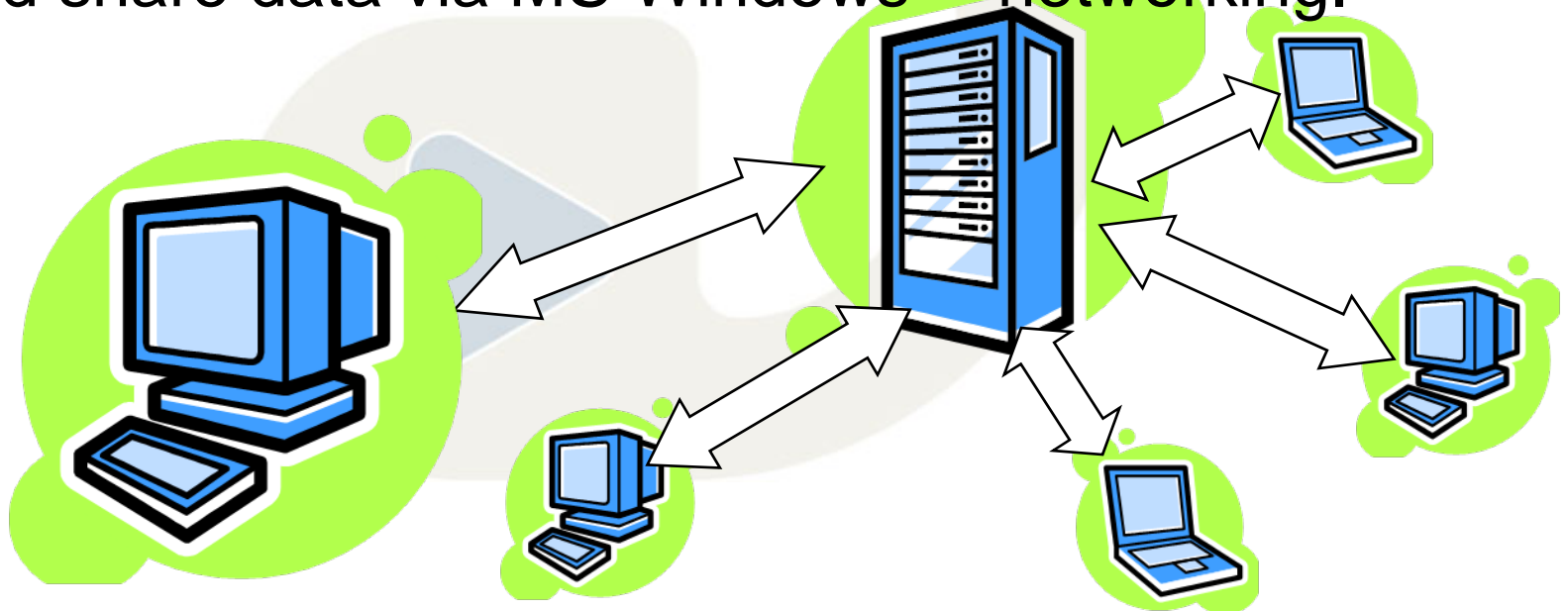


Beginning PharmAdMIT

Introduction to PharmAdMIT

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.



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.

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"/>	
Early Decision: No	Imported: No	Current Status: Interview the Applicant	As of: 07/12/2007	Application Fee Paid <input type="checkbox"/>
				Cust. Check 1 <input type="checkbox"/>

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

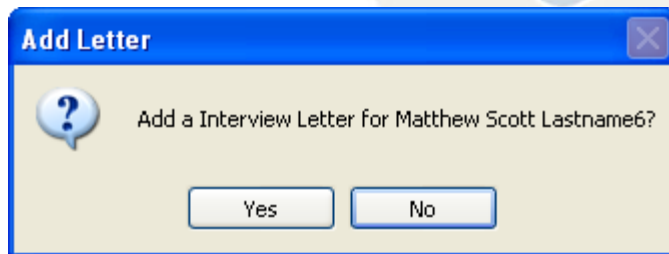
Schools can define their own *Current Status*'s for applicants, and link them to a common, "official" list for reporting purposes.



The screenshot shows a form with two rows. The first row is labeled 'Official Status:' and has a dropdown menu set to 'No Status' and a date field 'As of:' set to '04/19/2006'. The second row is labeled 'Current Status:' and has a dropdown menu set to '* Applicant is Unreviewed' and a date field set to '04/19/2006'. A mouse cursor is clicking on the 'Current Status' dropdown, which has opened a list of options: '* Applicant is Unreviewed', 'Interview the Applicant', 'Hold', 'Alternate', 'Accept - Fall', 'Accept - Spring', and 'Delayed Acceptance'.

■ Triggered letters

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



The screenshot shows a dialog box titled 'Add Letter' with a close button in the top right corner. Inside the dialog, there is a question mark icon and the text 'Add a Interview Letter for Matthew Scott Lastname6?'. At the bottom, there are two buttons: 'Yes' and 'No'.

Section 1: Applicant Info Screen

■ Applicant → Applicant Information

Additionally, the top half of the screen displays:

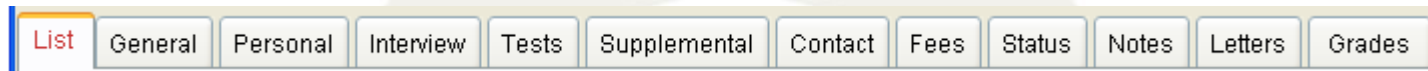
- The date entered/last updated
- Checklist status
- Applicant rank and score
- Customized fields

The screenshot shows a window titled "Applicant Information - * Full Applicant List (28 Applicants)". The window contains the following fields and controls:

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"/>
Early Decision: No Imported: No	Current Status: Interview the Applicant As of: 07/12/2007	Application Fee Paid <input type="checkbox"/>
		Cust. Check 1 <input type="checkbox"/>

Section 1: Applicant Info Screen

- The applicant information is divided into tabs.

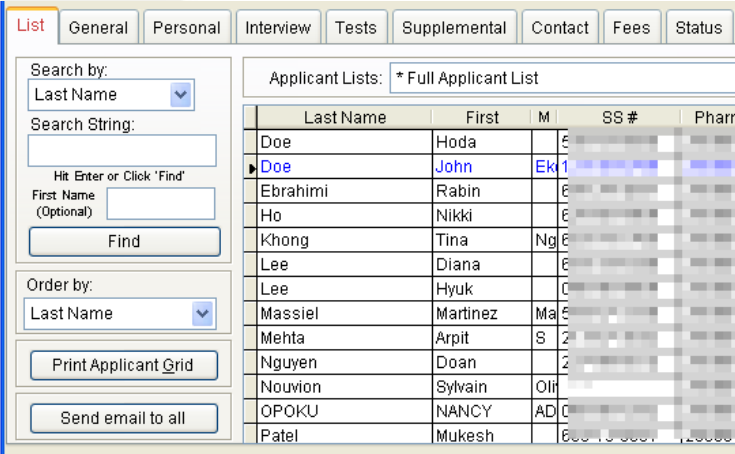


- Each of the tabs displays a different aspect of the applicant's record

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 section: Search by: Last Name (dropdown), Search String: (text input), Hit Enter or Click 'Find', 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. The table contains the following data:

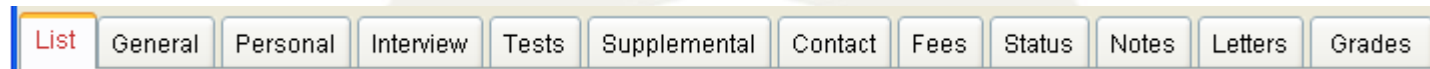
Last Name	First	M	SS#	Pharm
Doe	Hoda	E		
Doe	John	Ek1		
Ebrahimi	Rabin	E		
Ho	Nikki	E		
Khong	Tina	NgE		
Lee	Diana	E		
Lee	Hyuk	O		
Massiel	Martinez	MaE		
Mehta	Arpit	S 2		
Nguyen	Doan	2		
Nouvion	Sylvain	Oli		
OPOKU	NANCY	AD		
Patel	Mukesh	600 13 0001		



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

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 Residency	/ /	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 displays a software interface with a tabbed menu at the top. The 'General' tab is selected and highlighted in orange. The menu includes: List, General, Personal, Interview, Tests, Supplemental, Contact, Fees, Status, Notes, Letters, and Grades.

The main content area 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' and 'PHOTO'. Below the photo are buttons for 'Replace...' and 'Remove'.

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	22.00	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 2: 96.0 3.73 358.0

Overall

Hours	GPA	QPT
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 displays a student record system interface. At the top, there are navigation tabs: List, General, Personal, Interview, Tests, Supplemental, Contact, Fees, Status, Notes, Letters, and Grades (highlighted). Below these are sub-tabs: GPA, Subject Course GPA, Courses, College Summary, and Academic Requirements. The main data area is a table with columns for Year, Sci QP, Sci Hrs, Sci GPA, NSci QP, NSci Hrs, NSci GPA, Mth QP, Mth Hrs, Mth GPA, Tot QP, Tot Hrs, and Tot GPA. The table shows data for years FR, SO, JR, SR, PB, and Z1. To the right of the table is a 'Local GPAs' section with input fields for Hours, GPA, and QPT for GPA 1 and GPA 2, and an 'Overall' section with similar fields. Below the table is a 'Primary Undergrad' section with form fields for College, Degree, Code, Date, and Major, and a 'Highest Level of Education' section with a dropdown menu and a 'Matriculated' checkbox.

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:

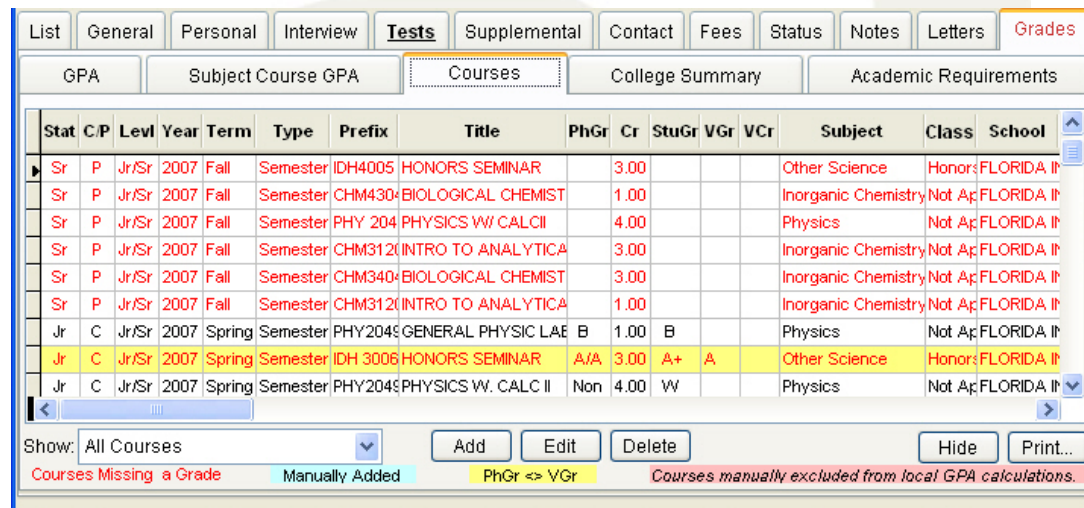
Subject	Grade Hours	Hours w/ grade<2.0	Credited Hours	Total Hours	Quality Points	Calculated GPA
1 - Biochemistry	18.68	0.00	0.00	18.68	68.30	3.66
2 - Biology & Other Life Sciences	13.34	0.00	0.00	13.34	37.55	2.82
4 - Organic Chemistry	8.00	0.00	0.00	8.00	27.48	3.43
3 - Inorganic Chemistry	10.67	0.00	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

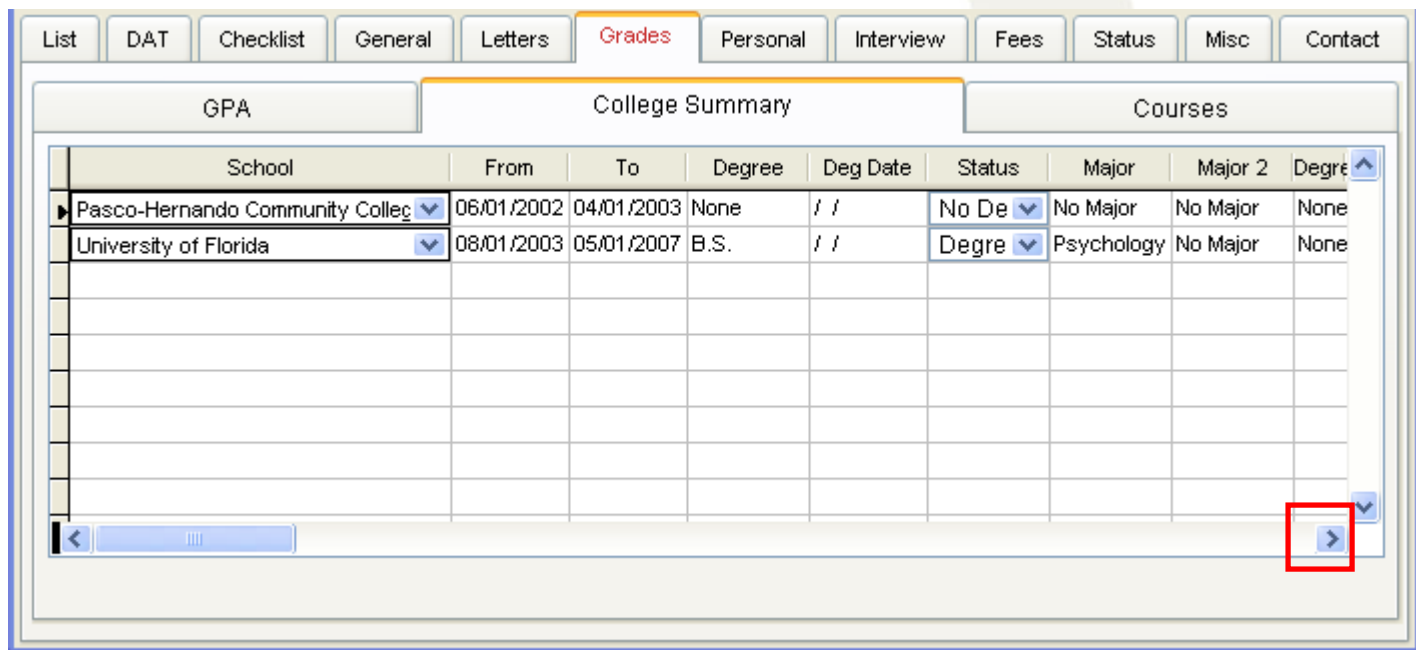
Show: All Courses

Add Edit Delete Hide Print...

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

Section 1: Grades – College Summary

- Grades Tab: College Summary
 - Displays the colleges attended in detail
 - Scroll to the right for college-specific information



The screenshot shows a software interface with a top navigation bar containing tabs: List, DAT, Checklist, General, Letters, Grades (highlighted), Personal, Interview, Fees, Status, Misc, and Contact. Below this is a sub-navigation bar with tabs: GPA, College Summary (highlighted), and Courses. The main content area is a table with the following columns: School, From, To, Degree, Deg Date, Status, Major, Major 2, and Degree. The table contains two rows of data:

School	From	To	Degree	Deg Date	Status	Major	Major 2	Degree
Pasco-Hernando Community Colleg	06/01/2002	04/01/2003	None	/ /	No De	No Major	No Major	None
University of Florida	08/01/2003	05/01/2007	B.S.	/ /	Degre	Psychology	No Major	None

A red box highlights the right arrow button in the scrollbar at the bottom right of the table.

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 displays the 'Personal' tab of a PharmCAS application form. The form is divided into several sections: 'Address', 'Personal', 'Parents', and 'Other History'. The 'Address' section is further divided into 'Current Address' and 'Permanent Address'. The 'Current Address' fields include Street 1 (1722 Sample Road), Street 2 (Apt. 2), Street 3, City (Garland), St/Zip (TX - Texas, 75044), Cnty./Cntry. (Dallas), Daytime Ph. ((972) 555-5555), and Eve Ph/Cell. ((972) 555-5555). The 'Permanent Address' fields include Street 1 (1722 Leicester street), Street 2, Street 3, City (Garland), St/Zip (TX - Texas, 75044), Cnty./Cntry. (Dallas), Phone: ((972) 555-5555), and Fax. At the bottom, there are fields for 'Curr. Addr. Until:' (12/31/2011), 'Pref'd. Mailing Addr.:' (Current), and 'Pref'd. 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.

Interview Information

Date-Time: // : : AM

Room:

Phoebe did not show up.
 Appointment Confirmed

Date Confirmed: //

Interviewer	Score

Comments made by:

Average Interview Score: (0 to 100)

Other Scores

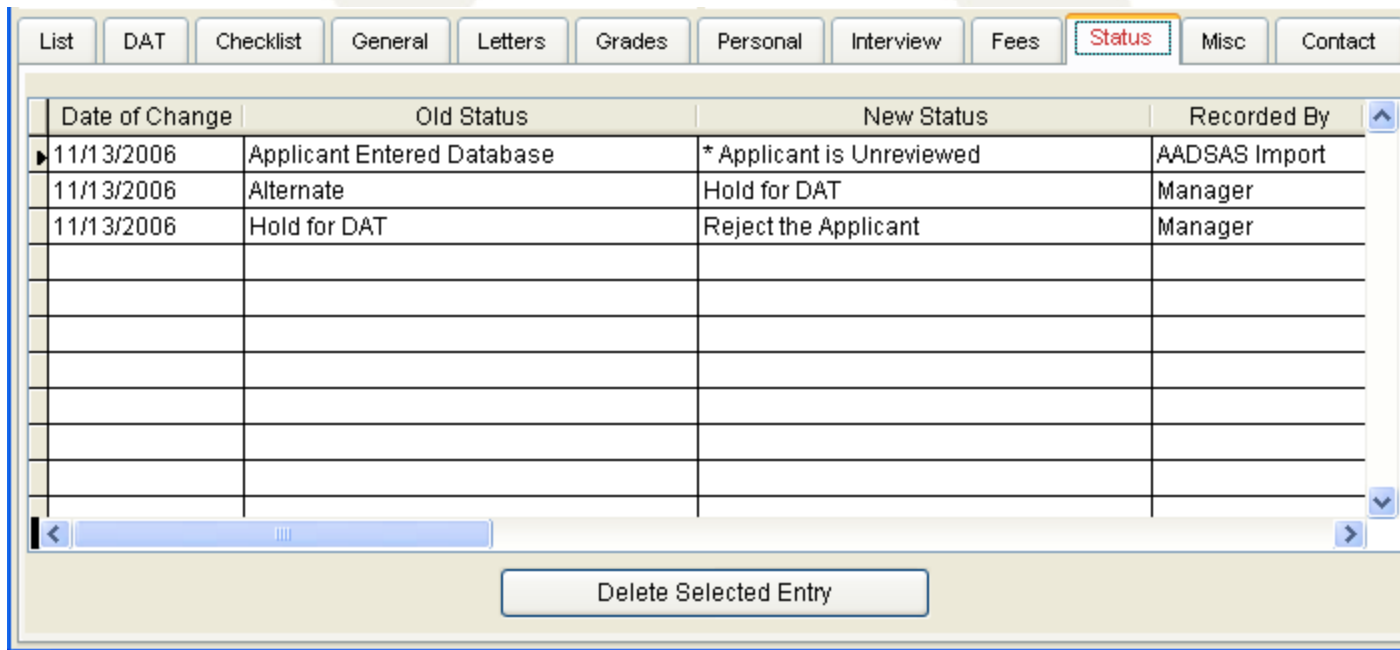
Local Score 1: Local Score 2: Local Score 3: Local Score 4: Local Score 5: Local Score 6: Local Score 7: Local Score 8:

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 shows a software interface with a 'Status' tab selected. Below the tab is a table with four columns: 'Date of Change', 'Old Status', 'New Status', and 'Recorded By'. The table contains three rows of data. Below the table is a horizontal scrollbar and a 'Delete Selected Entry' button.

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

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 a software interface with a top navigation bar containing tabs: List, DAT, Checklist, General, Letters, Grades, Personal, Interview, Fees, Status, Misc, and Contact (highlighted in red). Below the tabs, the interface is split into two main sections:

- Contact List:** A table with columns 'Date' and 'Recorded By'. The first row contains '11/13/2006' and 'Manager'. Below the table are buttons for 'Add New', 'Remove', 'Print List', and 'View Email Log'.
- Contact Details:** A form with the following fields:
 - Contact Date: 11/13/2006
 - Recorded By: Manager
 - Reason for Call: Just to say hello (dropdown menu) with a 'List...' button to its right.
 - Comments: Applicant called 10 times! (text area with up/down arrows)
 - Action to Take: No action needed. (dropdown menu) with a 'List...' button to its right.
 - Details: (text area with up/down arrows)
 - Action Taken?: No (dropdown menu)
 - Date: (empty text box)
 - By: (empty text box)

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

Section 2: Settings and Management

Setup Menu
Management Menu

Section 2: Setup and Management

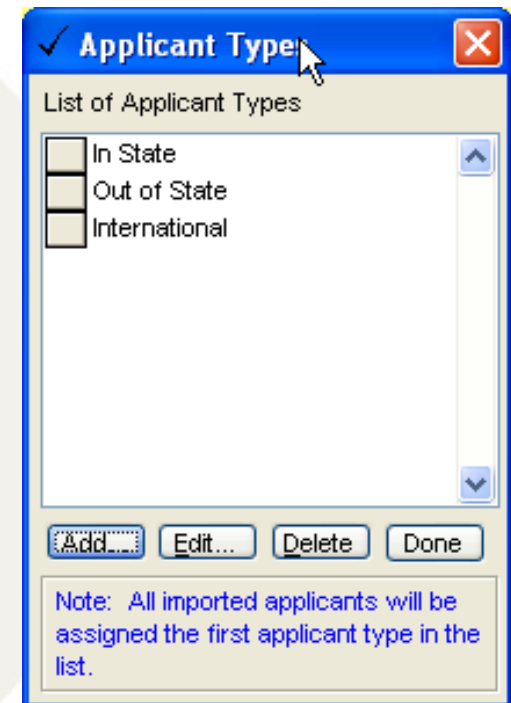
■ Setup Menu

- 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

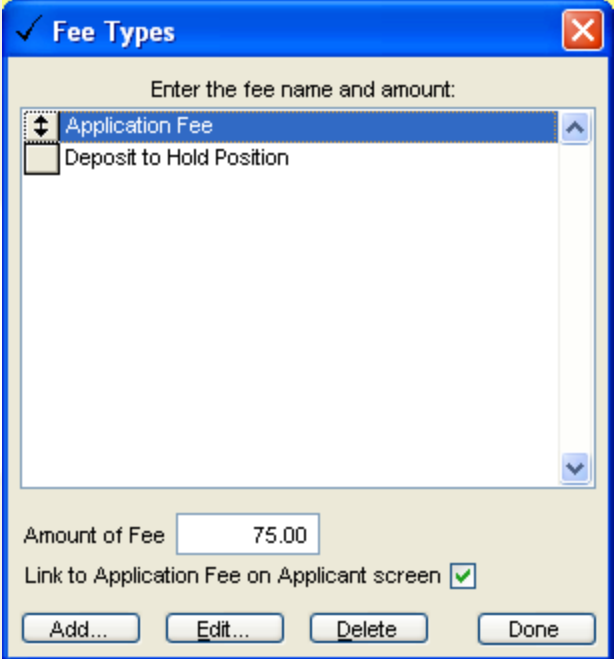
Define and edit your own comments to be reported to PharmCAS

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:

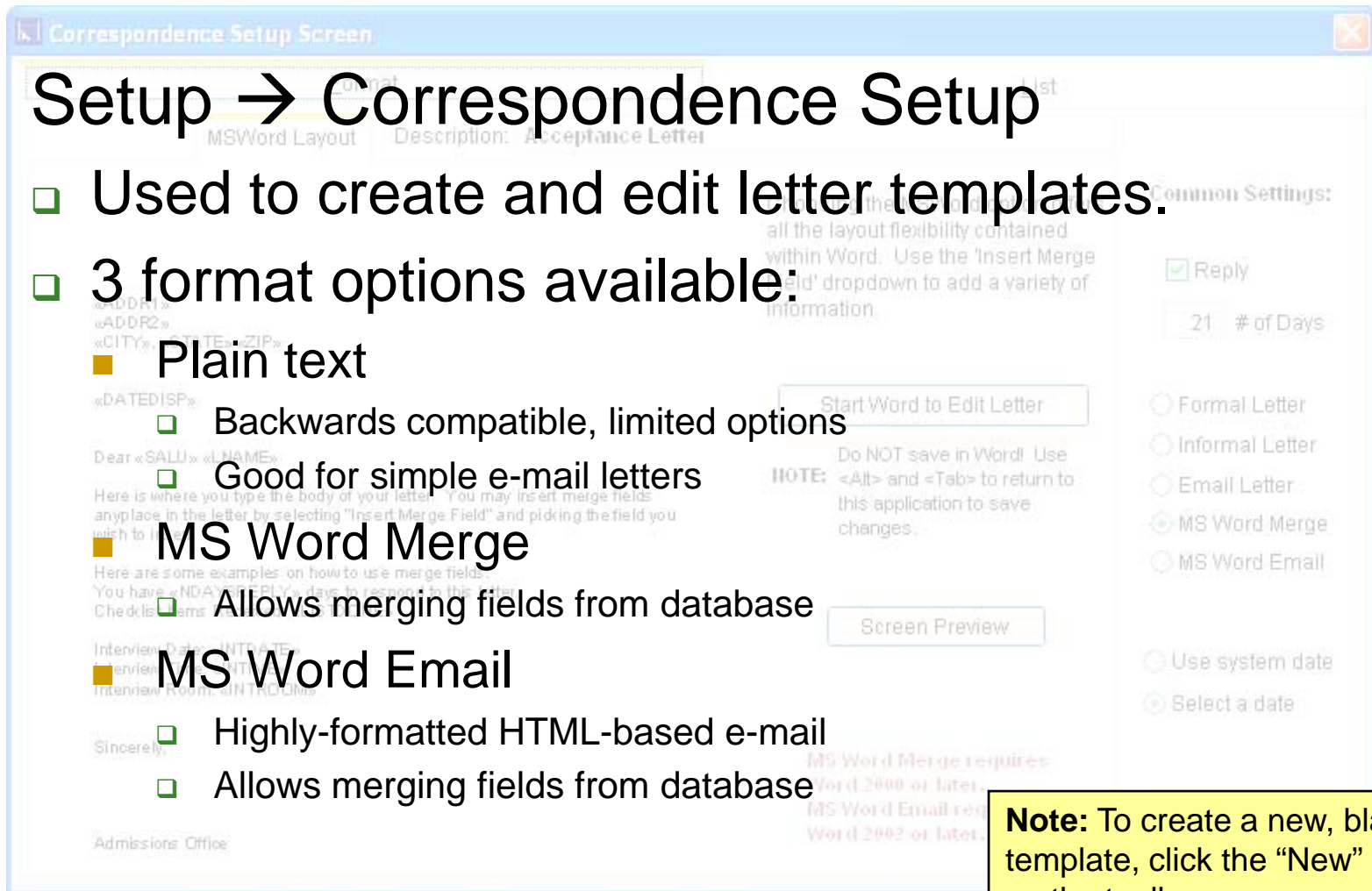
- Application Fee
- Deposit to Hold Position

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

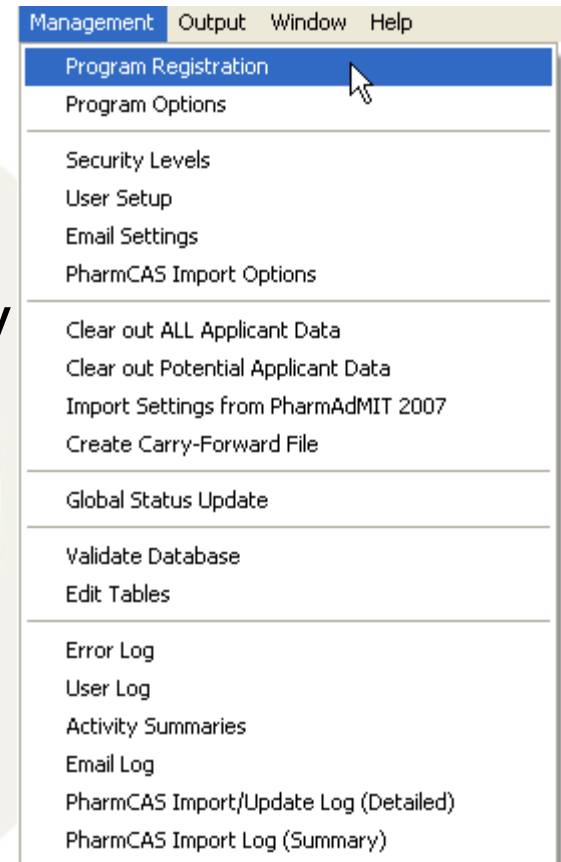
- Setup → Interview Schedule Setup
 - Used to set a schedule for interviews
 - Wizard-driven setup



The screenshot shows a Windows-style dialog box titled "Interview Setup Wizard" with a checkmark icon on the left and a close button 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

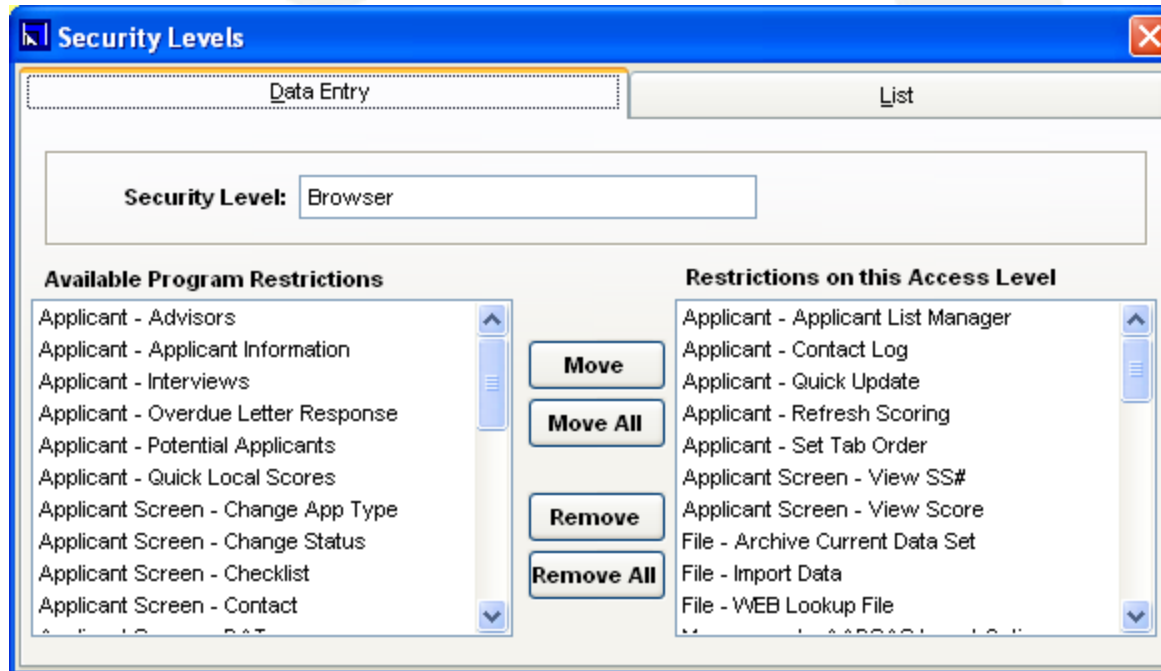
- PCAT Options

- 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 a heading "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



User Setup Screen

Data Entry | List

Type of User

Faculty

Staff

Student or Other

User Name: Dr. John Doe

Password: ****

Security Level: Database Manager

This user cannot add or modify Applicant data.

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...

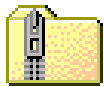
OK Cancel

Section 3: Working with PharmCAS Data

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

Section 3: Data Import

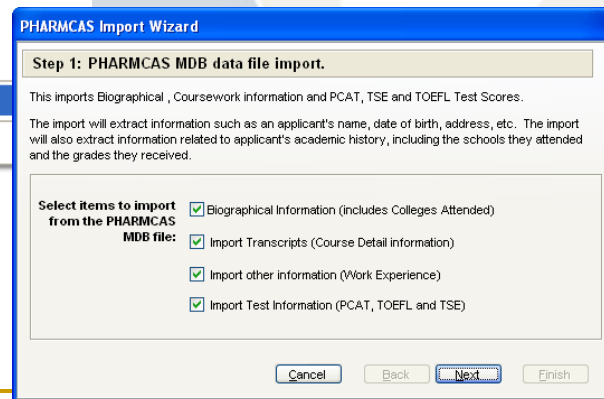
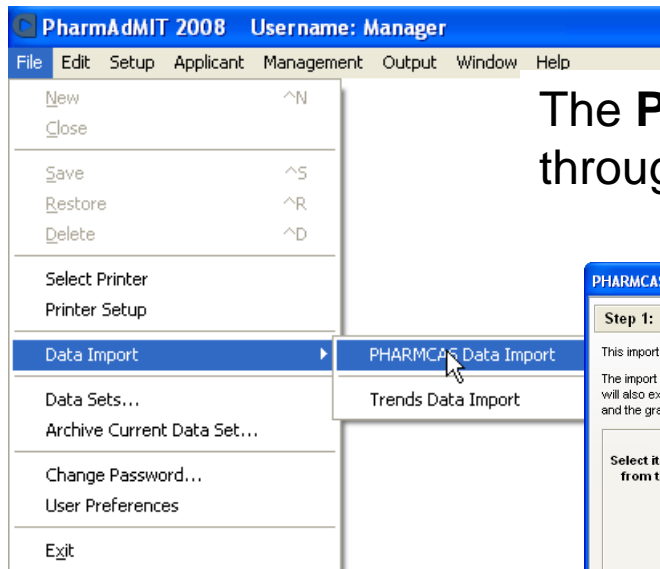
File → Data Import → PharmCAS Data Import



BU036.zip

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

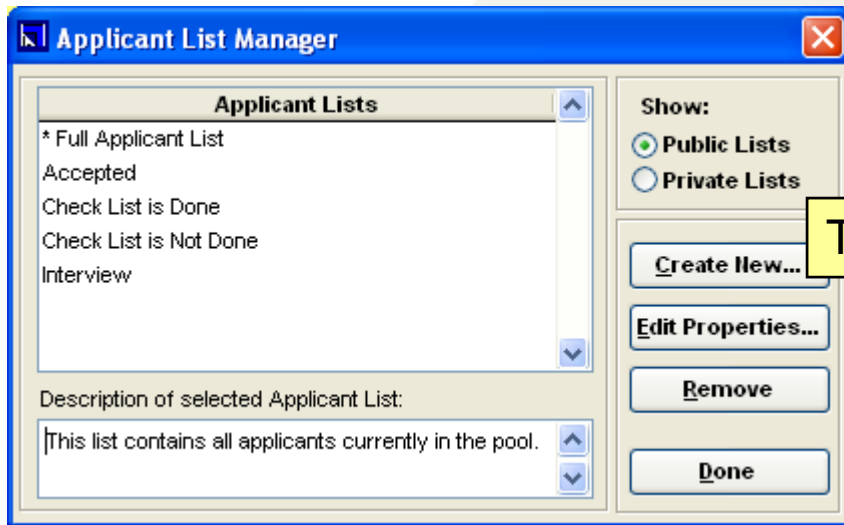
The **PharmCAS Import Wizard** guides the user through the import process in a step-by-step manner.



Section 3: Filtering Applicants

■ Applicant → List Manager

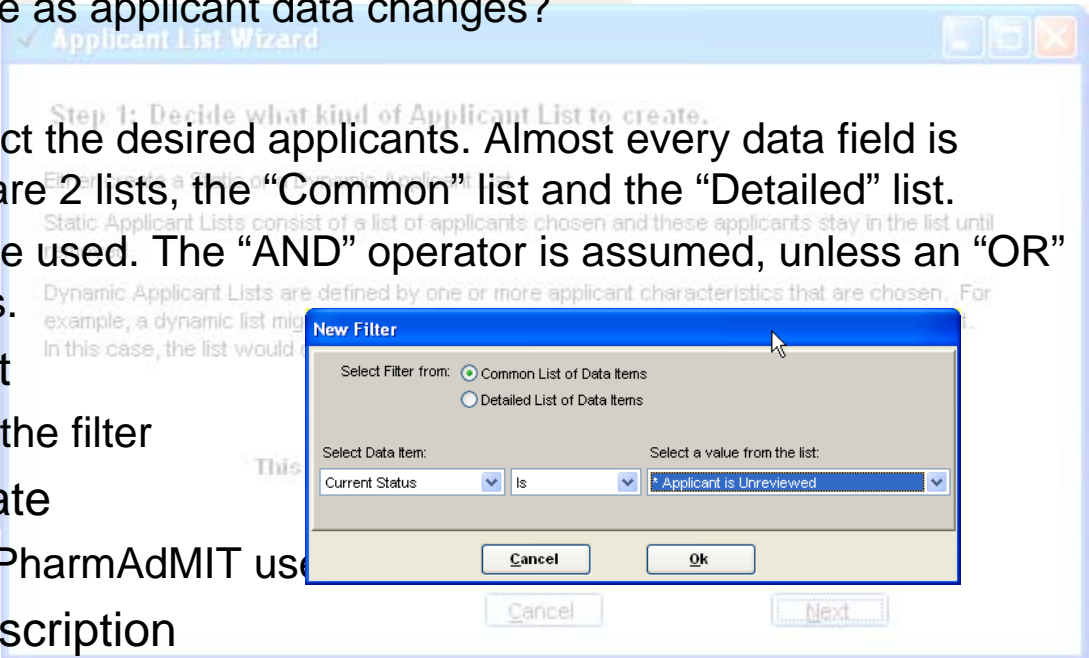
- The List Manager allows users to filter applicants based on the data in the system.
(e.g. Current Status, State of Legal Residence, Gender)
- The lists created here can be used in several features of PharmAdMIT
(List tab, Quick Local Score Entry, Graphical Drilldown, Custom Export)



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); and '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. There is also an 'Email' field with the address 'doe@yahoo.com' and a 'Send Email' button.

The screenshot shows the 'List' tab in the PharmAdMIT interface. It features a search area with 'Search by: Last Name' and a 'Search String' field. 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.

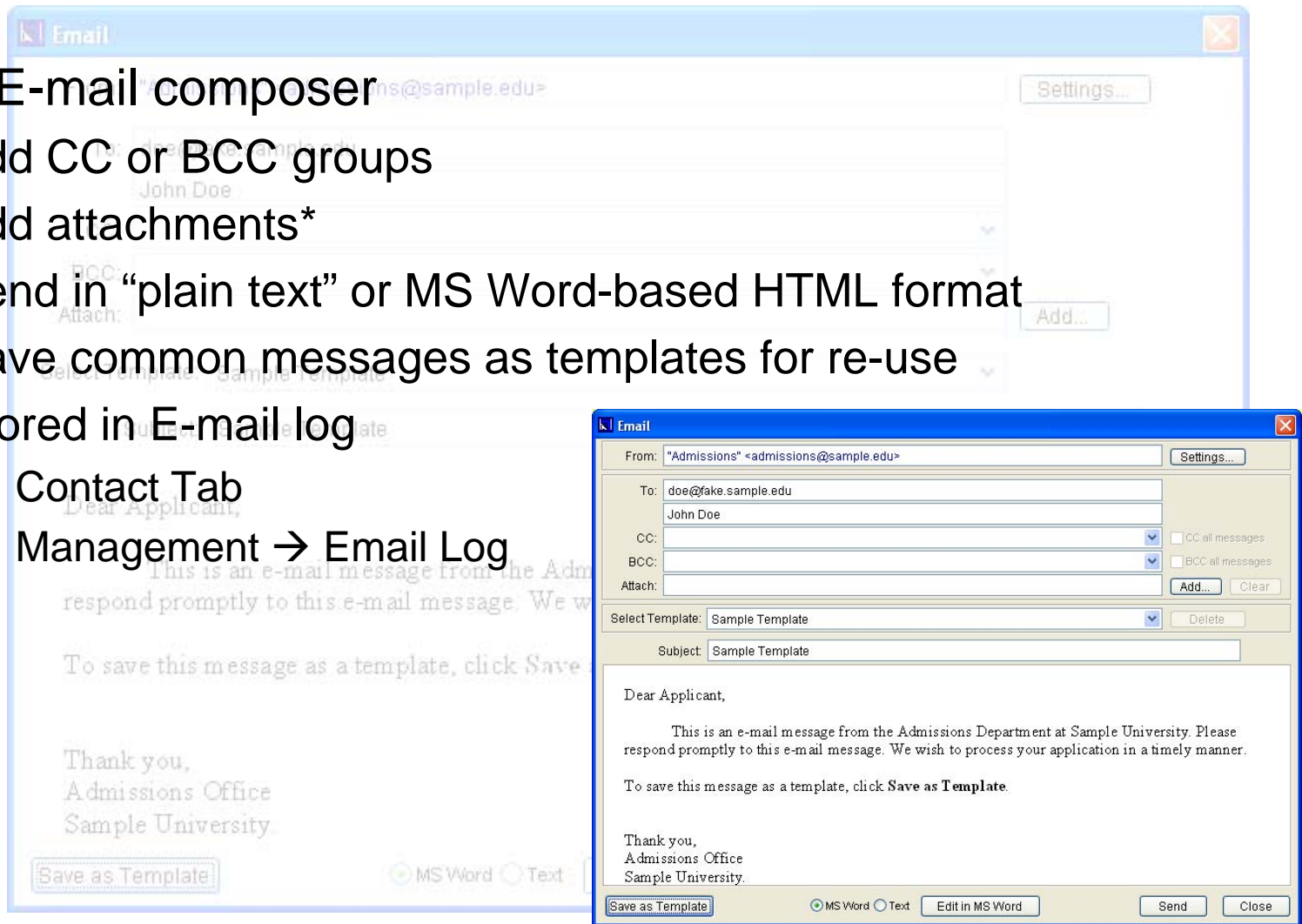
Last Name	First	M	SS #	PharmCAS#	Score	List
Doe	Hoda	E	1	15	20.07	No
▶ Doe	John	EK	1	7	20.07	No
Ebrahimi	Rabin	E		2	20.07	No
Ho	Nikki	E		7	20.07	No
Khong	Tina	Ng	E	8	20.07	No
Lee	Diana	E		9	20.07	No
Lee	Hyuk	C		5	20.07	No
Massiel	Martinez	Ma	E	2	20.07	No
Mehta	Arpit	S	2	5	20.07	No
Nguyen	Doan	2		2	20.07	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

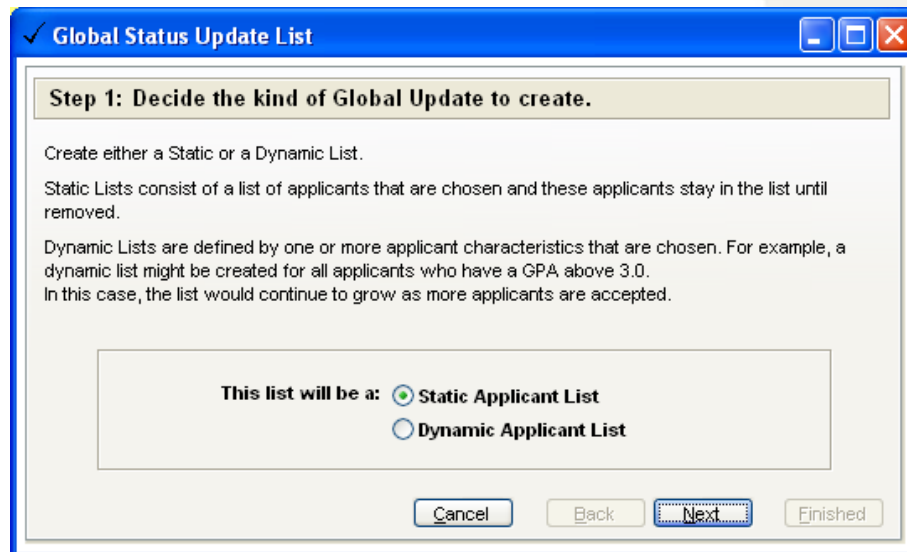
- **Management → Global Status Update** allows you to change multiple applicants' status at once using filters.
 - The Global Status Update List Manager screen consists of two halves:

The top half details which applicants to update.

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

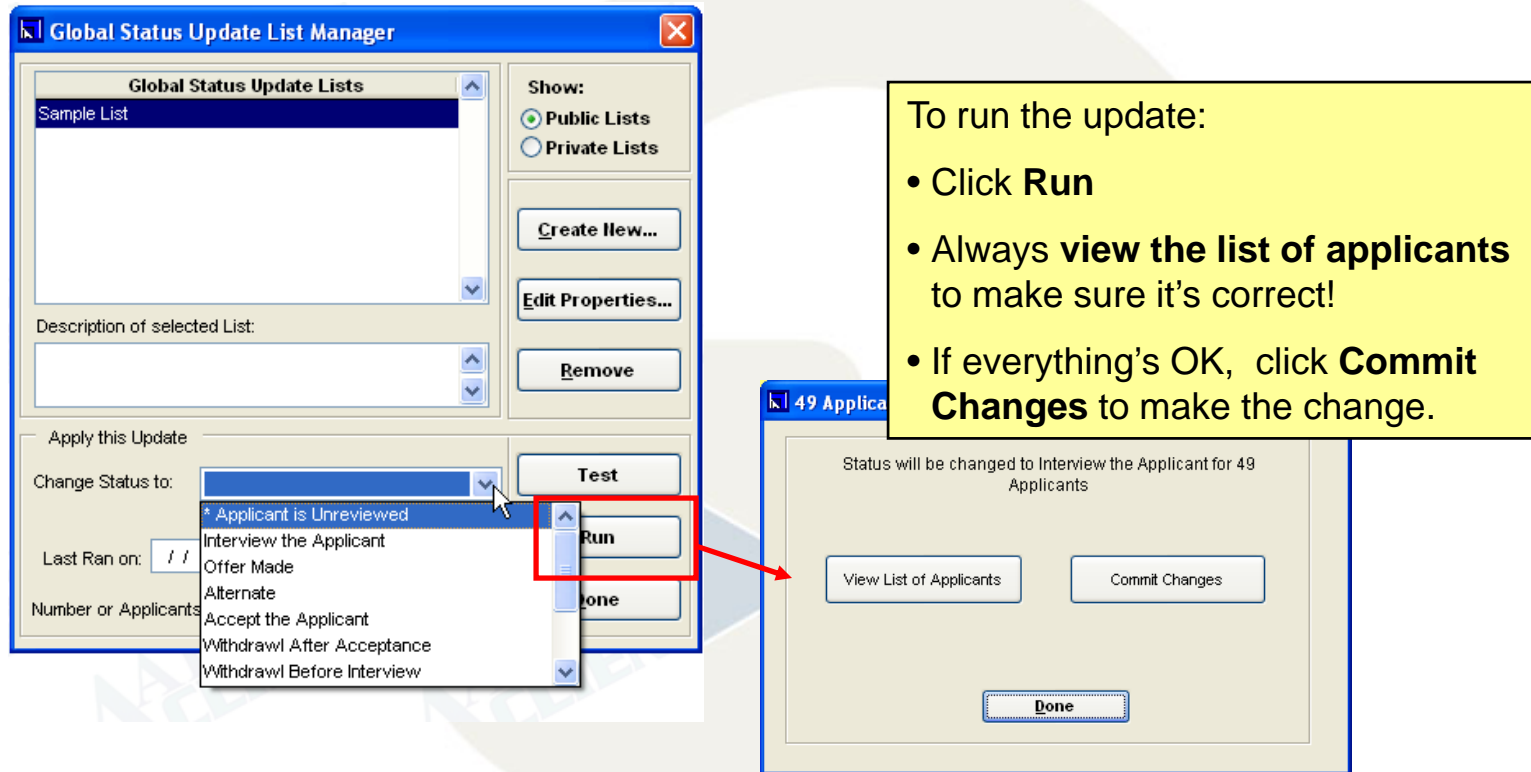
Section 3: Global Status Update

- 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 features a list of update lists with 'Sample List' selected. On 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:' field is present. Under the 'Apply this Update' section, a dropdown menu is open, showing options like '* 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 menu. The bottom screenshot is a confirmation dialog box titled '49 Applicants'. It states 'Status will be changed to Interview the Applicant for 49 Applicants' and contains buttons for 'View List of Applicants', 'Commit Changes', and 'Done'. A red arrow points from the 'Run' button in the first screenshot to the 'Run' button in the second screenshot.

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 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 image shows two overlapping software windows. The background window is the 'General Report Writer' interface, titled 'Report Focus Selection'. It has a dropdown for 'Area of Focus' set to 'Applicant Demographics List' and a 'Report Topic' dropdown also set to 'Applicant Demographics List'. Below this is a 'Specify Data Filters' section with 'No Filter Specified'. A 'Text Report' button is visible. The foreground window is the 'Graphical Drilldown Analysis' tool. It shows a table of applicant demographics and a horizontal bar chart titled 'Total Total Count by Perm. State'. The chart shows 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 table below the chart lists applicant details.

Applicant Name	Student ID	DOB	Sex	Citizen	Ethnicity	Mailing Address	School	Current Status
Ledman0, Amber	2000012820	05141583	F	USA	WH9	2 Permanent Address Road, Oregonville, KY, 42900	MOREHEAD STATE UNIVERSITY	* Applicant is Live
Ledman1, Michael	2000011270	04111975	M	USA	WH9	2 Permanent Address Road, Naperville, IL, 60565	KANSAS STATE UNIVERSITY	* Applicant is Live
Ledman11, Christine	2000017379	03251583	F	USA	HDR	2 Permanent Address Road, Rancho Palms Verdes, CA, 90275	UNIVERSITY OF CALIFORNIA/BERKELEY	* Applicant is Live
Ledman2, Dredley	2000011403	09221990	M	USA	WH9	2 Permanent Address Road, Quincy, IL, 62304	UNIVERSITY OF ILLINOIS AT URBANA/CHAMPAIGN	* Applicant is Live
Ledman22, Austin	20000113040	01111582	M	USA	OTH	2 Permanent Address Road, Mission Viejo, CA, 92691	UNIVERSITY OF CALIFORNIA/SAN DIEGO	* Applicant is Live
Ledman3, Tina	2000011362	06181583	F	USA	OTH	2 Permanent Address Road, Robinson, TX, 75080	THE UNIVERSITY OF TEXAS AT AUSTIN	* Applicant is Live
Ledman33, Jennifer	2000011269	03251581	F	USA	WH9	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

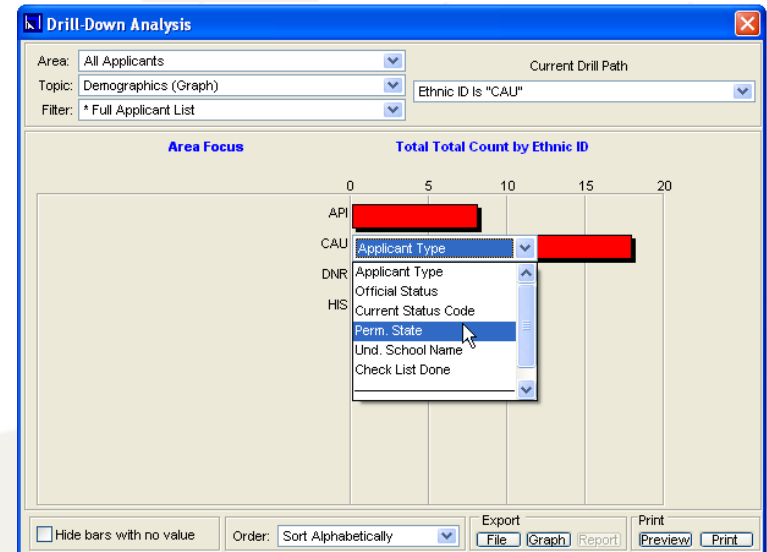
■ Output → Graphical Drilldown

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.

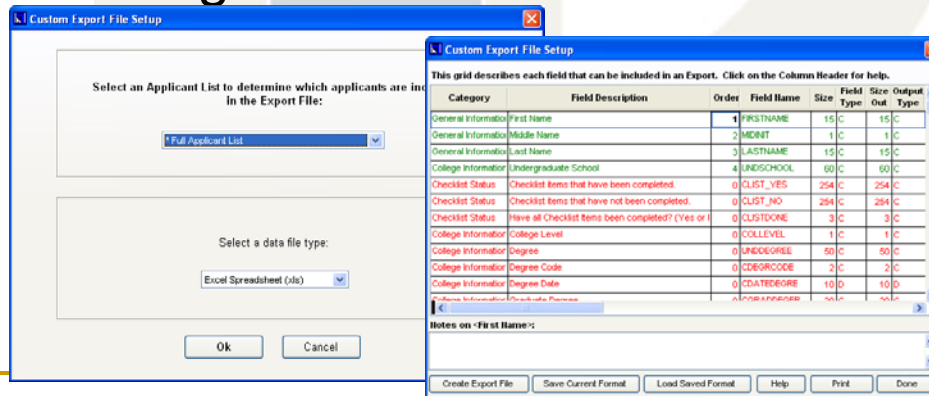


Section 4: Exporting Data

■ Exporting Data

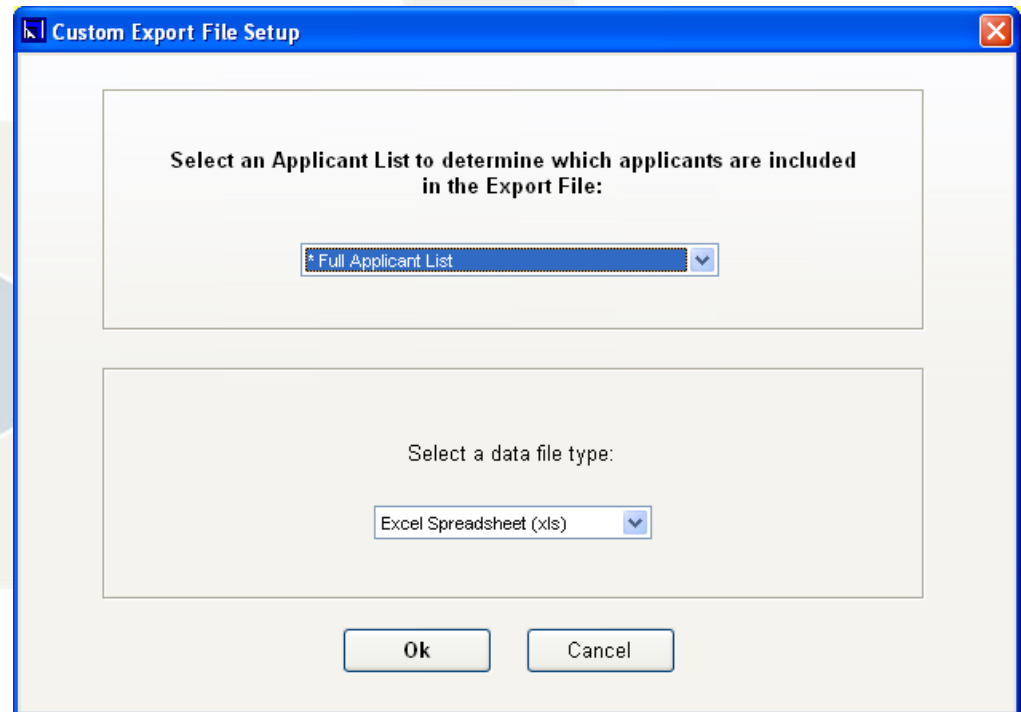
□ The **Custom Export (Old Style)** utility

- 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 Order column to set the order number.

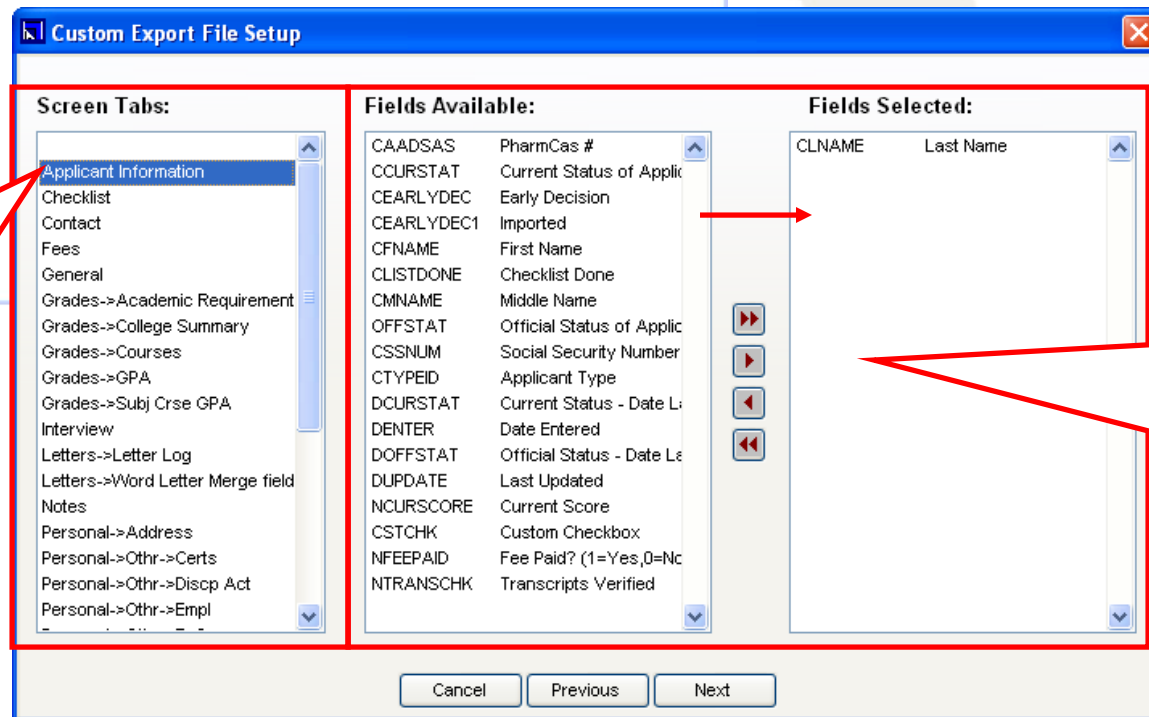
Category	Field Description	Order	Field Name
General Information	First Name	1	FIRSTNAME
General Information	Middle Name	2	MIDDLENAME
General Information	Last Name	3	LASTNAME
Checklist Status	Checklist items that have been completed.	0	CLIST_COMPLETED
Checklist Status	Checklist items that have not been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

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



Select the screen tab with the desired information

Select fields and move them into your export file.

Thank you!

If you have any questions, please contact me!

Scott Howard

(716) 204-0464 ext. 109

showard@academicmanagement.com

<http://www.academicmanagement.com>