-5555 |
| Eve Ph/Cell: | (972) 555-5555 (972) 555-5555 | Fax: | |
| Curr. Addr. Until: | 12/31/2011 | Prefd. Mailing Addr.: | Current |
| | | Prefd. Phone: | Cell - 3 |

Note: The applicant's e-mail address is located on the *Personal* sub-tab. To send an e-mail, click **Send Email**

Section 1: Interview tab

■ Interview Tab

- ❑ Schedule interviews, enter scores
- ❑ Local scores (Other Scores) 1 – 8 are entered here.

| Interviewer | Score | Comments made by : |
|-------------|-------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Average Interview Score: (0 to 100)

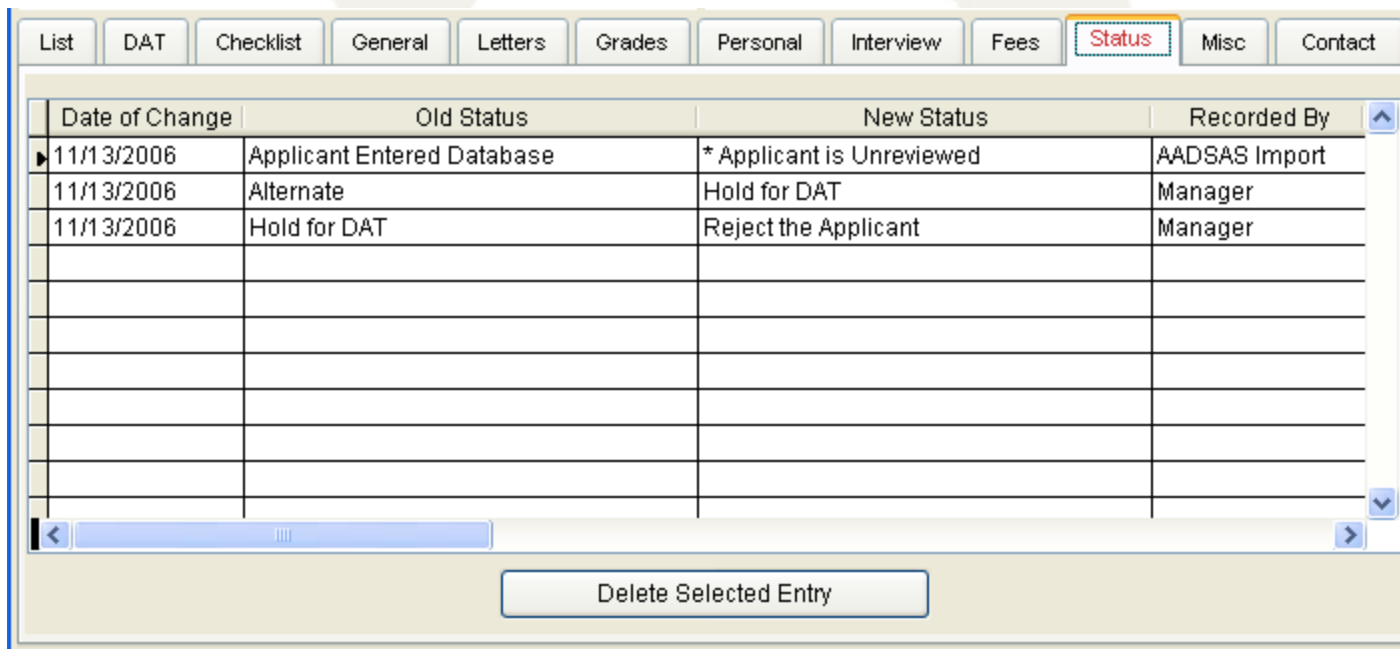
| Local Score 1: | Local Score 2: | Local Score 3: | Local Score 4: | Local Score 5: | Local Score 6: | Local Score 7: | Local Score 8: |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

1. The **Setup** → **Interview Schedule** must be in place before booking interviews
2. The applicant's "Official Status" cannot be "No status"
3. The "Other Scores" are defined in Setup → Local Scoring Setup

Section 1: Status log

■ Status Tab

- A log of all of the changes to the applicant's Current Status



The screenshot displays a software interface with a navigation bar at the top containing tabs: List, DAT, Checklist, General, Letters, Grades, Personal, Interview, Fees, Status (highlighted), Misc, and Contact. Below the tabs is a table with the following data:

| Date of Change | Old Status | New Status | Recorded By |
|----------------|----------------------------|---------------------------|---------------|
| 11/13/2006 | Applicant Entered Database | * Applicant is Unreviewed | AADSAS Import |
| 11/13/2006 | Alternate | Hold for DAT | Manager |
| 11/13/2006 | Hold for DAT | Reject the Applicant | Manager |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Below the table is a horizontal scrollbar and a button labeled "Delete Selected Entry".

Section 1: Contact with Applicants

■ Contact tab

- ❑ Used to track communication with the applicant
- ❑ Items in the dropdown can (and should) be customized!
- ❑ View/print logs

The screenshot displays the 'Contact' tab of a software application. At the top, there is a navigation bar with tabs: List, DAT, Checklist, General, Letters, Grades, Personal, Interview, Fees, Status, Misc, and Contact (highlighted in red). Below the navigation bar, the interface is divided into two main sections: 'Contact List' and 'Contact Details'.

Contact List: A table with two columns: 'Date' and 'Recorded By'. The first row contains the date '11/13/2006' and the name 'Manager'. Below the table are buttons for 'Add New', 'Remove', 'Print List', and 'View Email Log'.

Contact Details: A form with several fields:

- 'Contact Date': 11/13/2006
- 'Recorded By': Manager
- 'Reason for Call': Just to say hello (dropdown menu) with a 'List...' button next to it.
- 'Comments': Applicant called 10 times! (text area)
- 'Action to Take': No action needed. (dropdown menu) with a 'List...' button next to it.
- 'Details': (empty text area)
- 'Action Taken?': No (dropdown menu)
- 'Date': (empty field)
- 'By': (empty field)

Click **List...** to edit the list of reasons for calls.

Section 2: Settings and Management

Setup Menu
Management Menu

Section 2: Setup and Management

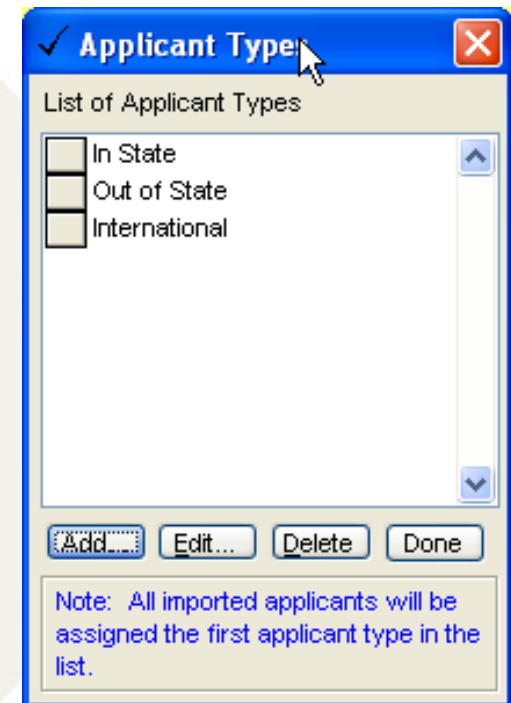
■ Setup Menu

- Used to define the database, in order of hierarchy:
 - Applicant Type
 - Status Levels
 - Supplemental Items
- Scoring
 - Local Scoring Setup
 - Local GPA Setup
- Interviews
 - Interview Schedule
 - Interviewers

Section 2: Applicant Types

- Setup → Applicant Types
 - Most basic level
 - Not determined automatically
 - The first one on the list gets assigned to all newly imported applicants

Suggestion: Create a type called “*Unknown*”, and make it the first item in the list. That’ll get assigned to all new applications, thus avoiding confusion.



Section 2: Current Status Setup

- Setup → Status Levels
 - Used to define your application process
 - Used to link status's to trigger form letters (or e-mails)
 - Used to link your terms to those used by PharmCAS.
 - Can create different status's for different applicant types

✓ Applicant Status Levels

Select Status Levels to view:
Default List (All App. Types get these.)

Status Levels

- * Applicant is Unreviewed
- Interview the Applicant
- Hold
- Alternate
- Accept - Fall
- Delayed Acceptance
- Reject the Applicant
- Sample Status
- 2007 AdMIT

This Status Level Confirms:
No Status

This Status Level Triggers:
No Letter

Add... Edit... Delete Refresh Done

Section 2: Checklists

- Setup → Supplemental Status
 - Define items not provided by PharmCAS
 - Add, edit, and/or delete items from the list.
 - Can be made applicant type-specific

| Supplemental Item | School Deadline | Receive or Postmark | Report to PharmCAS | Default School Comment or Requirement |
|--------------------------|-----------------|---------------------|--------------------|---------------------------------------|
| Supplemental Application | // | Yes | Yes | All applicants |
| Supplemental Fee | // | Yes | Yes | All applicants |
| University Application | // | Yes | Yes | All applicants |
| AP Test Scores | // | Yes | Yes | All applicants |
| IB Test Scores | // | Yes | Yes | All applicants |
| CLEP Test Scores | // | Yes | Yes | All applicants |
| Proof of State Residency | // | Yes | Yes | All applicants |

| School Comment or Requirement | Default Comment or Requirement | Default Status for Checklist Done |
|-------------------------------|-------------------------------------|-----------------------------------|
| 2007 COMMENT | <input checked="" type="checkbox"/> | Yes |
| | | |
| | | |
| | | |

Define the items, deadlines and “default” comments

Define and edit your own comments to be reported to PharmCAS

Suggestion: The fewer items on the list, the better, as these must be maintained for all applicants!

Section 2: Fee Types

■ Setup → Fees

- Used to define fees seen on the Fees tab
- Add/edit/delete fee types here
- Can link one fee (e.g. *Application Fee*) to the checkbox on the Applicant Information screen

✓ Fee Types

Enter the fee name and amount:

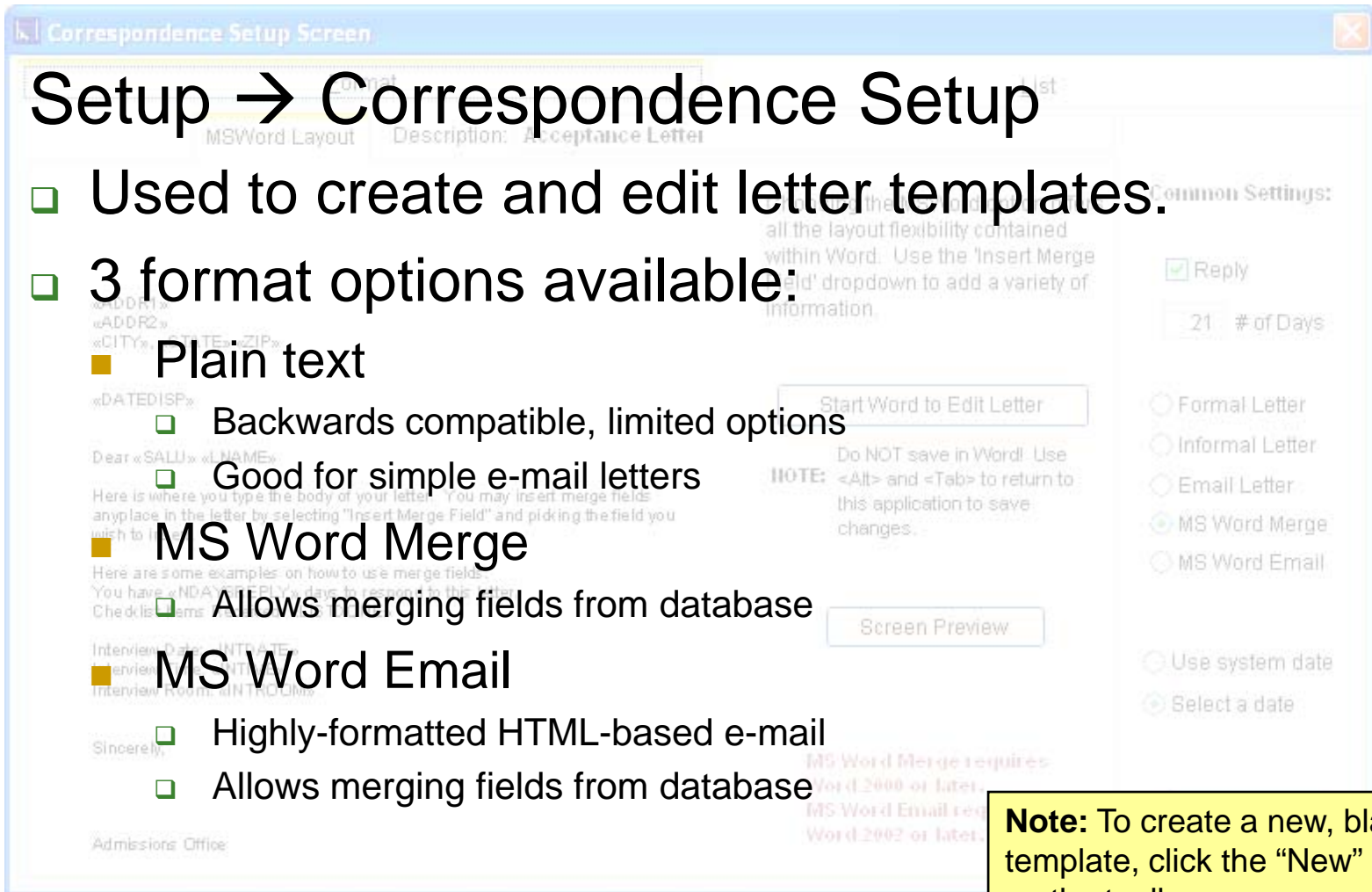
- Application Fee
- Deposit to Hold Position

Amount of Fee

Link to Application Fee on Applicant screen

Section 2: Letter Template Setup

- Setup → Correspondence Setup
 - Used to create and edit letter templates.
 - 3 format options available:
 - Plain text
 - Backwards compatible, limited options
 - Good for simple e-mail letters
 - MS Word Merge
 - Allows merging fields from database
 - MS Word Email
 - Highly-formatted HTML-based e-mail
 - Allows merging fields from database



Note: To create a new, blank template, click the “New” icon on the toolbar

Section 2: Interview Schedule Setup

- Setup → Interview Schedule Setup
 - Used to set a schedule for interviews
 - Wizard-driven setup



The screenshot shows a Windows-style dialog box titled "Interview Setup Wizard" with a checkmark icon on the left and a close button (X) on the right. The main content area has a title bar that reads "Step 1: Select a Begin and End Date for conducting interviews." Below this, there is a paragraph of text: "If the last day of the interview is uncertain, just enter the last possible day that interviews could be conducted. (It is better to overestimate)." In the center, there are two text input fields. The first is labeled "Interviews will Begin no sooner than:" and contains the date "05/01/2006". The second is labeled "Interviews will End no later than:" and contains the date "05/01/2007". Below the input fields, there is a line of text: "After entering these two dates, click 'Next' to continue." At the bottom of the dialog, there are four buttons: "Cancel", "Back", "Next", and "Finished".

Section 2: Setup and Management

- Management Menu
 - Program Options
 - User Setup and System Security
 - Email Settings
 - System Logs



Section 2: Basic Program Options

■ Program Options

- Controls some basic system settings, most notably:

- Custom Categories

- Customize the checkboxes and dropdowns on the Applicant Information Screen

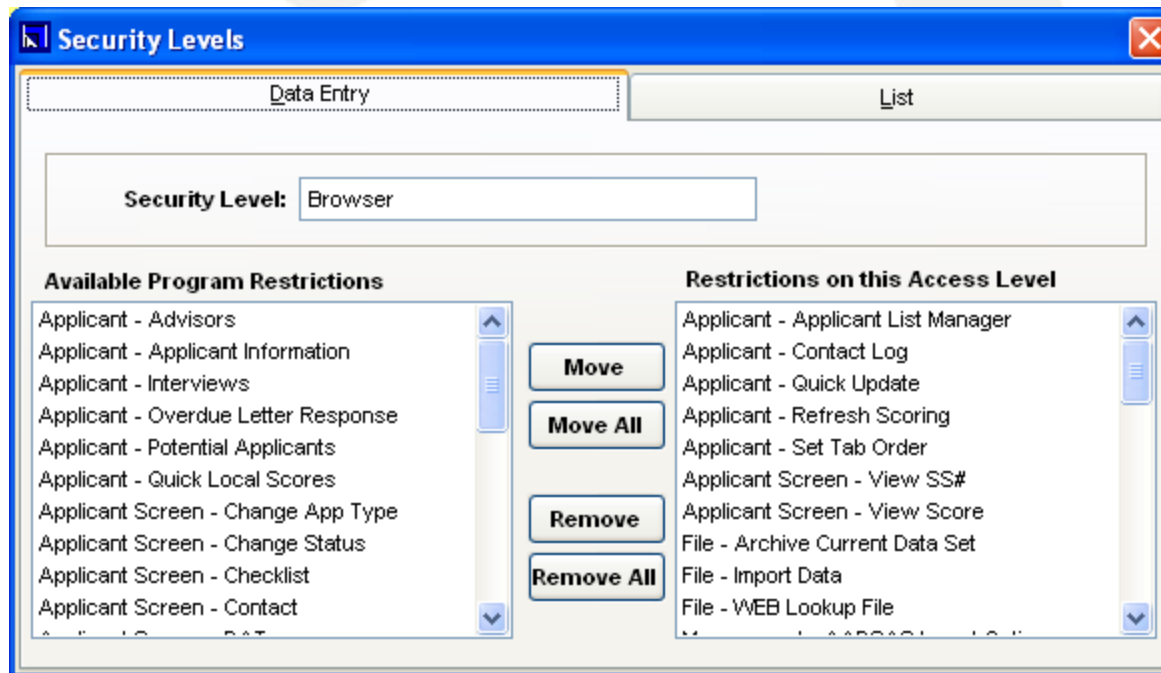
- PCAT Options

- Set which PCAT score is used in PharmAdMIT's scoring

The screenshot shows a web-based interface titled "Program Options". At the top, there are several tabs: "Modules Used", "School Info", "Max. Accepted", "DAT Options", "GPA Options", "Custom Fields", and "College Factor". The main content area contains the instruction: "Please Select the AADSAS Client Modules your school wishes to use." Below this, there are two columns of settings. The left column, under "Advanced Modules", includes "Application Fees" (checked), "Internal Correspondence" (unchecked), and "Admissions Advisors" (checked). The right column, under "Web Tools", includes "Applicant Status Website" (unchecked), "Supplemental Application Website" (unchecked), and "Feeder School Website" (unchecked). At the bottom of the window, there are two buttons: "Done" and "Save". A green note at the bottom of the form reads: "Note: Select or deselect any of these features at any time. Missing data may need to be added if modules are selected later in the admissions cycle. It is best to turn a module on to start if it may be used later."

Section 2: Security Levels

- Security Levels
 - Defines users (and permissions) by groups
 - “Database Manager” cannot be edited



Section 2: User Setup

■ User Setup

- Use the “new” icon on toolbar to create new users
- Use the **List** to select users
- Use this screen to reset user passwords



Section 2: E-mail Settings

- Management → Email Settings
 - Required to send e-mail
 - Usually provided by your IT staff

Email Settings

SMTP Server Setup

In order to use the email features in this program, a valid SMTP server name or IP address must be entered.

SMTP server: 192.168.0.101 Port: 25

Use Secure Connection (SSL)

My SMTP server requires authentication

User Name: username

Password: *****

Use CRAM-MD5 Authentication

Default Sender Information

By default, email sent through this program will feature the name and email address entered below in the "Sender" portion of messages.

Sender Name: Admissions

Email Address: username@school.edu Test...

Local Sender Information

Enter your name and email address below if you would like messages to be sent directly from you, instead of the Default Sender entered above. This is optional.

Sender Name:

Email Address: Test...

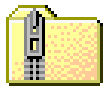
OK Cancel

Section 3: Working with PharmCAS Data

- Data Import**
- Filtering Applicant Data**
- Sending E-mail**
- Global Status Update**
- Correspondence Queue**

Section 3: Data Import

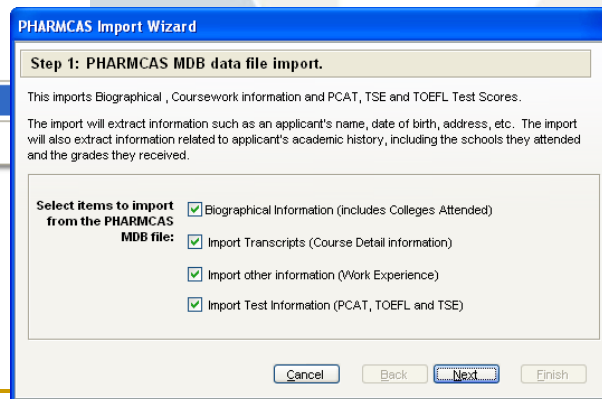
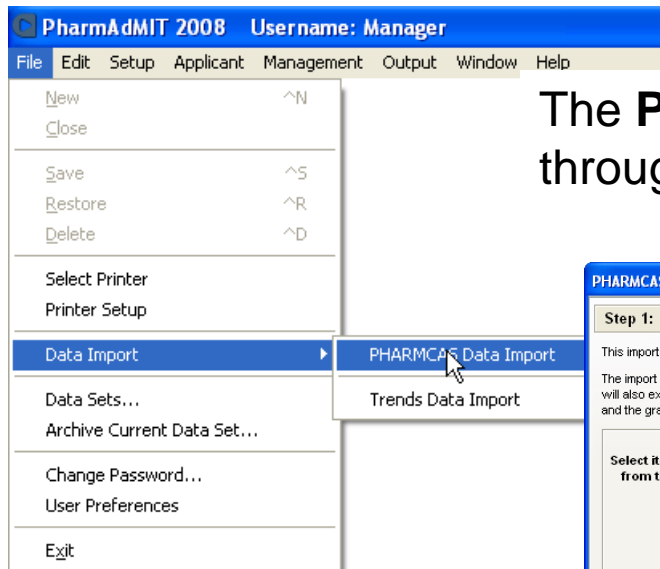
File → Data Import → PharmCAS Data Import



BU036.zip

Imports are delivered online via the Admissions Officers' Web Portal.

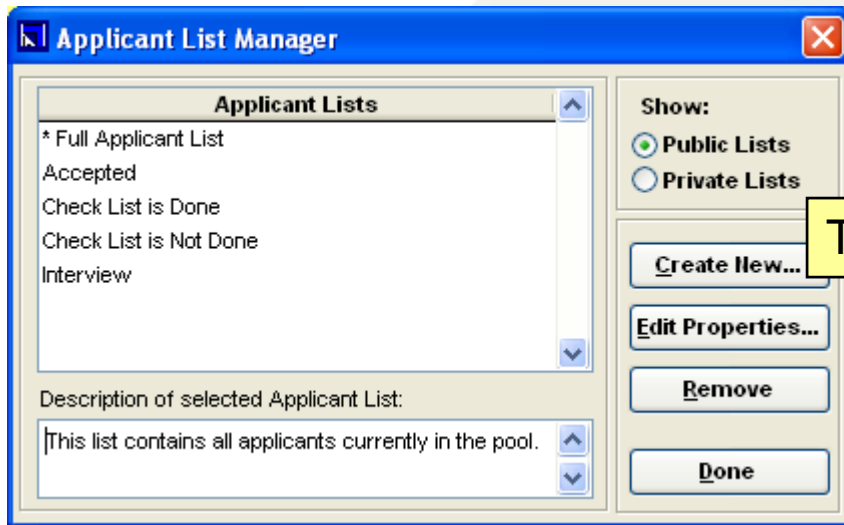
The **PharmCAS Import Wizard** guides the user through the import process in a step-by-step manner.



Section 3: Filtering Applicants

■ Applicant → List Manager

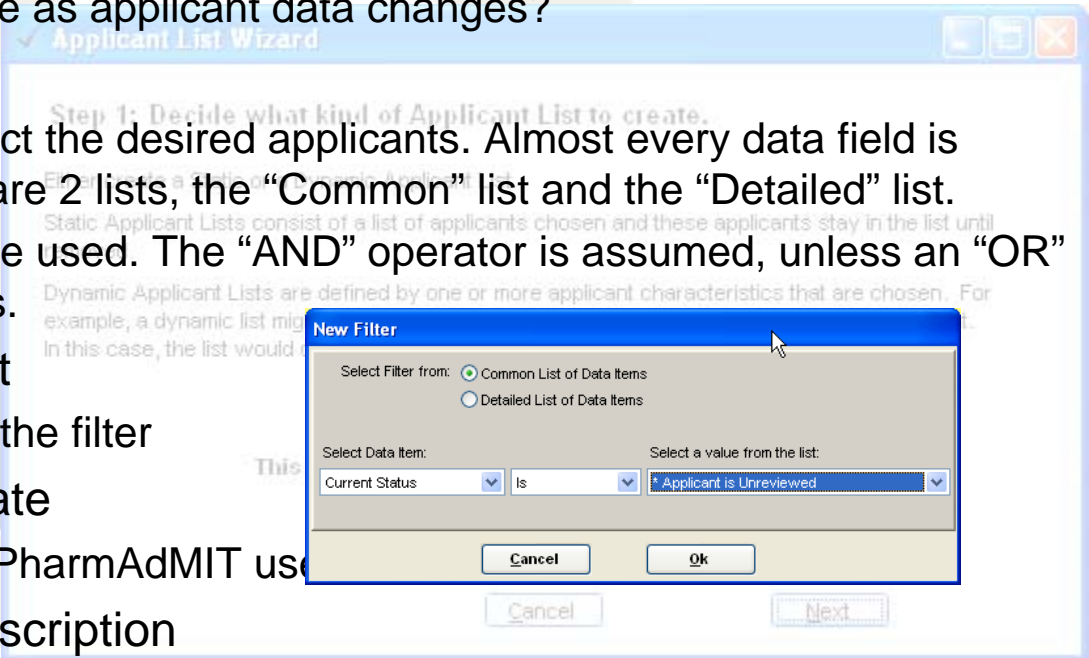
- The List Manager allows users to filter applicants based on the data in the system.
(e.g. Current Status, State of Legal Residence, Gender)
- The lists created here can be used in several features of PharmAdMIT
(List tab, Quick Local Score Entry, Graphical Drilldown, Custom Export)



To create a new list, click **Create New...**

Section 3: Filtering Applicants (cont)

- The Applicant List Wizard will guide you through the 5 step process of creating lists.
 - Step 1: Static or Dynamic
 - Should the list update as applicant data changes?
 - Step 2: Add Filters
 - Create filters to collect the desired applicants. Almost every data field is represented. There are 2 lists, the “Common” list and the “Detailed” list.
 - Multiple filters may be used. The “AND” operator is assumed, unless an “OR” is between two filters.
 - Step 3: Review the list
 - Check the results of the filter
 - Step 4: Public or Private
 - Usable to one or all PharmAdMIT users
 - Step 5: Name and Description
 - Name the list so that it can be identified easily in other utilities.



Section 3: Sending E-mail

- There are 2 methods for sending e-mail in PharmAdMIT:
 - **Personal tab**
 - **Send Email:** Sends a message to the current applicant
 - **List Tab**
 - **Send Email to All:** Sends a message to the entire list

The screenshot shows the 'Personal' tab in the PharmAdMIT interface. It contains several sections: 'Birth Information' with fields for Date (03/24/1984), City/State (Emekuku), and Country; 'High School Information' with fields for Name (CKSS Obike Ngor-Okpala Nigeria), City/State (Ngor Okpala), and Year/Rank (07/2); 'Residency Information' with fields for Citizen of, Status, State of Legal Resid. (TX - Texas), # Years (3), Prev. State of Resid., VISA Type, and English as Primary Language; and an 'Email' field (doe@yahoo.com) with a 'Send Email' button. There is also a 'Military Experience' checkbox.

The screenshot shows the 'List' tab in the PharmAdMIT interface. It features a search area with 'Search by: Last Name' and a 'Find' button. Below the search area is a table of applicants. The table has columns for Last Name, First, M, SS #, PharmCAS#, Score, and List. The 'Doe' row is highlighted.

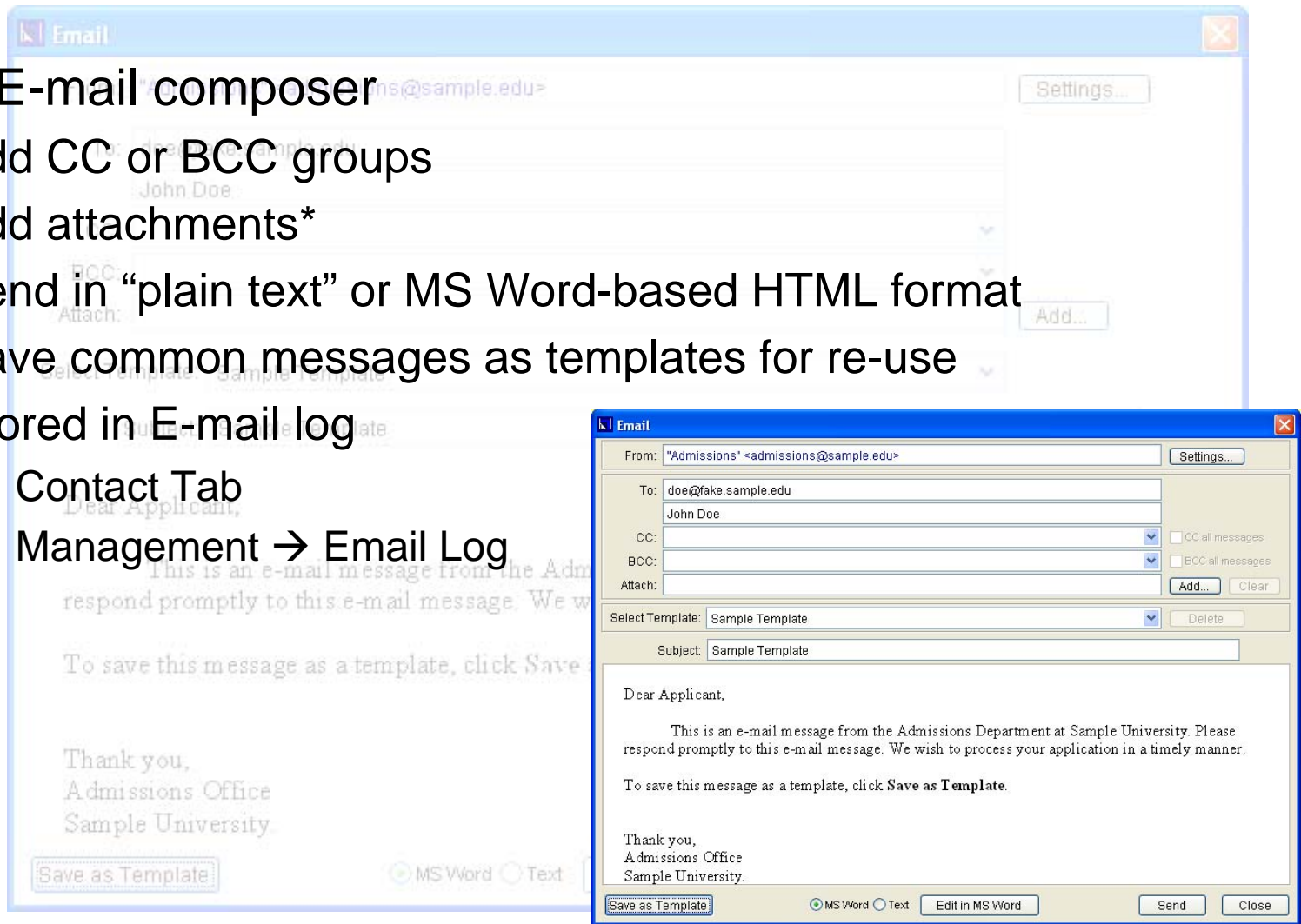
| Last Name | First | M | SS # | PharmCAS# | Score | List |
|-----------|----------|-----|------|-----------|-------|------|
| Doe | Hoda | E | 1 | 15 | 20.07 | No |
| ▶ Doe | John | EK | 1 | 7 | 20.07 | No |
| Ebrahimi | Rabin | E | | 2 | 20.07 | No |
| Ho | Nikki | E | | 7 | 20.07 | No |
| Khong | Tina | Ng | E | 8 | 20.07 | No |
| Lee | Diana | E | | 9 | 20.07 | No |
| Lee | Hyuk | C | | 5 | 20.07 | No |
| Massiel | Martinez | Ma | E | 2 | 20.07 | No |
| Mehta | Arpit | S | 2 | 5 | 20.07 | No |
| Nguyen | Doan | Z | | 2 | 20.07 | No |
| Nouvion | Sylvain | Oli | | 2 | 20.07 | No |
| OPOKU | NANCY | AD | C | 0 | 20.07 | No |
| Patel | Mukesh | E | 1 | 28 | 20.07 | No |

Note: Letters sent via e-mail are handled separately from standard e-mail messages.

These letters are attached in the **Letters** tab, or by changing applicant status.

Section 3: Sending E-mail (cont)

- The E-mail composer
 - Add CC or BCC groups
 - Add attachments*
 - Send in “plain text” or MS Word-based HTML format
 - Save common messages as templates for re-use
 - Stored in E-mail log
 - Contact Tab
 - Management → Email Log



*Attachments may be regulated by your IT department. If attachments are allowed, file sizes may be limited by local E-mail systems. Check with your IT department before sending large files.

Section 3: Global Status Update

- **Management → Global Status Update** allows you to change multiple applicants' status at once using filters.
 - The Global Status Update List Manager screen consists of two halves:

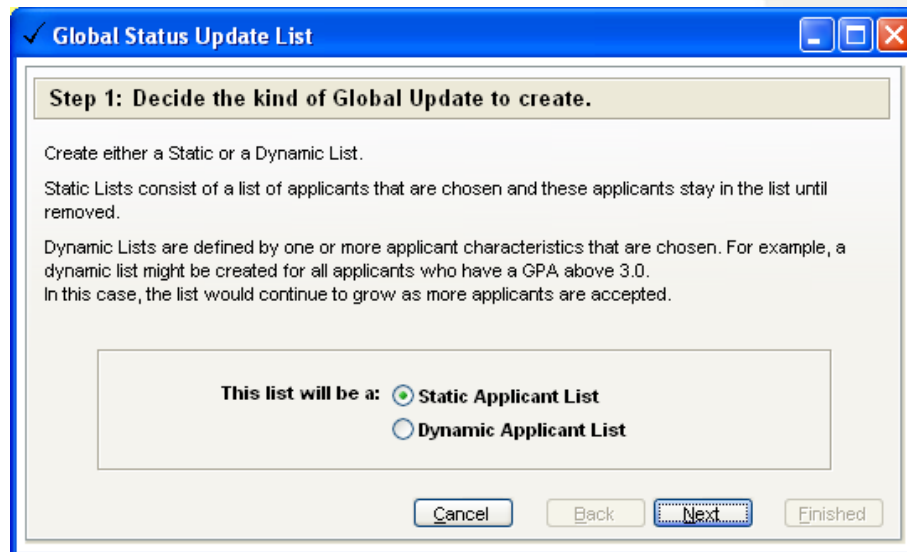
The screenshot shows the 'Global Status Update List Manager' window. The top half features a list of update lists with 'Sample List' selected. To the right of the list are radio buttons for 'Public Lists' (selected) and 'Private Lists', along with buttons for 'Create New...', 'Edit Properties...', and 'Remove'. The bottom half includes a 'Change Status to:' dropdown, a 'Last Ran on:' field with date and user input, a 'Number of Applicants updated:' field, and buttons for 'Test', 'Run', and 'Done'.

The top half details which applicants to update.

The bottom half details what status to apply to the list selected above.

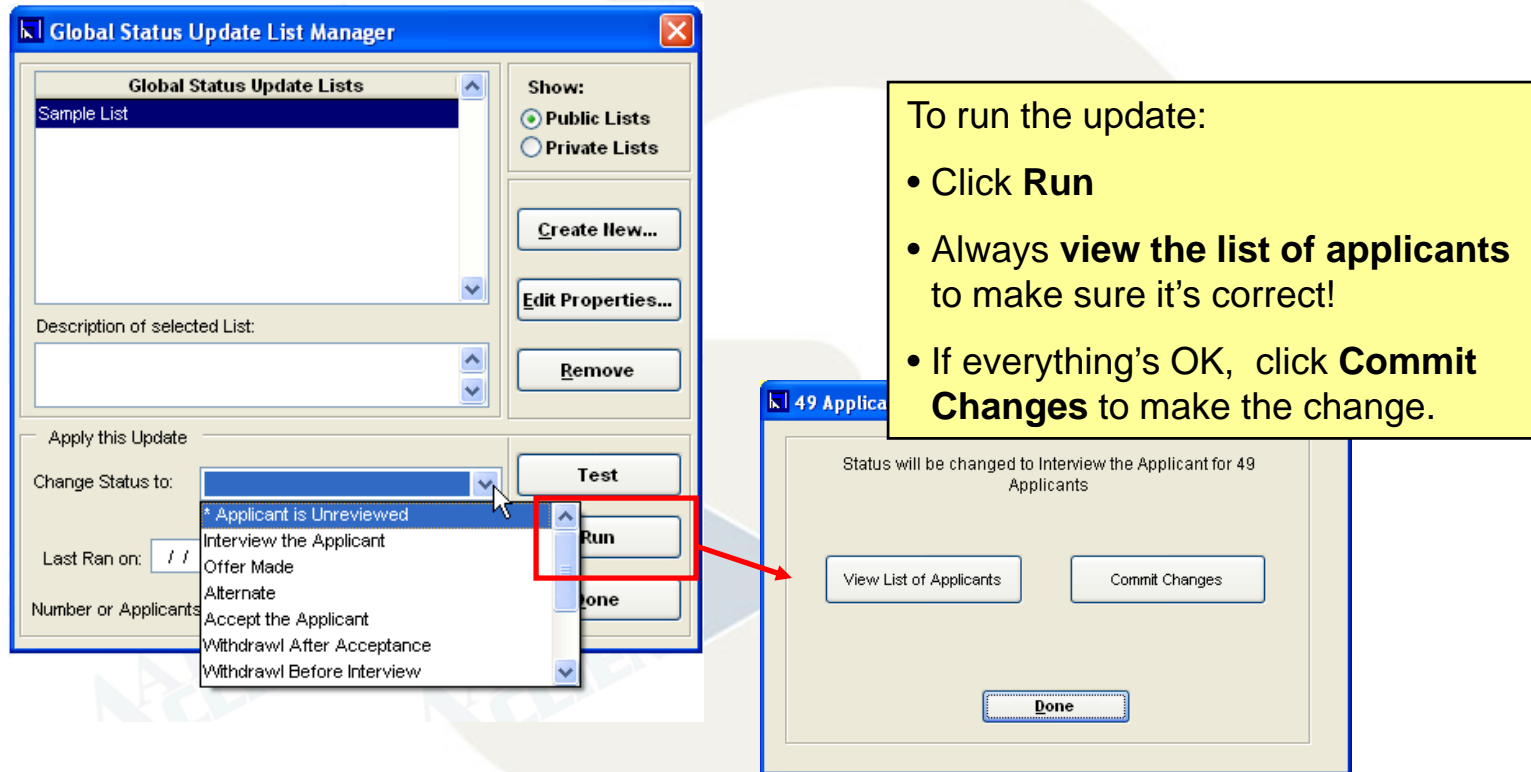
Section 3: Global Status Update

- To create a list, click **Create New...**
 - This will start a list creation wizard utility, identical to the one used in the List Manager.
 - Follow the Wizard to create your list...



Section 3: Global Status Update

- Once your list is created, select it in the Global Status Update Lists



The image shows two screenshots from a software application. The top screenshot is the 'Global Status Update List Manager' window. It has a list box containing 'Sample List'. To the right, there are radio buttons for 'Public Lists' (selected) and 'Private Lists'. Below these are buttons for 'Create New...', 'Edit Properties...', and 'Remove'. A 'Description of selected List:' text area is also present. Under the 'Apply this Update' section, there is a 'Change Status to:' dropdown menu with a list of options: '* Applicant is Unreviewed', 'Interview the Applicant', 'Offer Made', 'Alternate', 'Accept the Applicant', 'Withdrawal After Acceptance', and 'Withdrawal Before Interview'. A red box highlights the 'Run' button in this section. The bottom screenshot is a confirmation dialog box titled '49 Applicants'. It contains the text 'Status will be changed to Interview the Applicant for 49 Applicants'. Below this text are two buttons: 'View List of Applicants' and 'Commit Changes'. At the bottom of the dialog is a 'Done' button. A yellow callout box with a black border is positioned to the right of the 'Run' button, containing the following text:

To run the update:

- Click **Run**
- Always **view the list of applicants** to make sure it's correct!
- If everything's OK, click **Commit Changes** to make the change.

Once the update is complete, letters linked to the new Current Status will be added to the **Output → Correspondence Queue** (if needed) for each applicant

Section 3: Correspondence Queue

- The Correspondence Queue is used to work with letters in batches.
 - Send out multiple e-mail letters (e.g. letters added by Global Status Update)
 - Remove a letter
 - Print all of your letters at once
 - Re-print letters from “Printed/E-mailed” list

Tip: The correspondence Queue can be used to send/print out large numbers of merge letters at once.

You can also print off a report detailing the letters in the queue, or the letters already sent.

| Type of Letter | Applicant Name | Added | Displayed on Letter | Last Printed/Sent on | Reply by | User |
|---|------------------|------------|---------------------|----------------------|----------|---------|
| <input type="checkbox"/> Interview Letter | Dent, Arthur | 11/14/2006 | // | // | // | Manager |
| <input type="checkbox"/> Rejection Letter | Beeblebrox, Zaph | 11/14/2006 | // | // | // | Manager |
| <input type="checkbox"/> Alternate Letter | Mcmillan, Tricia | 11/14/2006 | // | // | // | Manager |
| <input type="checkbox"/> Rejection Letter | Prefect, Ford | 11/14/2006 | // | // | // | Manager |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Type of Recipients: Applicant

Type of Letters: Printed/Emailed Non Printed/Emailed

Order by: [dropdown]

Date on Selected Letters: Use Date Displayed on Letter Use this Date: //

Type of Letter Report: All

Select All Unselect All

Print / Email the Selected Letters

Copies: 1

DELETE the Selected Letters

Print Letter Report Exit

Section 4: Reporting and Exporting

General Reports

Graphical Drilldown Reports

Custom Export

Section 4: Reporting and Exporting

■ Reporting

- Generate Pre-formatted reports through the

General Report Writer

- Generate customized graphs through the

Graphical Drilldown tool

The screenshot displays two windows from a reporting application. The left window, titled "Report Focus Selection", shows the "Area of Focus" set to "General Report Writer" and the "Report Topic" as "Applicant Demographics List". Below this, there is a section for "Specify Data Filters" with "No Filter Specified". A table titled "Applicant Demographics List" is shown, containing columns for Applicant Name, Student ID, BOB, Sex, Citizen, Ethnicity, Mailing Address, School, and Current Status. The right window, titled "Drill-Down Analysis", shows a bar chart titled "Total Total Count by Perm. State". The chart displays counts for various states: CA (3), DE (1), FL (2), IL (5), KY (1), MA (1), MD (1), MI (1), OH (2), and TX (1). The interface includes various controls like dropdown menus, buttons for "Export", "Print", and "Text Report", and a "Text Report" button is visible in the background.

| Applicant Name | Student ID | BOB | Sex | Citizen | Ethnicity | Mailing Address | School | Current Status |
|-----------------------|-------------|-----------|-----|---------|-----------|--|--|---------------------|
| Ladriani0, Amber | 20060112620 | 05141583 | F | USA | VNR | 2 Permanent Address Road, Oregonville, KY, 42900 | MOREHEAD STATE UNIVERSITY | * Applicant is Live |
| Ladriani1, Michael | 20060112750 | 045115975 | M | USA | VNR | 2 Permanent Address Road, Naperville, IL, 60565 | KANSAS STATE UNIVERSITY | * Applicant is Live |
| Ladriani11, Christine | 20060117379 | 03251583 | F | USA | HOR | 2 Permanent Address Road, Rancho Palms Verdes, CA, 90275 | UNIVERSITY OF CALIFORNIA/BERKELEY | * Applicant is Live |
| Ladriani2, Dredley | 20060114063 | 06221990 | M | USA | VNR | 2 Permanent Address Road, Quincy, IL, 62314 | UNIVERSITY OF ILLINOIS AT URBANA/CHAMPAIGN | * Applicant is Live |
| Ladriani22, Austin | 20060113340 | 01111582 | M | USA | OTH | 2 Permanent Address Road, Mission Viejo, CA, 92691 | UNIVERSITY OF CALIFORNIA/SAN DIEGO | * Applicant is Live |
| Ladriani3, Tina | 20060113692 | 06181583 | F | USA | OTH | 2 Permanent Address Road, Robinson, TX, 75080 | THE UNIVERSITY OF TEXAS AT AUSTIN | * Applicant is Live |
| Ladriani33, Jennifer | 20060113859 | 03251581 | F | USA | VNR | 2 Permanent Address Road, Sunrise, FL, 33391 | NOVA SOUTHEASTERN UNIVERSITY | * Applicant is Live |

Section 4: General Reports

- Output → General Reports
 - Pre-built reports
 - Easy to use
 - Filterable

Report Focus Selection

Area of Focus: All Applicants

Report Topic: Accepted vs. Declined

New Report | Saved Reports

Specify Data Filters:

No Filter Specified

Output Options

Text Report

Graph

Export Data

Add | Insert OR | Remove | Clear All | Load Filter | Save Filter | Done

Section 4: General Reports

- **Output → General Reports (cont)**
 - **Area of Focus = Category of reports.**
In most cases “All Applicants” will do.
 - **Report Topic = The report template to be run.**
Select a report from the dropdown.
 - **Text Report – Click to view options and print/preview the report.**

The text report options allow you to change the order of data on the report, or add your own title and comments.

Show Totals Only. (must use Groups)

Save Settings

File...

Preview

Print

Done

Section 4: Graphical Drilldown

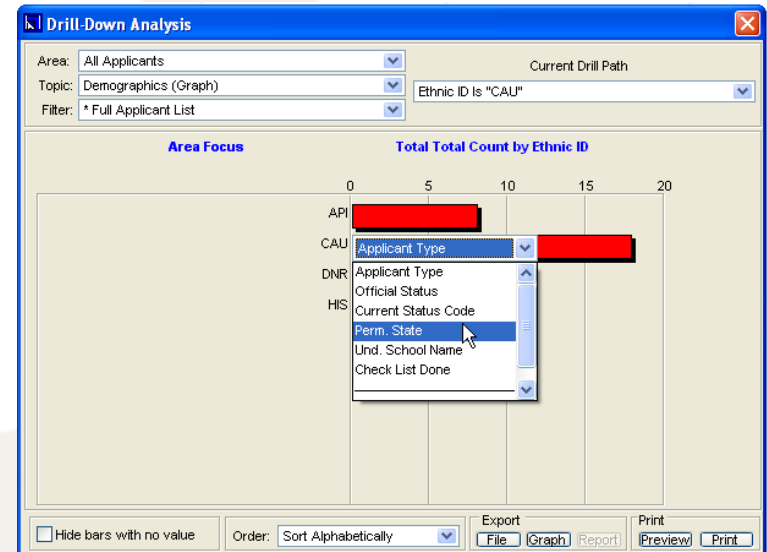
■ Output → Graphical Drilldown

Allows you to “mine” the data by clicking on the bar and selecting the filters real-time.

Hold your mouse over the bar to view the current numbers

Click “Preview” to view a report featuring the graph.

Use the “Current Drill Path” drop down to reset the path.

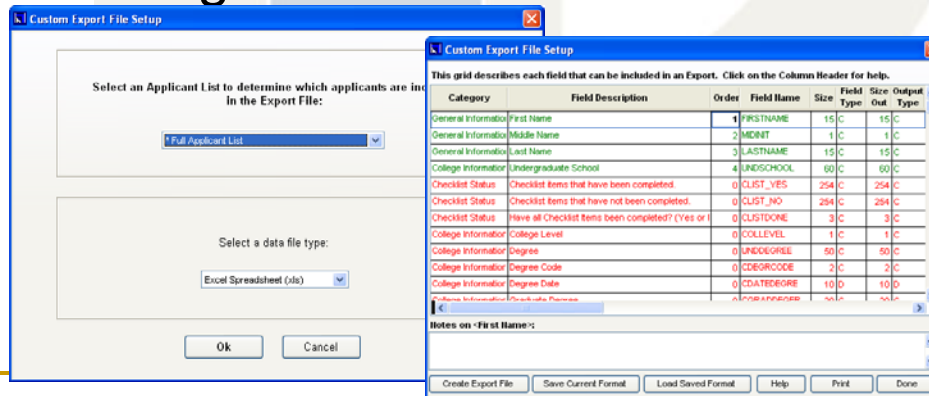


Section 4: Exporting Data

■ Exporting Data

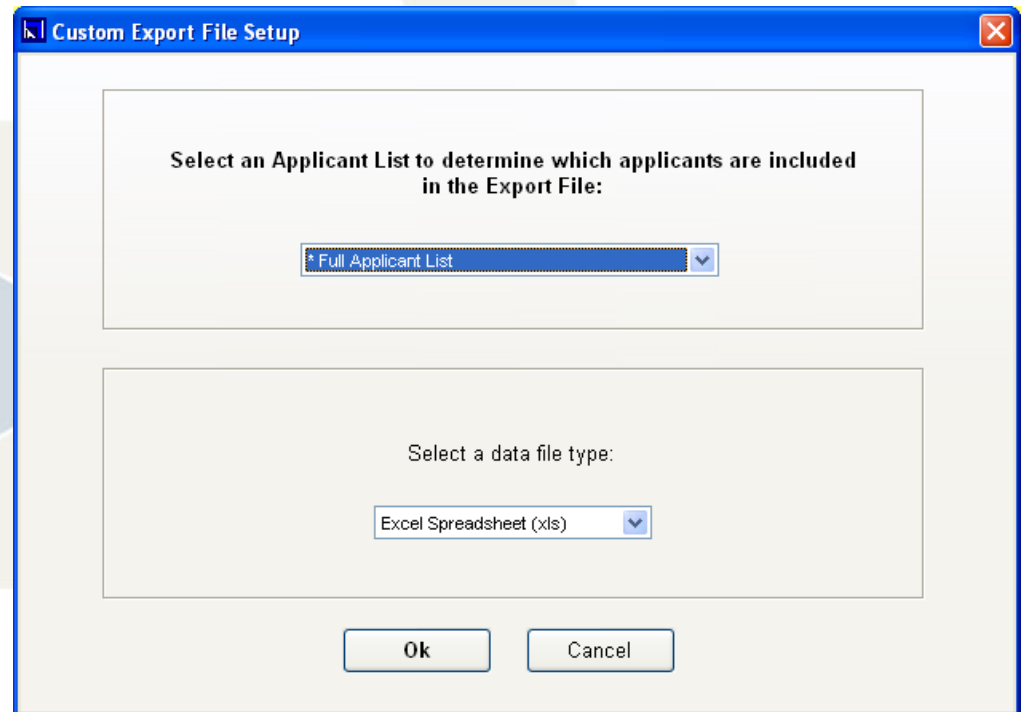
□ The **Custom Export (Old Style)** utility

- allows users to export applicant data in 6 formats (.xls, .dbf, .txt, .sdf, .wk1, or .xml)
- Use filtered lists to export only the applicants needed
- Select from a wide array of fields and export only the data needed.
- Save settings and formats for re-use.



Section 4: Running a Custom Export

- To create a Custom Export:
 - Click **Output** → **Custom Export**
 - Select an applicant list to export.
(Any list created in Applicant → List Manager can be selected here)
 - Select a file type.
(in this case, choose “Excel Spreadsheet (xls)”)
 - Click **Done**



Section 4: Running a Custom Export (cont)

- In the **Custom Export File Setup** screen:
 - The fields included are determined by the “Order” column
 - Order > 0: field included
 - Order = 0: skipped/ignored
 - Select fields by setting the order number.
 - Once the fields are selected, click **Create Export File** and save the file.

Custom Export File Setup

This grid describes each field that can be included in an Export. Click on the field name to select it.

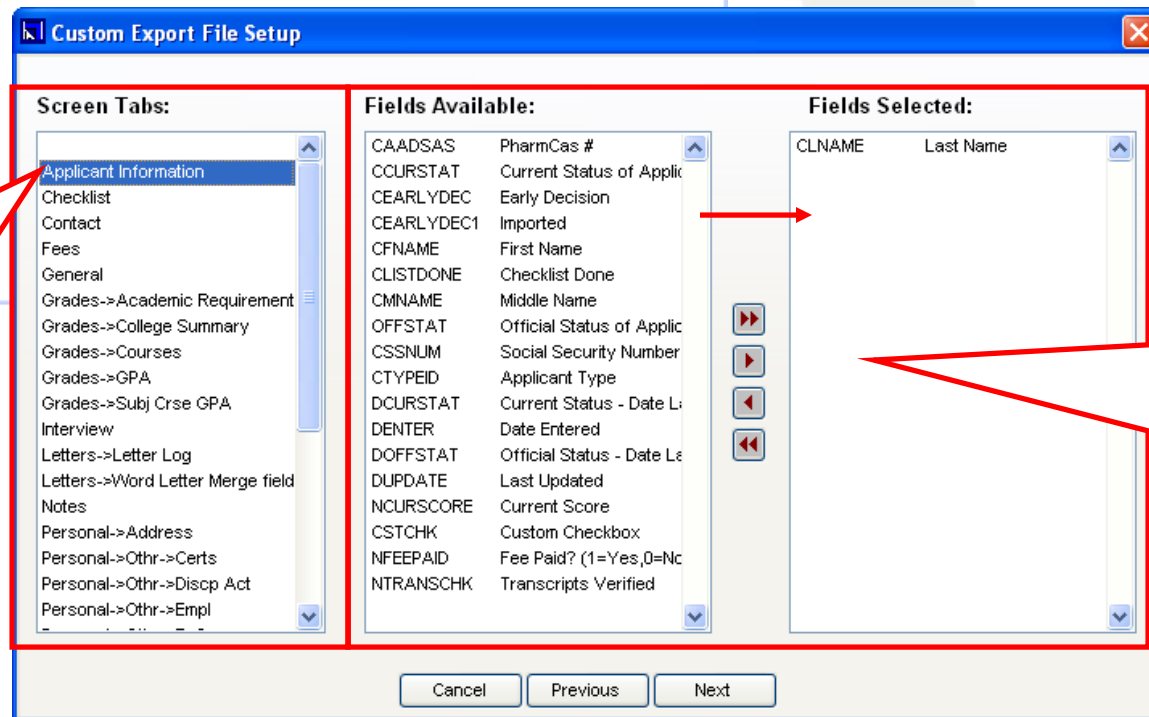
| Category | Field Description | Order | Field Name |
|---------------------|--|-------|---------------------|
| General Information | First Name | 1 | FIRSTNAME |
| General Information | Middle Name | 2 | MIDDLENAME |
| General Information | Last Name | 3 | LASTNAME |
| Checklist Status | Checklist items that have been completed. | 0 | CLIST_COMPLETED |
| Checklist Status | Checklist items that have not been completed. | 0 | CLIST_PENDING |
| Checklist Status | Have all Checklist Items been completed? (Yes or No) | 0 | CLIST_ALL_COMPLETED |
| CNDAT | CNDAT Academic Average | 0 | CNACADAVG |
| CNDAT | CNDAT Average All | 0 | CNALLAVG |
| CNDAT | CNDAT Chalk Carving | 0 | CNCHALK |
| CNDAT | CNDAT Chemistry | 0 | CNCHEM |
| CNDAT | CNDAT PAT | 0 | CNPAT |
| CNDAT | CNDAT Reading Comp | 0 | CNREA |

Notes on <First Name>:

Create Export File Save Current Format Load Saved Format

Section 4: Running a New Custom Export

- PharmAdMIT 2008 includes a new, improved Custom Export utility (*Custom Export (New)*)
 - New ability to select fields as they appear in the Applicant Information screens



Thank you!

If you have any questions, please contact me!

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