

**CANADIAN RESIDENT  
MATCHING SERVICE**

**CaRMS**

*December 2006*

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## 1. WELCOME!

Welcome to CaRMS' computerized service. This service is designed to increase efficiency and greatly simplify the specific activities related to the residency application and matching function for medical students and independent applicants entering into postgraduate medical training. The Canadian Resident Matching Service (CaRMS) is a not-for-profit, fee-for-service corporation that works in close co-operation with medical schools and students. CaRMS provides this service utilizing the power and flexibility of the Internet.

## 2. PROGRAM WEBSTATION – FILE REVIEW

The Program Webstation (PWS) is utilized by program faculty, selection committees and administrators at Canadian medical schools. It enables them to:

- ◆ Review all applicant documentation and personal information (e.g. *Transcripts, Photograph, Dean's Letter* (Medical Student Performance Record), *Letters of Reference, Personal Letters, Education Details, Residency, Work and Volunteer Experience, Publications and Research*, etc.).
- ◆ Define specific and combined filter criteria used for sorting/ranking applications.
- ◆ Assess scores for applicant documentation.
- ◆ Identify any missing information in an application and follow up on it.
- ◆ Contact applicants.
- ◆ Select and schedule applicants for interviews.
- ◆ Print summary sheets and application data for each applicant.
- ◆ Sort rank list information.
- ◆ Rank applicants.

### 3. BEFORE YOU BEGIN

You may wish to take a look at the information on the CaRMS website at [www.carms.ca](http://www.carms.ca) under the *Information for Faculty* menu item. Included is important information about program director responsibilities, program milestones, application documents and interviews.

Since PWS is a web-based, thin-client solution, there are minimal hard drive and memory requirements for running the application.

#### 3.1 System Requirements

- ◆ 25 MB of available Hard Drive.
- ◆ Intel Pentium II 300 mhz processor (or equivalent clock speed for non-Intel hardware).
- ◆ 32 MB RAM.
- ◆ Preferably a high speed Internet connection through a commercial ISP or a 33.6 Kbps modem.
- ◆ Adobe Acrobat version 5.0 or higher.
- ◆ Web Browser minimum of Netscape 7.0 or Internet Explorer 5.0 (we do not recommend Netscape 4.7 or 6.0).
- ◆ Netscape for Mac will allow you to work in the Program Webstation system, but Internet Explorer for Mac will not.

**NOTE:** CaRMS cannot offer technical support for Macintosh computers.

#### 3.2 Browser Settings

##### 3.2.1 Internet Explorer (6.0 is Optimal)

- ◆ From the Menu bar at the top of the page choose *Tools, Internet Options*.
- ◆ Click the *General* tab, then click the *Settings* button.
- ◆ Make sure the '*Check for newer versions of stored pages*' has the *Every Visit to Page* radio button clicked.
- ◆ Click the *Security* tab, then click the *Custom Level* button.
- ◆ Scroll down until you see the *Scripting* section. Make sure the '*Scripting of java applets*' has the *Enable* radio button clicked.
- ◆ Click the *Privacy* tab.

- ◆ Move the slider to the very bottom until the *Enable* radio button is clicked beside ‘*Allow cookies that are stored on your computer*’.
- ◆ Click *OK* to close the window.
- ◆ Click *Apply*, then click *OK* to close the Internet options window.

### 3.2.2 Netscape Navigator (7.0 is Optimal)

- ◆ On the Menu bar at the top of the page choose *Edit, Preferences*.
- ◆ Click the arrow beside *Privacy & Security*, then click *Cookies*.
- ◆ Choose the *Enable all Cookies* radio button.
- ◆ Click the arrow beside *Advanced*, click *Scripts & Plug-Ins*.
- ◆ Make sure the *Navigator* box is checked under Enable JavaScript.
- ◆ Click *Cache*.
- ◆ Make sure the “*Compare the page in the cache to the page on the network*” has the *Every Time I view the page* radio button clicked.
- ◆ Click *OK*.

**NOTE:** The Program Webstation is not supported on Netscape Navigator 6.0.

## 3.3 Clearing Browser Cache Settings

When you access the Program Webstation using a public computer (i.e. in a hospital, computer lab, etc.), you must clear the browser’s cache once you are finished in order to protect the privacy of the applications. Clearing the cache is a common practice when using a public computer to access confidential websites. Here’s how to do it.

### 3.3.1 In Internet Explorer:

- ◆ From the Menu bar at the top of the page choose *Tools, Internet Options*.
- ◆ Click the *General* tab, then go to the *Temporary Internet Files* section.
- ◆ Click the *Delete Files* button.
- ◆ Check the *Delete All Offline Content* box and click the *OK* button.
- ◆ Click the *OK* button to close the window.

### 3.3.2 *In Netscape Navigator:*

- ◆ From the Menu bar at the top of the page choose *Edit, Preferences*.
- ◆ Click the arrow beside *Advanced*.
- ◆ Click *Cache*.
- ◆ Click the *Clear Disk Cache* button.
- ◆ Click the *OK* button to close the window.

## 4. LOGGING IN

The *Log In* page of the Program Webstation is used by all users during the File Review Period and the system administrator during the setup period.

**NOTE:** All fields are case specific so please ensure that your user name and password are entered correctly.

CaRMS does not keep a record of your user name and password. If you forget either of them, please contact the PWS System Administrator for your program.

Once you have received a user name and password from the PWS System Administrator for your program, and once the File Review Period is open, you can access the applicant files.

- ◆ In the *Log In* box type your:
  - *User Name*;
  - *Password*.
- ◆ Click on the *Log In* button or press the *Return/Enter* key.



The screenshot shows the CaRMS Program Director Web Station interface. At the top left is the CaRMS logo. The page title is "Program Director Web Station". In the top right corner, there are links for "Contact Us", "Policies", "Help", and "Français". The main content area features a "Log In" box with the following elements:

- A heading "Log In".
- A descriptive text: "The 'Log In' area is used by all PWS users during file review mode."
- Two input fields: "User Name\*" and "Password\*", each with a corresponding text box.
- A link: "Change Password?".
- A "Log In" button.

Below the "Log In" box is a "Bookmark this Page" button.

## 4.1 Changing Your Password

To ensure the Program Webstation and all of its contents are secure from year to year, CaRMS asks that you change your password once it has been received.

**NOTE:** A System Administrator's password **CANNOT** be changed as it is used to access the ranking system.

To change your *Password*:

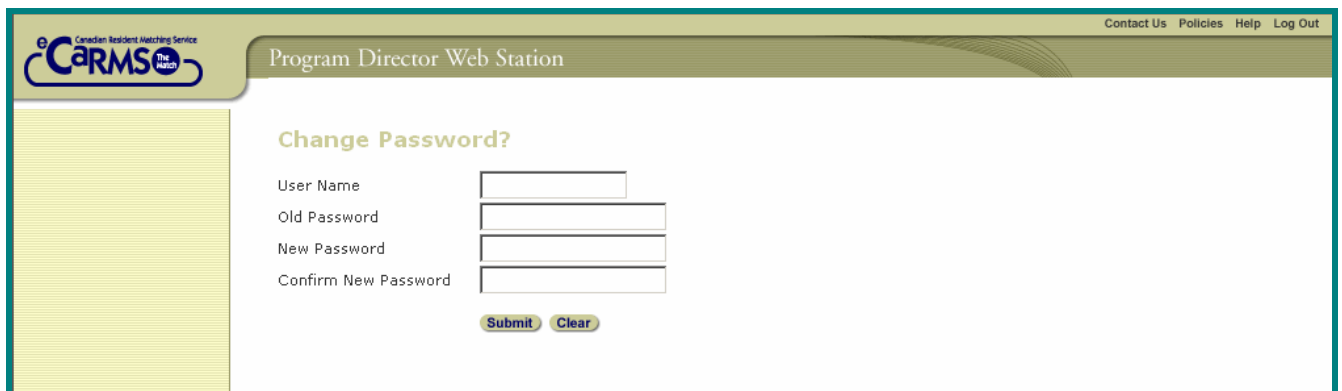
- ◆ Click on the *Change Password* link found in the *Log In* block.
- ◆ Type in your:
  - *User Name*;
  - *Old Password*;
  - *New Password* (must be 7 – 10 characters);
  - *Confirm New Password* (to confirm the above entry).

**NOTE:** Password characters appear on screen as an asterisk (\*) when typed in.

- ◆ If you make an error and wish to start over, click on the *Clear* button to remove any unwanted characters, then re-type your information.
- ◆ Click the *Submit* button.
- ◆ To exit this screen without changing your password, click the *Back* button of your browser (top left of your browser screen) to return to the Home page.

**NOTE:** All passwords are case sensitive.

**NOTE:** Do not change your password if more than one person uses the account.



The screenshot shows the 'Program Director Web Station' interface. At the top right, there are links for 'Contact Us', 'Policies', 'Help', and 'Log Out'. The main heading is 'Change Password?'. Below this, there are four input fields: 'User Name', 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom of the form, there are two buttons: 'Submit' and 'Clear'.

## 5. APPLICANT FILES

Each applicant's *Photograph*, *Gender*, *Birth Date*, *Social Insurance Number* and *Limiting Aspects* are masked from the system by CaRMS. The *Photograph*, *Gender* and *Limiting Aspects* are revealed at the beginning of the National Interview Period. The applicant's *Birth Date* and *Social Insurance Number* are only revealed after the match to the postgraduate office for payroll purposes.

There are some details from the applicant's file (i.e. work addresses) which are viewable on the *Application Overview Page* or as a PDF file. To view and print a PDF version of an applicant's file, go to *Print Application* (See Section 10). You must have Adobe Acrobat Reader version 5 or higher. If you do not have Adobe Acrobat Reader, you can download a free copy of version 6 from [www.carms.ca](http://www.carms.ca).

Once an applicant has submitted their application, they cannot modify any of the information in their file other than their personal data (i.e. e-mail, address, phone number) and their citizenship status.

CaRMS has created an *Update Notes* page which applicants can use to notify programs they have applied to of changes to their application. For example; changes could include the addition of a new elective or a newly published article. The *Update Notes* can be changed or deleted at any time.

**NOTE:** Applicants can still assign documents to your program after the Program Webstation has opened, but they have been notified that programs may or may not review them.

## 6. HOME PAGE

The *Home* page identifies your name, the university and the discipline of the program you are logged in to. You may return to this page at any time by clicking the *Home* link at the top right of the screen.

Your identity also appears at the top left of each page of the Program Webstation.



The screenshot shows the CaRMS Program Director Web Station interface. At the top right, there are navigation links: Home, Contact Us, Policies, Help, and Log Out. Below this is a search bar with the text "Search". The main content area is titled "Program Director Web Station" and contains a welcome message: "Welcome To e-CaRMS Program Directors Webstation". Below the welcome message, it says "CaRMS Demo Program" and displays the name "Axelle Pellerin" in a larger font. There are also links for "If you require assistance contact CaRMS Help Desk at 1-866-455-3255", "Security Alert", and "Medical School Performance Record Disclosure Forms" with a link to "Universite de Sherbrooke". On the left side, there is a sidebar with a "Tips" section, "Printing Applications", "Filters", "Score Sheet", "Important Information", "Information", and "Logging Off - Important".

### 6.1 Tips

During the *File Review Period*, CaRMS offers extra information and/or solutions to common problems in the *Tips* section of the *Home* page. The *Tips* section is updated regularly so please check it often for the latest information.

To view *Tips*:

- ◆ Click on the *Home* page link;
- ◆ Click on the desired *Tip* from the menu on the left. For each tip, a new window will open;
- ◆ Click the *Print* button to print the tip if you wish to keep it for future reference;
- ◆ Click the *Close* button to close the window.

## 6.2 Important Information

Under the *Important Information* link on the *Home* page, CaRMS provides information about the timetable and/or other important events. This information will be updated frequently so please check it often to stay up-to-date.

To view *Important Information*:

- ◆ Click on the *Home* page link;
- ◆ Click on the desired *Important Information* from the menu on the left. For each one, a new window will open;
- ◆ Click the *Print* button to print the *Important Information* if you wish to keep it for future reference;
- ◆ Click the *Close* button to close the window.

## 7. NAVIGATION IN THE PROGRAM WEBSTATION

Please use the navigation provided to you in the Program Webstation.

Regardless of which screen you are viewing, there are various ways to maneuver throughout PWS. At the top right of each page, you can click on the *Home*, *Contact Us*, *Policies*, *Help*, or *Log Out* links to access each of those screens directly.

As a Full Access User, immediately to the right of the CaRMS logo, you can click on *Applications*, *Print Applications*, *Contact Applicants*, *Rank Applicants*, *Reports*, or *Manage Filter/Sort* to access each of those information screens directly.

Users with Limited or Read Only Access will only be able to access the *Application* and *Print Applications* screens.

At the bottom of each page, you will also find direct links to all of the above. As some screens are quite lengthy, it is sometimes more convenient to use the links at the bottom of the screen.

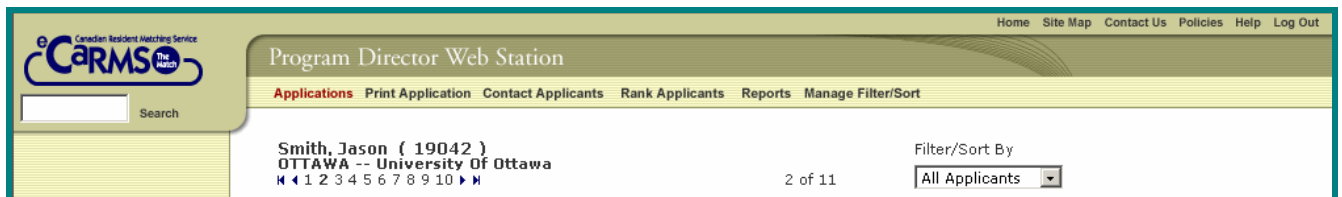
**NOTE:** Do NOT use the Browser back button unless you are viewing an application in the *Print Applications Screen* or viewing an applicant's documents.

### 7.1 Applicant Header

On each page of the *Applications* section, as well as in the print application section, the applicant's last name, first name, CaRMS applicant code (in brackets) and medical school of graduation appear as a header.

Beneath this header there is a set of numbers. These are navigation numbers and are grouped no more than ten at a time. You can navigate to the next group of applicant files by clicking the ►, the previous group of applicant files by clicking the ◀, the first group of applicant files by clicking the |<, or the last group of applicant files by clicking the >|.

To the right of that navigation there is *x of y*. These numbers offer another way for you to see which applicant (*x*) you are reviewing at a quick glance. The total number of applicants in the specified filter is (*y*). To find the total number of applicants who have applied to your program select the *All Applicants* filter.



## 7.2 Search

If you are searching for a specific applicant's file and know their last name, you can use the *Search* function located in the top left hand corner of each page. Type in the applicant's last name (not case sensitive), then click the *Search* button or hit *Enter*.

## 7.3 Filtering Applicant Files

The applicant header indicates how many applicants (*x* of *y*) meet the criteria specified in the filter. Filters which are preceded by \* were created by the CaRMS office. Those preceded by # were created by the PWS System Administrator for your program.

To search for specific applicants based on specified filters in the *Manage Filter/Sort* section, proceed as follows:

- ◆ Click on the arrow on the right of the *Filter/Sort By* box located at the top right of the page;
- ◆ Choose the desired criteria;
- ◆ To choose a different *Filter/Sort* criteria, click on the arrow again and make another selection.

## 8. USERS

There are four different user levels: Administrators, Full, Limited and Read Only Access.

### 8.1 Administrators

#### 8.1.1 Program Setup Report

The *Program Setup Report* link allows the PWS System Administrator for your program to review all of the items created during the setup period.

- Click the *Administration* link in the header.
- Click on *Program Setup Report* on the left side of the screen.

You will find a report detailing:

- ◆ All of the users who have been given access to the PWS (their permission level, name, user name and password).
- ◆ All of the program criteria that was created.
- ◆ The documents that have been specified as required (*Personal Letter* and *Letters of Reference*).
- ◆ The score setup (range and weight of each item).
- ◆ The make-up of the *Composite Score* (those items which have been chosen to count towards the final applicant score).

Search

- Change Entire Record Set
- Program Setup Report

## Demo Program

### User Authorisation for the Web site

Permission Level	Name	User Name/Password
Pdws Admin	Administrator, CaRMS	P999999_01/ecarmstest
Pdws Full Access	Full Access, CaRMS	P999999_FA/ecarmstest
Pdws Limited Access	Access, Limited	P999999_LA/ecarmstest
Pdws Read Only	only, read	P999999_RO/ecarmstest

### Document Requirements Set-up

Is a Personal Letter required in your program? Yes

How many Letters of Recommendation are required for your program? 3

### Program Criteria Set-up

Field Name	Field Type/Field Length
Demo Elective	TEXT/100
Red Flag	TEXT/100
Extra Reference Letter	TEXT/100
Required Extra Document	TEXT/100

### Score Set-up

Name	Weight/Range
Dean's Letter	1/10
Transcript	1/10
Overall Document Score	1/10
Overall Interview Score	1/10
Demo Elective	1/10
Red Flag	1/10
Extra Reference Letter	1/10
Required Extra Document	1/10
Letter of Reference 1	1/10
Letter of Reference 2	1/10
Letter of Reference 3	1/10
Personal Letter	1/10
Interview - full Access	1/10
Interview - Limited Access	1/10

### Composite Score Definition

Name

Dean's Letter

Transcript

Required Extra Document

Letter of Reference 1

Letter of Reference 2

Letter of Reference 3

Personal Letter

Print

## 8.2 Full Access

As a full access user, you will be able to use most of the functions offered by the Program Webstation. Please refer to the chart below for a more detailed view of the full access functions.

Menu	Functionality	Read-Only	Limited Access	Full Access	Administrator
Program Setup	Program Setup Report				x
Applications	View Applications	x	x	x	x
	Enter own interview scores		x	x	
	View Interview Score and Comments of Faculty			x	x
	View General Comments		x	x	x
	Edit General Comments			x	
	View Evaluation Data		x	x	x
	Enter documents scores, Overall Document Score and Overall Interview Score and Composite Score			x	x
	Change Status on Summary Sheet			x	x
	Enter Program Criteria Scores			x	x
	Edit Program Criteria Comments			x	x
Search	Find Applicant	x	x	x	x
Print Application	Application Overview	x	x	x	x
	Evaluation Data & Program Criteria items without scores	x	x		
	Evaluation Data & Program Criteria items with scores			x	x
	Scanned Documents	x	x	x	x
Contact Applicants	Send e-mail			x	x
	Export Mailing Labels			x	x
Manage Filter/Sort	Define Filter Item			x	x
	Combine Filter/Filter Items			x	x
Rank Applicants	Rank List Worksheet				x
	Rank Order List				x
	Export Rank List				x
Reports	Generate Reports			x	x

## 8.3 Limited Access

As a limited access user, you will be able to read and print applicant files, as well as enter an interview score and comment (if applicable) in the Program Webstation. Refer to Section 9 for application details and Section 10 for instructions on how to print the applicant file.

## 8.4 Read-Only Access

As a read-only access user, you will only be able to read and print applicant files in the Program Webstation system. You will not be able to view any of the evaluation data. Refer to Section 9 (with the exception of 9.12) for application details and Section 10 for instructions on how to print the applicant file.

## 9. APPLICATION

The following categories are included under the *Applications* link in the header of the PWS Home page: *Summary Sheet, Education, Electives, Postgraduate/Other, Work/Volunteer, Pub/Research, Activities/Awards, Licensure/Exams, Update Notes, Application Overview, Documents* and *Evaluation Data*.

**NOTE:** All screens shown in this section are for the full access user level.

### 9.1 Summary Sheet

In the *Applications* section, click on the *Summary Sheet* link for an overview of the applicant's file. Each *Summary Sheet* identifies the applicant's:

- *CaRMS Number*.
- *Name, Address, Phone Numbers, E-mail Address* and *Medical School Information*.
- A quick view to show whether the applicant has *Previous Residencies* and *Current Canadian Medical Licensure*.
- *Document Status* shows which documents have been submitted to your program and when the last document was received. If there is an 'x' in the box to the left of the document, this document has been received. If the box is blank, you have not received this document or, in the case of *Reference Letters*, the applicant may not have submitted the required number of letters as stated by the PWS System Administrator in the setup period.
  - Documents include: *Transcript, Photograph* (revealed at interview time), *Dean's Letter (Medical Student Performance Record), Reference Letter(s)* and *Personal Letter*.
- *Application Status* indicates the status of an applicant's file. The status must be updated manually by the file reviewers. Select the checkbox to the left of the status you wish to update.

**NOTE:** You will need to enter a date with a four-digit year for *Scheduled for Interviews*, and *Interviewed*.

- Selections include: *Application Reviewed; Selected to Interview; Invited to Interview; Scheduled for Interviews; Interview Date; Interviewed; Not Selected For Ranking* (if the applicant has not already been ranked). *Ranked, Matched* and *Withdrawn* are status set by the system.
- ◆ Click on the desired boxes in the *Application Status* block to change the applicant's status.

- ◆ Click on the *Save* button.

Home Contact Us Policies Help Log Out

**CaRMS** The Best Program Director Web Station

Applications Print Application Contact Applicants Reports Manage Filter/Sort

Search

Carmichael, Lawrence ( 32458 )  
 McMaster University  
 3 of 24

Filter/Sort By  
 All Applicants

**Summary Sheet**

CaRMS Number 32458

Name Lawrence Jerome Carmichael

Address 25 Macallum St.  
 Hamilton Ontario K2L 4C8  
 Canada

Primary Phone (519) 385-4619

Alternate Phone (519) 544-1212

E-mail bogusApp8@carms.ca

Degree Medical Doctor

Date of Degree May 2003

Medical School of Graduation McMaster University  
 Hamilton, Canada

Previous Residencies Yes

Current Canadian Medical Licensure None

**Document Status**

Transcript  
 Photograph  
 Dean's Letter  
 Reference Letter : 2 out of 0  
 Personal Letter

Last Document Received:  
 28/09/2006

**Application Status**

Status: **Application Reviewed**

1. I am a Canadian citizen or a permanent resident of Canada

Application Reviewed 05/09/2006

Selected to Interview 15/05/2006

Invited to Interview

Scheduled for Interviews:

Interview Date (dd/mm/yyyy hh:mm)

Interviewed(dd/mm/yyyy)

Not selected for ranking

Ranked

Matched

Withdrawn

**Save**

Applications | Print Applications | Contact Applicants | Reports | Manage Filter/Sort  
 Home | Contact Us | Policies | Help | Log Out

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## 9.2 Education

In the *Applications* section, click on the *Education* link on the left side of the screen. This brings you to the *Education* information screen for each applicant.

The screenshot displays the CarMS Program Director Web Station interface. The top navigation bar includes links for Home, Contact Us, Policies, Help, and Log Out. The main header identifies the user as 'Carmichael, Lawrence ( 32458 )' from 'McMaster University'. A search bar is visible on the left, and a 'Filter/Sort By' dropdown menu is set to 'All Applicants'. The left sidebar contains a menu with options: Summary Sheet, Education, Electives, Postgraduate/Other, Work/Volunteer, Pub/Research, Activities/Awards, Licensure/Exams, Update Notes, Application Overview, Documents, and Evaluation Data. The main content area is titled 'Education' and is divided into three sections: Undergraduate Education, Graduate Education, and Medical Education. Each section lists the institution, degree/program, and dates.

Undergraduate Education		
Universite de Sherbrooke Longueuil, Canada	Honours BA Political Science	September 1992 -- April 1996

Graduate Education		
University of Toronto Toronto, Canada	Master of Science Biopsychology	September 1996 -- April 1998

Medical Education		
McMaster University Hamilton, Canada	Medical Doctor 01/05/2003	September 1999 -- May 2003

### 9.2.1 Undergraduate Education

The *Undergraduate Education* box identifies the applicant's:

- *Educational Institution;*
- *Institution Location;*
- *Degree and Area of Study;*
- *Start Date and End Date* of degree program.

### 9.2.2 Graduate Education

The *Graduate Education* box identifies the applicant's:

- *Educational Institution;*
- *Institution Location;*
- *Degree and Area of Study;*
- *Start Date and End Date* of degree program.

### 9.2.3 Medical Education

CaRMS has limited the number of medical education records that an applicant can create. The first record describes the Medical School from which the applicant has or will receive their degree.

The *Medical Education* box identifies the applicant's:

- *Medical School of Graduation;*
- *Medical School Location;*
- *Degree and Date Received/To Be Received;*
- *Start Date and End Date* of degree program;
- Links to view applicant's *Transcript* and *Medical Student Performance Record (Dean's Letter)*.

### 9.3 Electives

In the *Applications* section, click on the *Electives* link on the left side of the screen. This brings you to the *Electives* information screen for each applicant.

The *Electives* screen identifies the applicant's:

- *Discipline*;
- *Medical School* with which the elective was associated;
- *Medical School Address*;
- *Supervisor*;
- *Duration of Rotation* in weeks;
- *Start Date* and *End Date* of the elective;
- *Description* of the elective.

The screenshot shows the 'Program Director Web Station' interface. At the top, there are navigation links: Home, Contact Us, Policies, Help, Log Out. Below this is a search bar and a menu with options: Applications, Print Application, Contact Applicants, Reports, Manage Filter/Sort. The main content area displays information for 'Carmichael, Lawrence ( 32458 )' from 'McMaster University'. A 'Filter/Sort By' dropdown menu is set to 'All Applicants'. The 'Electives' section lists three rotations:

- THORACIC SURGERY**  
University of British Columbia  
Vancouver, British Columbia, Canada  
Supervisor: Dr. Eric M. Webber  
Duration: 2 week(s) 12/08/2002 -- 25/08/2002  
Description: Focus on inflammatory pulmonary diseases.
- UROLOGY**  
McMaster University  
Hamilton, Ontario, Canada  
Supervisor: Dr. Paul J. Whelan  
Duration: 2 week(s) 26/08/2002 -- 08/09/2002  
Description: Pediatric Urology Elective. Studied common pediatric urologic problems, including urinary tract infection, vesicoureteral reflux, genetal anomalies, hydrocele/hernia, undescended testes, incontinence and myelodysplasia.
- FAMILY MEDICINE**  
University of Western Ontario  
London, Ontario, Canada  
Supervisor: Dr. Sharon Story  
Duration: 2 week(s) 06/10/2002 -- 20/10/2002  
Description: Worked in inpatient & outpatient settings.
- CARDIOLOGY**  
University of Toronto  
Toronto, Ontario, Canada  
Supervisor: Dr. Frances Simulacra  
Duration: 2 week(s) 26/10/2002 -- 10/11/2002  
Description: Learned to diagnose certain common heart diseases and disorders, and to perform and interpret tests such as the EKG.

## 9.4 Postgraduate Training / Other Professional Training / Certifications

In the *Applications* section, click on the *Postgraduate/Other* link on the left side of the screen. This brings you to the *Postgraduate Training* and *Other Professional Training / Certifications* screen for each applicant.

The screenshot displays the 'Program Director Web Station' interface. At the top, there is a navigation bar with 'Applications', 'Print Application', 'Contact Applicants', 'Reports', and 'Manage Filter/Sort'. The main content area shows the applicant's name 'Rodríguez, Julio ( 61323 )' and their affiliation 'IMGS -- Universidad Autonoma de Guadalajara'. Below this, there are two main sections: 'Postgraduate Training' and 'Other Professional Training / Certifications'. The 'Postgraduate Training' section lists 'ANESTHESIA' from 'Guadajajara, Mexico', supervised by 'Dr. Iglesias', with a duration of '4 Year(s)' from 'July 1998 -- July 1998'. The 'Other Professional Training / Certifications' section lists two certificates: 'CPR' dated '01/01/2005' and 'PALS' dated '01/08/2005'. A left sidebar contains a search bar and a list of navigation links including 'Summary Sheet', 'Education', 'Electives', 'Postgraduate/Other', 'Work/Volunteer', 'Pub/Research', 'Activities/Awards', 'Licensure/Exams', 'Update Notes', 'Application Overview', 'Documents', and 'Evaluation Data'. The top right corner has links for 'Home', 'Contact Us', 'Policies', 'Help', and 'Log Out'.

### 9.4.1 Postgraduate Training

The *Postgraduate Training* box identifies the applicant's:

- *Discipline;*
- *Medical School;*
- *Medical School Address;*
- *Supervisor;*
- *Duration* in years;
- *Start Date* and *End Date* of the *Postgraduate Training*;
- *Certification Received/Completed Program Before Graduation;*
- *Description* of the *Postgraduate Training*.

## 9.4.2 Other Professional Training / Certifications

The *Other Professional Training / Certifications* box identifies the applicant's:

- Name of *Professional Training* or *Certificate*;
- Date *Professional Training* or *Certification*;
- Description of *Professional Training* or *Certification*.

## 9.5 Work Experience / Volunteer Experience

In the *Applications* section, click on the *Work/Volunteer* link on the left side of the screen. This brings you to the *Work Experience / Volunteer Experience* screen for each applicant.

The screenshot displays the 'Program Director Web Station' interface. At the top, there are navigation links: Home, Contact Us, Policies, Help, and Log Out. Below this is a search bar and a menu with options: Applications, Print Application, Contact Applicants, Reports, and Manage Filter/Sort. The main content area shows the profile for 'Menard, Kelly ( 11017 )' at 'Memorial University of Newfoundland'. A 'Filter/Sort By' dropdown menu is set to 'All Applicants'. The 'Work Experience' section lists a job at 'carms' in Ottawa, Ontario, K1G 5A2, Canada, with the title 'Filing Clerk' from January 2002 to March 2002, and a description of 'Filing, scanning, opening and processing mail'. The 'Volunteer Experience' section lists a role at 'Habitat for Humanity' in Ottawa, Ontario, K1G 5A2, Canada, with a duration of 'February 2004 -- Ongoing' and a description of 'Building houses for people who otherwise could not afford a house of their own.' A left-hand sidebar contains a search bar and a list of menu items: Summary Sheet, Education, Electives, Postgraduate/Other, Work/Volunteer, Pub/Research, Activities/Awards, Licensure/Exams, Update Notes, Application Overview, Documents, and Evaluation Data.

### 9.5.1 Work Experience

The *Work Experience* box identifies the applicant's:

- *Work Organization*;
- *Work Organization Location*;
- *Job Title*;
- *Duration*;
- *Job Description*.

## 9.5.2 Volunteer Experience

The *Volunteer Experience* box identifies the applicant's:

- *Volunteer Organization*;
- *Volunteer Organization Location*;
- *Duration* of the volunteer experience;
- *Job Description*.

## 9.6 Publications and Research Experience

In the *Applications* section, click on *Pub/Research* on the left side of the screen. This brings you to the *Publications* and *Research Experience* screen for each applicant.

The screenshot displays the CARMS Program Director Web Station interface. The top navigation bar includes links for Home, Contact Us, Policies, Help, and Log Out. The main header identifies the user as 'Burke, Elsie ( 45538 )' and shows the location as 'U.S. -- NYU'. A search bar is located on the left, and a 'Filter/Sort By' dropdown menu is set to 'All Applicants'. The left sidebar contains a menu with options: Summary Sheet, Education, Electives, Postgraduate/Other, Work/Volunteer, Pub/Research, Activities/Awards, Licensure/Exams, Update Notes, Application Overview, Documents, and Evaluation Data. The main content area is divided into two sections: 'Publications' and 'Research Experience'. The 'Publications' section shows a table with the following details: Type of Publication (Abstract), Title (Abstract: Molecular construction of a milkshake), Authors (Abstract: Molecular construction of a milkshake), Publication/Venue (Abstract: Molecular construction of a milkshake), Presentation Date (August 1999), Volume (25), and Pages (1 - 78). The 'Research Experience' section shows a table with the following details: Research Role (Observer), Supervisor (Red Cross), Duration (May 2000 -- January 2001), and Description (Observer).

### 9.6.1 Publications

Applicants use this category to describe publications as well as presentations.

The *Publications* box identifies the:

- *Type* and *Title* of the publication/presentation;
- Names of the *Author(s)* of the publication;

- *Publication/Venue*;
- *Publication Date*;
- *Volume Number* of the publication;
- *Pages* where publication can be found.

### 9.6.2 Research Experience

The *Research Experience* block identifies the:

- *Organization* where the applicant conducted research;
- Applicant's *Research Role*;
- Applicant's *Supervisor*;
- *Start Date* and *End Date* of the research experience;
- *Description* of the research conducted.

## 9.7 Activities & Awards

In the *Applications* section, click on the *Activities/Awards* link on the left side of the screen. This brings you to the *Activities & Awards* screen for each applicant.

The screenshot shows the 'Program Director Web Station' interface. At the top, there are navigation links: Home, Contact Us, Policies, Help, and Log Out. Below this is a search bar and a navigation menu with options: Applications, Print Application, Contact Applicants, Reports, and Manage Filter/Sort. The main content area displays the profile for 'Menard, Kelly ( 11017 )' from 'Memorial University of Newfoundland'. A 'Filter/Sort By' dropdown menu is set to 'All Applicants'. The 'Activities & Awards' section is expanded, showing the following categories and details:

- Professional Associations memberships, committees:** CFMS AFMC CFPC AAMC AQHA
- Accomplishments & Interests:** Horsback riding, Skiing, Reading
- Honors/Awards:** Honour Roll - Waterloo Oxford High School Achievement Award - Guelph University, Volunteer of the Year - Habitat for Humanity
- Language Fluency:** English, French

A left-hand sidebar contains a list of menu items: Summary Sheet, Education, Electives, Postgraduate/Other, Work/Volunteer, Pub/Research, Activities/Awards (highlighted), Licensure/Exams, Update Notes, Application Overview, Documents, and Evaluation Data.

The *Activities & Awards* screen identifies the applicants:

- *Professional Associations, Memberships and Committees*;
- *Accomplishments and Interests*;

- *Honours and Awards;*
- *Language Fluency.*

## 9.8 Medical Licensure and Examinations

In the *Applications* section, click on the *Licensure/Exams* link on the left side of the screen. This brings you to the *Medical Licensure* and *Examinations* screen for each applicant.

The screenshot displays the CARMSO Program Director Web Station interface. The top navigation bar includes 'Applications', 'Print Application', 'Contact Applicants', 'Reports', and 'Manage Filter/Sort'. The main content area shows the profile for 'Rodríguez, Julio ( 61323 )' from 'IMGS -- Universidad Autonoma de Guadajajara'. A 'Filter/Sort By' dropdown menu is set to 'All Applicants'. The 'Medical Licensure' section contains the following information:

Current Canadian Medical Licensure	None
Medical licence outside of Canada Reason	Yes Mexico, permanent licence
Limiting Aspects in Past History	No
Have you ever been the subject of an inquiry or an investigation by any medical licensing authority involving an allegation of professional misconduct, incompetence, incapacitation or any like allegation?	No
Has there ever been any disciplinary or fitness to practice findings or any No like findings made against you?	No

The 'Examinations' section lists the following results:

Medical Council of Canada Evaluating Examination	Pass	Score 412	March 2005	<a href="#">View Results</a>
Medical Council of Canada Qualifying Examination I	Pass	Score 391	September 2005	<a href="#">View Results</a>
Medical Council of Canada Qualifying Examination II	Have Not Taken			
U.S. Medical Licensure Examination Step1	Have Not Taken			
U.S. Medical Licensure Examination Step2	Have Not Taken			
U.S. Medical Licensure Examination Step3	Have Not Taken			
Test of English as a foreign language	Have Not Taken			
Test of spoken English	Have Not Taken			
Examen de connaissance de la langue Française (OQLF ou CMQ)	Pass	Score 210	February 2005	<a href="#">View Results</a>
Examen des sciences cliniques medicales du CMQ	Pass	Score 310	June 2005	<a href="#">View Results</a>
Assessment	Have Not Taken / NA			

At the bottom of the page, there are links for 'Applications', 'Print Applications', 'Contact Applicants', 'Reports', 'Manage Filter/Sort', 'Home', 'Contact Us', 'Policies', 'Help', and 'Log Out'. A copyright notice for CARMSO, 2001, is also present.

### 9.8.1 Medical Licensure

The *Medical Licensure* box identifies the:

- *Applicant's Current Canadian Medical Licensure;*
- *Term/Condition or Limit placed on the Applicant's licence;*
- *Any Malpractice Case Pending;*
- *Any Medical Licence Outside of Canada;*

- Any *Limiting Aspects in Past History* of the applicant's medical licensure;
- Any information regarding allegations of *professional misconduct, incompetence, incapacitation or any like allegation*;
- Any information regarding *disciplinary, fitness to practice findings or any like findings*.

### 9.8.2 Examinations

The *Examinations* box identifies which examinations the applicant has written, the date the exam was written (if applicable), the test scores (if applicable) and method of testing (if applicable). Depending on the type of applicant, different exam selections are available.

Current Year Canadian and U.S. Graduates  
USMLE Step 1, Step 2 and Step 3

Prior Year Canadian and U.S. Graduates  
USMLE Step 1, Step 2 and Step 3  
MCCQE Part 1 and Part 2

International Medical Graduates  
All Exams

The *Examinations* block identifies which examinations the applicants have written or *Have Not Taken* and whether they *Passed, Failed* or are *Awaiting Results*. Examinations can include:

- *Medical Council of Canada Evaluating Examination;*
- *Medical Council of Canada Qualifying Examination Part I;*
- *Medical Council of Canada Qualifying Examination Part II;*
- *U.S. Medical Licensure Examination Step 1;*
- *U.S. Medical Licensure Examination Step 2;*
- *U.S. Medical Licensure Examination Step 3;*
- *TOEFL*
- *TSE*
- *Examen de connaissance de la langue Française (OQLF ou CMQ)*
- *Examen des sciences clinique médicales du CMQ*
- *Provincial Assessment*

## 9.9 Update Notes

In the *Applications* section, click on the *Update Notes* link on the left side of the screen. This screen shows any updates that the applicant wishes to share with all of the programs they have applied to. The applicants have been asked to include a date indicating when the note was added to the file.

## 9.10 Application Overview

In the *Applications* section, click on the *Application Overview* link for a screen that shows all of the information for an applicant on one page. To print the page, click the *Print Friendly* button at the bottom of the page. Another window will open. Select *Print* at the bottom of the page to print a copy of the *Application Overview*.

## 9.11 Documents

In the *Applications* section, click on the *Documents* link on the left side of the screen. This brings you to the *Documents* screen for each applicant.

The *Documents* screen allows you to view the documents an applicant has submitted to date. It also allows you to inform CaRMS of any illegible documents. *Documents can include:*

- *Transcript;*
  - *Medical Student Performance Record ( Dean's Letter );*
  - *Photo;*
  - *Personal Letter;*
  - *Reference Letter(s);*
  - *Extra Document(s)* (the document category, other than citizenship, examinations and provincial assessment, is specified by the applicant).
- ◆ Click the *View* button to the right of the document you would like to review.
  - ◆ Use the *Back* button of your browser (top left corner of your screen) to return to the *Documents* page.

**NOTE:** Some documents are automatically assigned to the program.

### 9.11.1 Illegible Documents

If after reviewing a document, you find it difficult to read or of very poor quality, you can notify the CaRMS office. The document will be reviewed and if the

quality can be improved it will be. The person who identified the problem, will be notified of the outcome.

- ◆ Click the *Illegible, rescan* link to the right of the document that is not readable;
- ◆ When the warning appears, send CaRMS notification by clicking on the *OK* button.

**NOTE:** You will not be able to notify CaRMS of an illegible *Personal Letter*, as these letters are not processed in our office, but are sent electronically from the Applicant Webstation to the Program Webstation.

## 9.12 Evaluation Data

In the *Applications* section, click on the *Evaluation Data* link on the left side of the screen. With the exception of the interview evaluation data, the information on this screen can only be modified by PWS System Administrators and full access users.

This screen is both a report and an input screen for the applicant's evaluation information.

The *Evaluation Data* screen includes the following:

- *Composite Score.*
- *General Comments.*
- *Standard and Program Criteria Evaluation, including:*
  - *Overall Interview Score;*
  - *Overall Document Score;*
  - *Dean's Letter* (Medical Student Performance Record);
  - *Transcript;*
  - *Letter(s) of Reference* (as per the number specified in setup);
  - *Personal Letter* (if specified in setup);
  - *Scores* for all program criteria that were specified during setup period;
  - *Comments* for all program criteria created during setup period.
- *Interview Evaluation Data, including; Interviewer, Score and Comments.*

- To input applicant information, type the applicable score in the appropriate box.
- Click on the *Save* button.

Canadian Student Matching Service  
**CaRMS**

Program Director Web Station

Home Site Map Contact Us Policies Help Log Out

Applications Print Application Contact Applicants Rank Applicants Reports Manage Filter/Sort

Bravo, Johnny ( 23025 )  
OTTAWA -- University of Ottawa  
6 of 12

Filter/Sort By  
All Applicants

**Evaluation Data**

Composite Score 35

General Comments: [Edit](#)

Standard and Program Criteria Evaluation Data

Attribute	Score	Description
Overall Interview Score	0 out of 10 (1)	
Overall Document Score	0 out of 10 (1)	
Dean's Letter *	8 out of 10 (1)	
Transcript *	8 out of 10 (1)	
Letter of Reference 1 *	7 out of 10 (1)	
Letter of Reference 2 *	7 out of 10 (1)	
Letter of Reference 3 *	0 out of 10 (1)	
Personal Letter *	5 out of 10 (1)	
Demo Elective	0 out of 10 (1)	<a href="#">Edit</a>
Red Flag	0 out of 10 (1)	<a href="#">Edit</a>
Extra Reference Letter	0 out of 10 (1)	<a href="#">Edit</a>
Required Extra Document *	0 out of 10 (1)	<a href="#">Edit</a>

Interview Evaluation Data

Interviewer	Score	Comments
CaRMS Full Access	0 out of 10 (1)	default interview comments <a href="#">Edit</a>
Limited Access	0 out of 10 (1)	default interview comments

[Save](#)

Note that evaluation attributes marked with an \* denotes that the item is used in the composite score calculation.

Applications | Print Applications | Contact Applicants | Rank Applicants | Reports | Manage Filter/Sort  
Home | Site Map | Contact Us | Policies | Help | Log Out  
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To Edit *General Comments*, *Program Criteria Comments* (Full Access Only) or *Interview Comments* (Interviewers Only):

- ◆ Click the *Edit* button to the right of the item you wish to comment on;
- ◆ Type your new comments in the box provided (do not delete existing comments);
- ◆ Click the *Save* button.

The total *Composite Score* appears automatically at the top of the page, along with *General Comments*. Items indicated with an asterisk are included in the *Composite Score*. Scores and comments of interviewers, along with the names of the interviewers, appear at the bottom.

**NOTE:** When adding scores or comments to a file, be sure to click on the *Save* button to retain your changes.

## 10. PRINTING APPLICATIONS

Click on the *Print Application* link in the header. This screen provides users with the ability to choose from a variety of applicant documents to be printed.

The screenshot shows the 'Print Application' page in the Program Director Web Station. At the top, there is a navigation bar with links for Home, Contact Us, Policies, Help, and Log Out. Below this is a search bar and a navigation menu with options: Applications, Print Application (highlighted), Contact Applicants, Reports, and Manage Filter/Sort. The main content area displays the name 'Burke, Elsie ( 45538 )' and 'U.S. -- NYU'. There are navigation arrows and a page indicator '1 of 24'. A 'Filter/Sort By' dropdown menu is set to 'All Applicants'. Below this, there is a 'Print Application' section with a 'Filter/Sort' dropdown set to 'All Applicants'. Under 'Applicants', there is a 'Currently Selected Applicants' dropdown menu showing 'Elsie May Burke'. To the right of this are 'Select All' and 'View' buttons. The 'Application Pages' section has checkboxes for 'Summary Sheet' and 'Evaluation Data & Program Criteria'. The 'Documents' section has checkboxes for 'Application', 'Transcript', 'Dean's Letter', 'Reference Letter', 'Personal Letter', 'Citizenship Status', 'Extra Document', and 'Examinations'.

You will only be able to print one applicant's file at a time, as follows:

- ◆ Click on the arrow button on the right side of the drop down box to the right of *Currently Selected Applicants*; this box contains the names of the ten applicants who are in the group of applicants listed in the header.
- ◆ Click on the desired applicant's name. If the applicant's name does not appear on the list, ensure their name is in the group of applicants shown in the applicant header. If not, find the applicant's name in the groups of applicants.
- ◆ Select the application pages to be printed by checking the box to the left of each of the *Application Pages* identified (*Summary Sheet* and *Evaluation Data & Program Criteria*);
- ◆ Select the documents to be printed by checking the box to the left of each of the *Documents* identified (*Application*, *Transcript*, *Photograph* (if not masked), *Dean's Letter* (Medical Student Performance Record), *Reference Letter(s)*, *Personal Letter*, *Citizenship Status*, *Extra Document(s)* and *Examinations*).

***To select all items for printing:***

- ◆ Click on the *Select All* button.

***To preview items selected for printing:***

- ◆ Click on the *View* button. This will initiate the software program *Adobe Acrobat* or *Adobe Acrobat Reader*;
- ◆ If you do not have *Acrobat Reader* software on your computer, you can download it for free from the CaRMS home page;
- ◆ Click on the *Back* button of your browser (top left corner of your screen) to return to the CaRMS screen without printing.

***To print the application:***

- ◆ Click on the *Print* button in your browser at the top of your screen;
- ◆ Click on the *Back* button of your browser (top left corner of your screen) to return to the CaRMS screen.

***To download the application:***

- ◆ Click on the *Save* button in your browser, on the left hand side of your screen;
- ◆ Browse for the location in which you would like to save the file, then click the *Save* button;
- ◆ Click on the *Back* button of your browser (top left corner of your screen) to return to the CaRMS screen.

***To burn the application onto a CD:***

- ◆ Download onto your computer all the applicant files you want to burn onto a CD;
- ◆ Burn these files onto a CD as you normally would.

## 11. CONTACT APPLICANTS

The links shown in this category can only be viewed by PWS system administrators and full access users.

The screenshot shows the 'Program Director Web Station' interface. At the top, there is a navigation bar with links: Home, Site Map, Contact Us, Policies, Help, Log Out. Below this is a search bar and a menu with options: Applications, Print Application, Contact Applicants (highlighted), Rank Applicants, Reports, Manage Filter/Sort. The main content area is titled 'Send e-mail To' and features a 'Filter/Sort By' dropdown menu set to 'All Applicants'. There are two radio buttons for selection: 'e-mail Applicant' (selected) and 'e-mail Currently Filtered Applicants'. The 'e-mail Applicant' option shows '( Johnny Bravo )' and a text input field containing 'johnny@carms.ca'. The 'e-mail Currently Filtered Applicants' option shows '( All Applicants )' and a list box containing several email addresses: ewilson1@carms.ca; kmenard@magma.ca; bogusA00001@carms.ca; bogusApp2@carms.ca; bogusApp3@carms.ca; johnny@carms.ca; bogusApp4@carms.ca; bogusApp6@carms.ca. An 'Email' button is located below the list box. A note at the bottom states: 'Note: Selecting the email button will activate your default email tool. If you are experiencing any difficulty with this process simply right click your mouse within the "All Applicants" text box to select all, and right click again to copy the text. Go to your email tool, open a new message, paste the text into the "To" line.'

### 11.1 Send e-Mail

Click on the *Contact Applicants* link in the header. Select the *Send e-mail* menu item on the left side of the screen. This screen provides selection criteria for sending e-mails to applicants.

#### 11.1.1 E-mail an Individual Applicant

- ◆ Click on the radio button to the right of *e-mail Applicant*. Ensure that the desired applicant's name is in the brackets;
- ◆ If it is not, click *Applications* in the header, then click *Summary Sheet* on the left side of the screen. Find the applicant to which you would like to send an e-mail;
- ◆ Return by clicking on the *Contact Applicants* link in the header and the *Send e-mail* menu item on the left hand side of the screen;
- ◆ Click on the *Email* button to bring up your default e-mail window. The applicant's e-mail address is automatically inserted in the out-going e-mail (If you are working in Netscape, the Netscape e-mail client will open);
- ◆ Enter a subject, complete your e-mail message, then click on the *Send* button.

### 11.1.2 E-mail Currently Filtered Applicants

- ◆ Select the appropriate filter from the *Filter/Sort By* menu at the top right of the screen;
- ◆ Click on the radio button to the right of *e-mail Currently Filtered Applicants*;
- ◆ Click on the *Email* button to bring up your default e-mail window. The e-mail addresses of the selected applicants will be inserted automatically into the BCC field (If you are working in Netscape, the Netscape e-mail client will open);
- ◆ Enter a subject, then enter your name as the recipient, then complete your e-mail message and click on the *Send* button.

## 11.2 Mailing Labels

Click on the *Contact Applicants* link in the header. Click on *Mailing Labels* on the left side of your screen. This screen allows you to choose which mailing labels you would like to create based on a specific filter.

- ◆ Select the appropriate filter from the *Filter/Sort By* menu at the top right of the screen;
- ◆ Click on the *View List* button to bring up a new window that will show you what your mailing labels will look like when they print;
- ◆ Click on the *Print* button to print the labels or on the *Close* button if you decide not to print the labels.

### *Exporting Mailing Labels*

- ◆ Select the appropriate filter from the *Filter/Sort By* menu at the top right of the screen;
- ◆ Click the *Export Mailing Labels* button. The file will be saved with the extension (.do) on your computer. A .do file can be opened with Excel, Word etc.

## 12. RANK APPLICANTS (accessible only to PWS System Administrators)

### 12.1 Rank Order List

The *Rank Order List* allows you to enter the Match by selecting and submitting applicants in order of preference.

In the *Rank Applicants* section, click on the *Rank Order List* link on the left side of the screen. A *Rank Order List Worksheet* will appear on screen.

**NOTE: The *Rank Order List* link will only appear during the ranking period.**

#### 12.1.1 Entering Ranks Directly into PWS

- ◆ On the *Rank Order List Worksheet*, enter ranks in the boxes provided to the left of the applicants who have applied to your program and whom you would like to rank. Remember to only rank applicants who would be acceptable to your program.
- ◆ Click the *Save* button. The *Rank Order List Worksheet* will automatically split into two sections: ranked applicants on the top and unranked applicants on the bottom.
- ◆ Once your rank order list is complete, click the *Submit – Step 1 of 2* button.
- ◆ On the confirmation page, click the *Submit – Step 2 of 2* button if your list is accurate and complete. Your list is now ready to be used in the Match. You can still modify your *Rank Order List*; however, you will have to re-submit your list anytime you make a change.

Once your *Rank Order List* has been submitted you will receive a confirmation email from CaRMS.

When ranking your choices, be sure to verify that the correct names and CaRMS codes of the chosen applicants are displayed. This will ensure you have ranked the right candidates for your program.

### **12.1.2 Deleting Applicants from a Saved Rank Order List**

To remove an applicant from the list of ranked applicants on your *Rank Order List Worksheet*:

- ◆ Check the *Remove* box to the right of the applicant's name you would like to delete;
- ◆ Click the *Save* button.

After saving your list, the remaining applicants on the list will then be re-displayed, closing any gaps that may have been created.

### **12.1.3 Inserting and Moving Applicants on a Saved Rank Order List**

You can insert new applicants into your *Rank Order List* or move an applicant's position in the list, even if that list has already been saved.

To insert a new applicant into your *Rank Order List*:

- ◆ From the *Applicants not yet ranked* list, enter a rank in the box to the left of the applicant's name you wish to add to the *Ranked Applicants* list;
- ◆ Click the *Save* button at the bottom of the page.

To move an applicant who is already in your *Rank Order List*:

- ◆ From the *Ranked Applicants* list, enter the new rank in the *Move To* box to the right of the applicant's name you wish to move on your list;
- ◆ Click the *Save* button at the bottom of the page.

You should be aware that modifications to your list affect your entire list. For example, if you choose to insert an applicant into Rank 4 on a list of 10 ranks, the less preferred applicants are automatically moved down one rank. The applicant previously ranked 4 becomes 5, rank 5 becomes 6, and so on.

#### 12.1.4 Submitting Your Rank Order List

- ◆ Once your rank order list is complete and has been saved, click the *Submit – Step 1 of 2* button.
- ◆ On the confirmation page, click the *Submit – Step 2 of 2* button. You can still modify your *Rank Order List*; however, you will have to re-submit your list anytime you make a change.

Once your list has been submitted, you will receive a confirmation email from CaRMS. The date your list was submitted now appears at the top of your *Rank Order List Worksheet*.

**NOTE:** Only lists that have been *submitted* will be used in the Match. You can submit a rank order list with zero ranks.

#### 12.1.5 Unsubmitting Your Rank Order List

To modify your submitted *Rank Order List*:

- ◆ Click the *Edit* button on the submitted *Rank Order List Worksheet*;
- ◆ Modify your list by adding, removing or modifying the ranks entered;
- ◆ Click the *Save* button;
- ◆ Click the *Submit – Step 1 of 2* button;
- ◆ Click the *Submit – Step 2 of 2* button.

**NOTE:** Your previous *Rank Order List* will remain submitted until you click the *Save* button. You will need to complete Steps 1 and 2 of the submission process as detailed above.

**NOTE:** Only lists that have been submitted will be used in the Match.

#### 12.1.6 Displaying and Printing Your Rank Order List

You can display and print your *Rank Order List* at any time by clicking the *View ROL* and/or *Print Friendly* buttons. Once a printable window opens, select the *Print* button.

**NOTE:** It is strongly recommended that you display and print a final copy of your certified *Rank Order List* for your records before the *Rank Order List* deadline.

## 12.2 Exporting Your Rank Order List into Excel

In the *Rank Applicants* section, click on the *Export Rank Order List* link on the left of the screen. The *Export Rank Order List* function allows you to export the list of applicants who have applied to your program. The list is exported as a comma-separated value file (.csv).

Applicants “not selected for ranking” will be excluded from this list. The exported list will correspond to the number of applicants who have applied to your program by a specific date and were not deemed “not selected for ranking”.

If new applicants apply, you must re-export the list or add the new applicants manually to the exported list in order for them to appear. Be sure to follow the correct format when adding new names.

To export your *Rank Order List*:

- ◆ Click on the *Export Rank Order* button;
- ◆ In the pop-up window, click *Open* to open your list as an Excel Spreadsheet or click *Save* to save the (.csv) file to your computer;
- ◆ If you *opened* the file, click the browser BACK button to return to PWS after saving the (.csv) file to your computer.

**NOTE:** In an exported *Rank Order List*, each of the following items should be in its own column: *Rank*, *CaRMS Code*, *Name*, and *Medical School of Graduation*. If, when you export your *Rank Order List*, all of this information appears in a single cell, please contact the CaRMS help desk for assistance in re-exporting your *Rank Order List*.

### 12.2.1 Entering Ranks into an Exported Excel Rank Order List

- ◆ Export your *Rank Order List* (see Section 12.2 for details);
- ◆ In the first column of your Excel Spreadsheet, enter the rank you wish to give each applicant (entering 0 indicates that the applicant is not to be ranked). Each rank number can only be assigned to one candidate;
- ◆ Click the *Save* button;
- ◆ Once your *Rank Order List* is complete and has been saved, import it back into PWS (see Section 12.3 for details).

Once your list has been imported, you can still make modifications to the list.

Once your *Rank Order List* is submitted (see Section 12.1.4 for details) you will receive a confirmation email from CaRMS.

When ranking your choices, be sure to verify the names and CaRMS codes of the applicants to ensure you have ranked the correct candidates.

### 12.3 Importing Your Rank Order List into PWS

In the *Rank Applicants* section, click on the *Import Rank Order List* link on the left side of the screen.

To import your *Rank Order List*:

- ◆ Click on the *Browse* button;
- ◆ From the *Choose File* or *File Upload* dialog box, choose the *Rank Order List* (.csv) file that you saved;
- ◆ Click the *Open* button. The file name will appear in the box to the left of the *Browse* button;
- ◆ Click the *Import Rank Order* button.

Your *Rank Order List* will be imported into PWS. You can continue to make modifications to the list if you wish. However, in order for the list to be used in the Match, you must submit it.

If the system finds an error when the list is being imported, the list will not import and an error message will appear on the *Import Rank Order List* page. The error message will indicate what needs to be changed before the list can be properly imported.

## 13. REPORTS

The following reports are included under the *Reports* link in the header of the PWS Home page: *Applicant Roster*, *Missing Documents*, *Application Activity*, *Interview Data* and *Export Reports*.

**NOTE:** All screens shown in this section are for the full access user level.

### 13.1 Report Descriptions

#### 13.1.1 Applicant Roster Report

The *Applicant Roster* report provides an overview of all of the applicants in a specific filter. It lists each applicant's *CaRMS Number (Applicant Code)*, *Name*, *Application Status (Active or Withdrawn)*, *Status Date (Date Applied or Withdrew)*, and their *Medical School of Graduation*.

#### 13.1.2 Missing Documents Report

The *Missing Documents* report provides a list of documents that have not yet been forwarded to your program by applicants in a specific filter, but that you indicated were required during the PWS setup period.

#### 13.1.3 Application Activity Report

The *Application Activity* report has two functions. First, it provides a list of all the applicants who have applied to your program before a specified date and who have submitted new documents since that date. Second, the *Application Activity* report provides a list of any new applicants who have applied to your program since a specified date and who have submitted documents to your program.

#### 13.1.4 Interview Data Report

The *Interview Data* report lists all of the applicants (in a particular filter) who are involved in interviews; *Selected to Interview*, *Invited to Interview* or *Scheduled for Interviews*. It indicates which applicants are scheduled to interview on a specific date. The *All Applicants Selected to Interview* filter will automatically run when you first click on the *Interview Data* link.

#### 13.1.5 Export Reports

The Export function allows you to export specific information about applicants (in a specific filter) into an Excel Spreadsheet on your computer. This information can

include; the applicant's *CaRMS Code, Name, Medical School of Graduation, Year of Graduation, Exam Scores and Citizenship Status.*

## 13.2 Applicant Roster

Click on the *Reports* link in the header, then on *Applicant Roster* on the left of your screen.

The number of applicants included in this report is indicated below the *Filter/Sort By* button.

The *Applicant Roster* report identifies the applicant's:

- *CaRMS Applicant Code;*
- *Applicant Name;*
- *Applicant Status;*
- *Status Date;*
- *Medical School of graduation;*

The screenshot shows the 'Applicant Roster' report in the CaRMS Program Director Web Station. The report is filtered to show 'All Applicants' and contains 24 entries. The table below represents the data shown in the report.

CaRMS Number	Name	Status	Status Date	Medical School
45538	Elsie May Burke	Active	14/09/2005	United States Medical School
21819	Iris Capricorn	Active	29/10/2003	McGill University
32458	Lawrence Jerome Carmichael	Active	16/12/2003	McMaster University
19027	Marie-France Gillebert	Active	23/10/2003	Université de Montréal
17525	Liz Horton	Active	25/08/2005	Université de Sherbrooke
13500	Kelly Horton	Active	25/08/2005	Dalhousie University
16047	Terry Horton	Active	25/08/2005	Université Laval
60085	Mimi Horton	Active	25/08/2005	International Medical School
25505	Maurice Horton	Active	25/08/2005	Queen's University
11260	Lisa Horton	Active	25/08/2005	Memorial University of Newfoundland
28024	Winnie Horton	Active	25/08/2005	University of Toronto
50376	Yuan Référence Huang	Active	28/11/2006	United States Medical School
11258	River James	Active	24/10/2003	Memorial University of Newfoundland
45471	Peter Jones	Active	19/12/2003	University of Toronto
21840	Louis Lavergne	Active	09/05/2005	McGill University
11017	Kelly Anne Menard	Active	25/10/2004	Memorial University of Newfoundland
16016	Mickey Mouse	Active	28/07/2005	Université Laval
40508	Test14 Qat	Active	29/08/2005	International Medical School
43075	Test22 Qat	Active	08/09/2005	Memorial University of Newfoundland
19039	Liza Qat	Active	25/08/2005	Université de Montréal
28007	Carolynn Schmidtk	Active	15/11/2004	University of Toronto
43390	Final Test	Active	10/08/2006	International Medical School
61024	Erika a Wilson	Active	17/03/2004	International Medical School
40138	Kenji Yamamoto	Active	29/10/2003	University of Alberta

- ◆ To print this report, click on the *Print* button.

### 13.3 Missing Documents

Click on the *Reports* link in the header, then on the *Missing Documents* link on the left of your screen. The *Missing Documents* report lists all missing documents for each applicant.

The *Missing Documents* report displays a list of selected documents that applicants in a specific filter have not yet forwarded to your program, but that you indicated as a requirement during setup.

The number of applicants included in the filter is indicated on the right. Only those applicants missing documents will appear on this report.

The screenshot shows the 'Missing Documents' report in the CaRMS Program Director Web Station. The page title is 'Program Director Web Station' and the navigation menu includes 'Applications', 'Print Application', 'Contact Applicants', 'Reports', and 'Manage Filter/Sort'. The 'Reports' link is active. The search bar is empty. The left sidebar contains a menu with 'Applicant Roster', 'Missing Documents', 'Application Activity', 'Interview Data', and 'Export'. The main content area shows the 'Missing Documents' report for 'All Applicants' (24 Applicants). The report includes a 'Filter/Sort' dropdown set to 'All Applicants' and a 'Check document that you would like to view.' section with checkboxes for 'Transcript', 'Dean's Letter', 'Photograph', 'Reference Letter', and 'Personal Letter'. The 'Transcript' checkbox is checked. There are 'Select All' and 'View List' buttons. Below this is a table with three columns: 'CaRMS Number', 'Applicants', and 'Missing Documents'. The table lists 24 applicants, each with a 'Transcript' missing document. A 'Print' button is located at the bottom left of the table area. The footer contains navigation links and copyright information: '© CaRMS, All rights reserved, 2001.'.

CaRMS Number	Applicants	Missing Documents
45538	Elsie May Burke	Transcript
21819	Iris Capricorn	Transcript
19027	Marie-France Gillebert	Transcript
17525	Liz Horton	Transcript
13500	Kelly Horton	Transcript
16047	Terry Horton	Transcript
60085	Mimi Horton	Transcript
25505	Maurice Horton	Transcript
11260	Lisa Horton	Transcript
28024	Winnie Horton	Transcript
50376	Yuan Référence Huang	Transcript
11258	River James	Transcript
45471	Peter Jones	Transcript
21840	Louis Lavergne	Transcript
11017	Kelly Anne Menard	Transcript
16016	Mickey Mouse	Transcript
40508	Test14 Qat	Transcript
43075	Test22 Qat	Transcript
19039	Liza Qat	Transcript
28007	Carolynn Schmidtke	Transcript
43390	Final Test	Transcript
61024	Erika a Wilson	Transcript
40138	Kenji Yamamoto	Transcript

In accordance with the documents selected, the *Missing Documents* report identifies the applicant's:

- *CaRMS Applicant Code;*

- *Name*;
- *Missing Documents*;
- ◆ Select individual documents to be viewed by checking the box to the right of the documents listed;
- ◆ Select all documents to be viewed by clicking on the *Select All* button;
- ◆ Click on the *View* button to review all documents selected;
- ◆ Click on the *Print* button to print selected reports.

### 13.4 Application Activity

Click on the *Reports* link in the header, then on the *Application Activity* link on the left of your screen. The *Application Activity* report lists all of the activity for each application.

The screenshot shows the CaRMS Program Director Web Station interface. The main content area is titled "Application Activity" and shows a summary for "All Applicants" (24 Applicants). The "Activity After" date is set to 10/09/2006. Summary statistics include: New Applicants: 0, Total Documents Received: 0, Current Applicants Receiving New Documents: 8. A detailed table lists document assignments for applicant Lawrence Jerome Carmichael.

Applicant	Document	Date	Activity
Lawrence Jerome Carmichael		21/07/2005	Application Submitted
	Transcript	28/09/2006	Document Assignment
	Dean's Letter	28/09/2006	Document Assignment
	Photo	28/09/2006	Document Assignment
	Reference Letter	28/09/2006	Document Assignment
	Reference Letter	28/09/2006	Document Assignment
	Personal Letter	28/09/2006	Document Assignment
	Extra Document - MCCEE	28/09/2006	Document Assignment
	Extra Document - MCCEE	04/12/2006	Document Processed at CaRMS

The *Application Activity* report includes information on:

- *New Applicants*;
- *Total Documents Received* from new applicants;
- *Date* when each document was processed by CaRMS;

OR

- *Current Applicants*;

- *New Documents Received* from current applicants;
- *Date* when each new document was processed by CaRMS.
- ◆ In the box to the right of *Activity After*, type the date after which applicant activity is to be reported. Be sure to use the correct date format (dd/mm/yyyy).
- ◆ To view the document list, click on the *View List* button for either new applicants or current applicants. Be sure to use the correct date format (dd/mm/yyyy).
- ◆ Click the *Print* button to print selected reports.

### 13.5 Interview Data

Click on the *Reports* link in the header, then on the *Interview Data* link on the left of your screen. This screen lists *Interview Data* for each applicant.

The screenshot shows the CaRMS Program Director Web Station interface. The main content area displays the 'Interview Data' report for 'All Applicants' (24 Applicants). The status is set to 'Invited to Interview'. There are options to print the report as per status or for a specific date. A 'View List' button is present above a table of applicants.

Applicants	Invited to Interview	Primary Phone	E-mail
Iris Capricorn	18/10/2004	(613) 431-3765	bogusApp5@carms.ca
Winnie Horton	29/08/2006	(613) 456-1232	test9qat@carms.ca
Peter Jones	29/08/2006	(604) 555-9637	bogusApp10@carms.ca
Louis Lavergne	29/09/2005	(819) 658 2120	french2@carms.ca
Carolynn Schmidtke	29/08/2006	613-237-0075 x 225	schmidtke@carms.ca
Final Test	29/08/2006	555-555-5555	EWILSON@carms.ca

The number of applicants included in this report is indicated below the *Filter/Sort By* button. The *Interview Data* report identifies all applicants according to their interview status: *Selected to Interview*, *Invited to Interview* or *Scheduled for Interviews*.

The information appears in ascending order by applicant last name. The report includes:

- *Name*;
- *Date Selected to Interview*;
- *Primary Phone Number*;
- *E-mail Address*;

- ◆ To prepare a report, select your preferred viewing criteria (*Selected to Interview, Invited to Interview* or *Scheduled for Interviews*);
- ◆ Click on the radio button to the left of *Print Applicants As Per Status*;
- ◆ To print a report of those applicants scheduled for an interview on a specific date, type the applicable date in the box to the left of *Print Applicants as per Status for this date*. Be sure to use the correct date format (dd/mm/yyyy);
- ◆ Click on *View List*;
- ◆ Click on the *Print* button to print out a copy of the list.

## 14. Manage Filter/Sort

CaRMS has created a library of filters that you can use to find specific applicants. If you wish to create your own filters, but are uncertain of how to proceed, please contact the CaRMS office for help or e-mail [filters@carms.ca](mailto:filters@carms.ca).

### 14.1 Define Filter Item

Canadian Resident Matching Service  
**CaRMS** The Match

Home Site Map Contact Us Policies Help Log Out

Program Director Web Station

Applications Print Application Contact Applicants Rank Applicants Reports **Manage Filter/Sort**

Search

- Define Filter Item
- Combine Filter/Filter Items

### Define Filter Item

Description  (maximum of 50 characters)

Field

Operator

Value

Defined Filters

Description	Filter
-------------	--------

Note, the type of filter can be distinguished in the filter selection control (found throughout PWS on pages where filter functionality is applicable) by the special character, if applicable, preceding the filter name (\*=global, #=program, no special character=individual). Global filters are built by CaRMS and are available to all program users, program filters are built by administrators and are available to all users for that particular program, individual filters are built by non-administrator users and belong only to those who created them.

[Applications](#) | [Print Applications](#) | [Contact Applicants](#) | [Rank Applicants](#) | [Reports](#) | [Manage Filter/Sort](#)  
[Home](#) | [Site Map](#) | [Contact Us](#) | [Policies](#) | [Help](#) | [Log Out](#)  
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Click on the *Manage Filter/Sort* link in the header, then on the *Define Filter Item* link on the left of your screen.

The *Define Filter Item* screen is used to define new filter items that you may wish to use in addition to the default filters created by CaRMS. The filter item criteria includes:

- Filter *Description*;
- Filter *Field*;
- *Operator*;
- *Value*.

### 14.1.1 Adding a New Filter Item

- ◆ In the box to the right of *Description*, type in the name of your new filter;
- ◆ Click on the arrow to the right of the *Field* box and choose the desired criteria;
- ◆ Click on the arrow to the right of the *Operator* box and choose the desired operator;
  - ◆ = Equal to
  - ◆ != Not equal to
  - ◆ < Less than
  - ◆ > Greater than
  - ◆ <= Less than or equal to
  - ◆ >= Greater than or equal to
- ◆ Click on the arrow to the right of the *Value* box and choose the desired filter value or type in the value in the box provided;
- ◆ Click on the *Add* button to add your new filter to the system;
- ◆ Repeat this procedure to add as many new filter items as you wish for use in your evaluation process.

### 14.1.2 Deleting a Filter Item

- ◆ If you decide to delete a particular *Filter*, simply click on the *Delete* button to the right of the applicable filter.

**NOTE:** If you delete a filter used in a combined filter, the combined filter will also be deleted.

## 14.2 Combine Filter/Filter Items

The screenshot shows the 'Program Director Web Station' interface. At the top right, there are navigation links: Home, Site Map, Contact Us, Policies, Help, and Log Out. Below this is a header bar with the following menu items: Applications, Print Application, Contact Applicants, Rank Applicants, Reports, and Manage Filter/Sort. On the left side, there is a search box and a sidebar menu with two options: 'Define Filter Item' and 'Combine Filter/Filter Items'. The main content area is titled 'Combine Filter/Filter Items' and contains the following form fields:

- Filter/Sort Name: A text input field.
- First Argument: A dropdown menu with 'All Applicants' selected.
- Condition: A dropdown menu with 'AND' selected.
- Second Argument: A dropdown menu with 'All Applicants' selected.
- Sorted By: A dropdown menu with 'Applicant Last Name' selected.
- Sort Order: Radio buttons for 'Ascending' (selected) and 'Descending'.

Below the form is an 'Add' button. Underneath, there is a table header for 'Combined Filters' with columns: Filter/Sort Name, Combined Filters Description, and Sort Order. At the bottom of the page, there are navigation links: Applications | Print Applications | Contact Applicants | Rank Applicants | Reports | Manage Filter/Sort | Home | Site Map | Contact Us | Policies | Help | Log Out, and a copyright notice: © CaRMS, All rights reserved, 2001.

Click on the *Manage Filter/Sort* link in the header, then click on *Combine Filter/Filter Items* on the left of your screen.

The *Combine Filter/Filter Items* screen is used to define combined filters and filter items you may wish to use in addition to the default criteria.

The criteria includes:

- *Filter/Sort Name;*
- *First Argument;*
- *Condition;*
- *Second Argument;*
- *Sorted By;*
- *Sort Order.*

### 14.2.1 Adding a Combined Filter Item

- ◆ In the *Filter/Sort Name* box, type the title of the specific filter item you wish to add;
- ◆ Click on the arrow to the right of the *First Argument* box and choose the desired argument (i.e. a filter that has already been created);
- ◆ Click on the arrow to the right of the *Condition* box and choose the desired *Condition*;
  - ◆ (And) Exclusive – will only find applicants with all criteria;
  - ◆ (Or) Inclusive – will find applicants with one of the criteria;
- ◆ Click on the arrow to the right of the *Second Argument* box and choose the desired argument (i.e. a filter that has already been created);
- ◆ Click on the arrow on the right side of the *Sorted By* box and choose the desired *Sort*;
- ◆ Click on the desired *Sort Order* radio button (*Ascending, Descending*);
- ◆ Click on the *Add* button to add your new combined filter item to the system;
- ◆ Repeat this procedure to add as many new combined filter items as you wish for use in your evaluation process.

### 14.2.2 Deleting a Combined Filter Item

- ◆ If you decide to delete a particular *Combined Filter*, simply click on the *Delete* button to the right of the applicable filter. If the filter being deleted is being used by another filter, that filter will also be deleted.

## **15. CONTACT US**

The *Contact Us* link can be found in the menu along the top right of each screen and in the toolbar at the bottom of each screen.

We value any comments that our users may have and encourage you to contact us with ideas, feedback and/or questions. To contact a representative from the CaRMS office:

### **15.1 Mailing Address**

Canadian Resident Matching Service  
171 Nepean Street  
Suite 300  
Ottawa, Ontario  
K2P 0B4

### **15.2 Telephone/Fax**

Tel: (613) 237-0075  
Fax: (613) 563-2860

### **15.3 Web Site**

[www.carms.ca](http://www.carms.ca)

### **15.4 E-Mail Address**

[help@carms.ca](mailto:help@carms.ca)

## 16. POLICIES

This screen is included under the *Policies* link in the top right menu and in the toolbar at the bottom of each screen. CaRMS *Policies* are as follows:

- ◆ All applicants registering for the Match must use the e-CaRMS application service.
- ◆ CaRMS is a not-for-profit, fee-for-service organization. Therefore, all fees for registration and application, including those received from applicants who later withdraw or are unmatched, are NON-REFUNDABLE.
- ◆ CaRMS will set the dates on which the CaRMS online services will become available to applicants and program directors. CaRMS will post a timetable of these dates at [www.carms.ca](http://www.carms.ca).
- ◆ CaRMS will guarantee that the CaRMS online services will not be unavailable for longer than 48 hours.
- ◆ CaRMS holds all reference letters to be confidential. A candidate shall not be entitled to have access to letters of reference provided in respect of the Match.
- ◆ The program directors will be notified that the materials in the applicant file from CaRMS should be treated as confidential information and used only for the one purpose of selection of residents. Then, unless the applicant is matched to the program, the content of the files should be destroyed immediately, consistent with provincial legislation on freedom of information and protection of privacy.
- ◆ Where a request is made by an outside third party for the disclosure of information in the possession of CaRMS, such information may be disclosed only where the information is to be used for statistical purposes and where CaRMS has been satisfied that the identity of the individuals to whom the information relates cannot be determined.

## 17. HELP

The *Help* link provides additional assistance while using the Program Webstation. To access *Help*:

- ◆ Click on the *Help* link in the top right menu or in the bottom toolbar;
- ◆ A list of hyperlinks is provided at the top of the page. Simply click on whichever subject you wish to research and you will be linked to the appropriate information.

*Help* subjects include:

- ◆ *Program Criteria Set-up*
- ◆ *Personal Letters*
- ◆ *Filters/Sorts*
- ◆ *Privacy Statement*
- ◆ *References*
- ◆ *Ranking Applicants*
- ◆ *Composite Scoring*

Should you require further assistance, simply forward an e-mail inquiry to CaRMS at [help@carms.ca](mailto:help@carms.ca). We encourage your questions, feedback and suggestions.

## 18. GLOSSARY

### **Activities & Awards**

Includes: *Professional Memberships, Associations and Committees, Accomplishments and Interests, Honours and Awards, and Language Fluency.*

### **Administrator**

Someone acting in the role of setting up the access and structure for the Program Webstation.

### **Applicant**

Someone who submits an application to CaRMS for admission into a postgraduate medical residency program.

### **Applicant Roster**

A sortable report identifying each applicant's *CaRMS Number, Name, Status, Status Date, and Medical School.*

### **Application**

A formal request to CaRMS from a person who compiles applicant information and support documentation, then forwards it to the appropriate medical school program administrators. Applications include mandatory applicant information and documents (*Personal Information, Education, Work Experience, Transcript, Medical Student Performance Record (Dean's Letter), Letters of Reference*) and optional documents (*Personal Letter, Photograph*).

### **Application Activity Report**

A sortable report summarizing the documents provided by an applicant and the date each document was received.

### **Application Status**

Within the Summary Sheet, the status of an applicant's application appears as either: *Application Reviewed, Selected to Interview, Invited to Interview, Scheduled for Interviews, Interviewed, Not Selected for Ranking, Ranked, Matched* and/or *Withdrawn.*

### **AWS**

The computerized Applicant Webstation used by graduate medical students and independent applicants applying for residency using the CaRMS service.

### **Buttons**

Operational short-cut controls which enable a CaRMS user to: move around the program (directional), control program content (*Add, Remove*), *Print* a screen or report, make a selection (radio button, pull-down menu), *Edit* a file, *Save* a file, or *Exit* the system.

## **CaRMS**

The Canadian Resident Matching Service (CaRMS) is a not-for-profit, fee-for-service corporation that works in close co-operation with medical schools and students. Its purpose is to greatly simplify the specific activities related to the residency application and matching function for medical students and independent applicants entering into postgraduate medical training utilizing the power and flexibility of the Internet or World Wide Web (WWW).

## **CaRMS Applicant Code**

A system defined identifier for each applicant that is required to use the CaRMS online services.

## **CAWS**

The system utilized by CaRMS personnel to: manage Applicant Webstation and Program Webstation tokens; manage most applicant information; scan and manage *Supporting Documents*; manage system-wide variables; view the programs for which each applicant has applied; and manage financial transactions for applicants.

## **Composite Score**

A means by which a Program Administrator may customize their scoring procedure by selecting scoring variables (e.g. *Transcript, General Comments, Medical Student Performance Record (Dean's Letter), Overall Document Score, Overall Interview Score, Interview, etc.*).

## **Criteria**

A set of standards upon which a judgement can be based, for example; the elements in a filter/sort.

## **Dean's Letter**

See Medical Student Performance Record

## **Directional Buttons**

Buttons in the CaRMS online system that enable a user to navigate through the screens: *Back, Forward, Top*, header titles, menus, toolbar or drop-down boxes (down arrows).

## **Document Status**

Within the *Summary Sheet*, the status of an applicant's documents in the system appears, including the status of their; *Transcript, Photograph, Medical Student Performance Record (Dean's Letter), Letters of Reference and Personal Letter*.

## **Download (or Downloading)**

The process of inputting data into the CaRMS system that is then retrieved from a remote computer source.

## **Data Filter/Sort**

See *Filter* and *Sort*.

**Export**

The process of sending data from the CaRMS system to external systems for use by other software applications.

**CaRMS Service**

The CaRMS electronic registration service available to registered users enabling them to complete and submit their application for postgraduate medical residency using the Internet.

**E-Mail**

A means of sending a document from computer to computer using an electronic telecommunications system.

**Field**

A box in which data may be entered. The nature of the data to be entered is generally specified next to the field (e.g. *Last Name*).

**Field Name**

The identifier for a particular text box.

**File Reviewer**

Someone who completes the applicant interview process and enters the results into the PWS system.

**Filter**

A means of sorting data in the CaRMS system based on defined filter items which may include a *Description, Filter, Operator, Value, Sort Criteria, Sort Order*, and/or any other filters added or combined by the Program Administrator.

**Home Page**

The first page which appears when a user opens an e-CaRMS system component.

**Internet**

An international computer network linking computers electronically through telecommunication systems.

**Letter of Reference**

A written testimonial, generally provided to an applicant by a faculty member or close contact, supporting the applicant for further education or employment.

**Licensure**

An applicant's current status relative to Canadian Medical Licensure.

**Matched**

The successful pairing of an applicant with a postgraduate medical residency program.

**Medical Student Performance Record**

The official letter given to a medical school graduate by the Dean of Medicine outlining the applicant's complete educational history while attending medical school.

**Menu Bar**

A variety of categories arranged horizontally across the top of most screens in the CaRMS online system (e.g. *Applications, Print Applications, Contact Applicants, Rank Applicants, etc.*).

**New User**

Someone who is new to the CaRMS registration process and has not used the CaRMS service during this Match.

**Operator**

The modifier used to determine the relationship of a field to a value (e.g. only applicants who have received a particular award) or used in the filter/sort function (e.g. =, !=, <, >, <=, >=, *Like, Not Like, Null, Not Null*).

**Order**

The arrangement of records in a list, either in ascending or descending value.

**Password**

Part of the security protection component of the CaRMS system comprised of a unique series of characters that a user must input to enter the system.

**PWS**

The Program Webstation in the CaRMS system utilized by program faculty at medical schools to: review all applicant documentation and personal information; assess and weigh scores for all applicant documentation and interviews; rank applicants; sort applicant information; identify any missing information in an application; and schedule applicants for interviews.

**Personal Data**

Personal applicant information which may be updated at any time during the CaRMS process.

**Personal Letter**

A letter required by most programs to augment a *Résumé* and to act as an introduction to the applicant for the interviewer. Different programs have different requirements for *Personal Letters*.

**Photograph**

A wallet-sized (2.5" x 3.5"), colour or black and white, head and shoulders, *Photograph* of the applicant which must be affixed to a *Photograph Cover Sheet* to be included with a CaRMS application.

**Privacy Statement**

An explanation of the steps taken by CaRMS to ensure the safety and security of all applicant information and of the CaRMS web site, portions of which utilize the Secure Sockets Layer.

**Program**

A specific element in the residency component of an applicant's medical education process.

**Pull-Down Menu**

A selection of items available to identify the most suitable choice in a particular field.

**Radio Button**

A round button used to make a selection (e.g. *Yes, No, N/A, No Response, Pass, Fail*).

**Ranking Applicants**

The process of evaluating an applicant based on a comparison of all application information and support documentation to a program's requirement criteria.

**Rank Order List**

A list of applicants sorted by *Composite Score, Last Name, or Rank*. The software assigns a ranking automatically until a Program Administrator assigns a new ranking manually.

**Reference Writer or Referee**

A person who writes a *Letter of Reference* in support of an applicant.

**Report**

A compilation of information on an applicant's application comprised of data specific to the nature of the report (e.g. *Summary Sheet, Missing Document Report*).

**Research Experience**

Experience gained through conducting or participating in official research work generally undertaken at a university, business, or in the field.

**Returning User**

Someone who has completed the CaRMS registration process and has created or been assigned a *User name* that permits them to use the CaRMS service.

**School**

The educational institution from which the applicant graduated.

**Score**

The mark given to an applicant for; *Overall Interview, Overall Documents, Medical Student Performance Record (Dean's Letter), Transcript, Letters of Reference, Personal Letter, Scores for all other program criteria, along with Interview Evaluation Data*.

**Search Criteria**

Elements by which sets of data are searched (e.g. *First Name, Medical School*).

**Sorting**

The process of organizing a list of information in a hierarchical order based on sort criteria.

**Sort Criteria**

Elements by which sets of data are sorted (e.g. *All Applicants, Application Status*, etc.).

**Summary Sheet**

A compilation of all information in the system pertaining to an applicant, including; *CaRMS Applicant Number, Personal Information, Education, Document Status* and *Application Status*.

**Supporting Documents**

These are an essential part of the application and include: *Transcripts, Medical Student Performance Record (Dean's Letter), Letters of Reference, Personal Letter* and *Photograph*.

**Token**

A unique 20-character sequence that identifies applicants in the AWS system. Tokens are used for authentication purposes.

**Toolbar**

The collection of graphical links arranged horizontally across the top and bottom of each screen (*Home, Contact Us, Policies, Help, Log Out*).

**Transcript**

An official record of an applicant's educational accomplishments provided solely by an educational institution generally through the Dean's Office.

**User**

An individual who utilizes the CAWS, the Program Webstation or Applicant Webstation components of the CaRMS service.

**User Authorization**

The permission level assigned to a CaRMS web site user—*Administrator, Full Access, Limited Access*, or *Read Only Access*.

**User Name**

A unique identifier assigned by CaRMS after receiving a registration form from a user wishing to use the CaRMS service.

**Value**

Information contained in a field (text or numeric).

## Variable

Criteria in a search or sort list.

## Volunteer Experience

Work for which no university credit is given, but which may provide an applicant with valuable experience useful in their career.

## Withdrawal Deadline

The date until which an applicant may withdraw their application from CaRMS.

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## 20. Transcript Keys/Legends

We have included transcript keys / legends for each of the medical universities in Canada as well as the legends to TOEFL and TSE exams.

The University of Toronto's Legend is on the front of the transcript.