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The Management Platform

SETTING UP YOUR ACCOUNT

The screenshot shows the 'Activate Your Manager Account' page. At the top is the AMO Opportunities logo. Below the heading, there is a message: 'Please click the link below to activate.' A prominent blue button labeled 'Activate Account' is centered. Below the button is a blue link: <https://admin.amopportunities.org/signup/0fca92f7-0e34-487a-918c-78aa380fe341>. A note follows: 'If you need further assistance or have any questions, please give us a call at 1-312-821-9020. We are happy to assist you!' The page ends with a sign-off: 'Best, The AMOpportunities Team' and contact information: 'AMOpportunities, 444 N. Wells St., Suite 601, Chicago, IL 60654, United States, (+1) 312 821 9020'. Social media icons for Facebook, LinkedIn, Twitter, and Instagram are also present.

Step 1

You will receive an email from our system asking you to Activate Your Manager Account. Click the **Activate Account** button to be taken to <https://admin.amopportunities.org/login>.

The screenshot shows the 'AMO Manager Sign Up' form. It includes a heading 'Create your login credentials.' and a password requirement: 'Password must contain: minimum of 8 characters; at least one lowercase letter; at least one uppercase letter; at least one number; at least one special character'. There are input fields for 'Password:' and 'Confirm Password:'. Below these are five validation rules, each with a red dot icon: 'At least 1 number', 'At least 1 special character', 'At least 1 uppercase character', 'At least 8 characters', and 'Confirmation must match password'. There are also input fields for 'Full Name:' and 'Mobile Phone Number:'. A note states: 'This phone number will be used for sending multi-factor authentication codes.' The phone number field shows '+1 - 201-555-0123'. At the bottom, there is a checkbox for 'Remember this device?' and a 'Register' button. A disclaimer at the bottom reads: 'By clicking Register, you agree to our Terms & Conditions and that you have read our Privacy Policy and Cookie Policy.'

Step 2

Create a password and enter your full name and mobile phone number. This number will be used to send a code via text message for multi-factor authentication.

The screenshot shows the 'Multi-Factor Verification' form. It has a 'Back' link in the top right. The message reads: 'Please check your phone for your authentication code.' Below this is the heading 'Enter your authentication code:' and a note: 'Sent to phone number: +*****3332'. There is an input field for 'Code:'. Below the input field is a checkbox labeled 'Remember this device?'. A 'Submit' button is centered at the bottom. A red error message at the bottom reads: 'Not getting your authentication code? Try logging in again.'

Step 3

Complete your multi-factor authentication by entering the code that is sent to you via text. You will then be able to log in to your account. Be sure to select the **Remember This Device?** to avoid having to use multi-factor authentication each time you log in.

LOGGING IN

You can access the AMO Opportunities Admin Site login page at <https://admin.amopportunities.org/login>.

AMO Management

Login to your AMO management account.

Email:

Password:

Submit ➔

[Forgot your password?](#) ➔

We suggest bookmarking this tab on your web browser so it is easy to access again in the future.

OVERVIEW OF THE MANAGEMENT PLATFORM

When you first log in, you are brought to your Dashboard grid. The dashboard view defaults to show you all upcoming trainee applications reserved for your program(s). Think of this as your home page. This serves as your main viewing page.

AMO READ-ONLY Dashboard Programs Hosts Applications Shelby Smith

Calendar View Upcoming Trainees

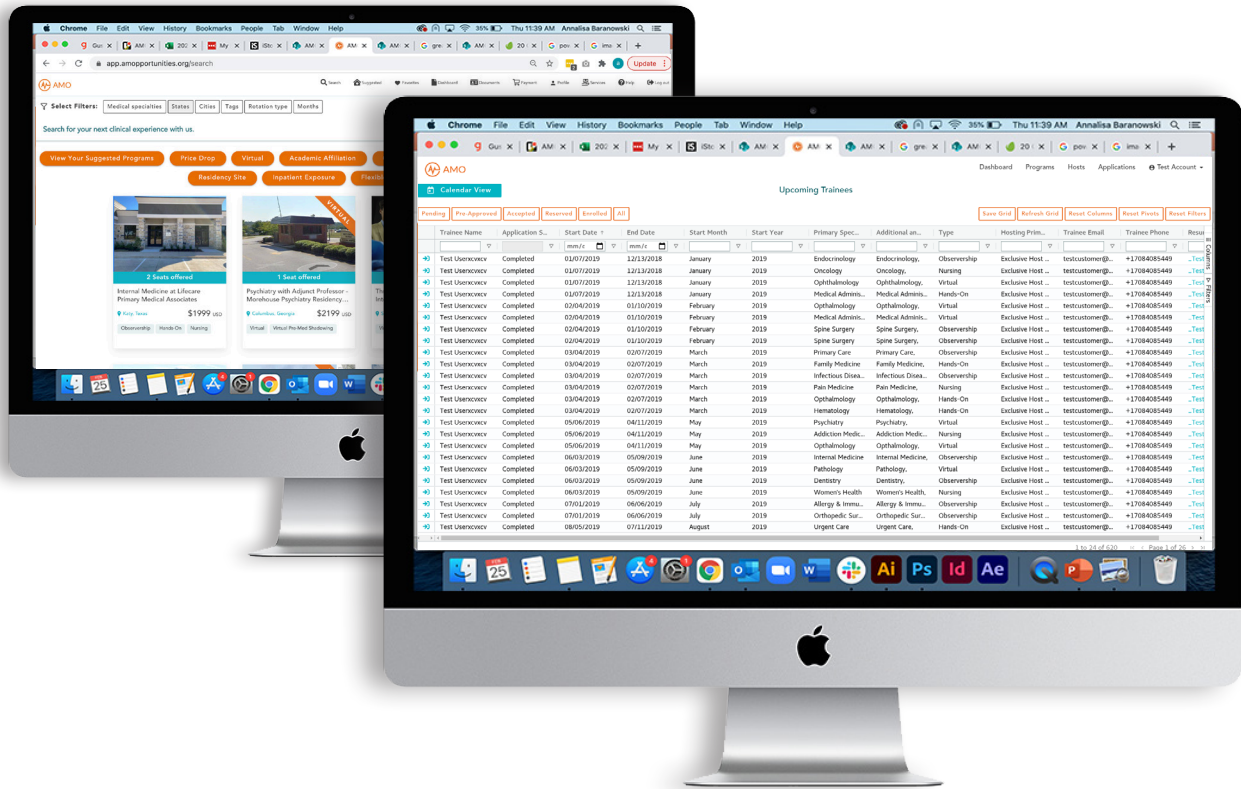
Reserved Enrolled All Save Grid Refresh Grid Reset Columns Reset Pivots Reset Filters

Trainee Name	Application S...	Start Date	End Date	Hosting Prim...	Primary Spec...	Additional a...	Start Month	Start Year	Type	Resume	Trainee Email	Train
Jemima Capriati...	Reserved	08/03/2020	07/30/2021	Romeen Lavani	Internal Medicine	Surgery Psychia...	August	2020	Hands-On	Jemimas_Resum...	stanleyjemima...	+861
Luis Alfredo Ace...	Enrolled	08/03/2020	12/19/2020	Romeen Lavani	Internal Medicine	Internal Medici...	August	2020	Hands-On	CV_Resume_Lui...	luisa.acevedo@...	+178
Priscilla Soria	Enrolled	08/03/2020	12/19/2020	Romeen Lavani	Internal Medicine	Internal Medici...	August	2020	Hands-On	Priscilla_Soria_R...	priscilla.soria@e...	+176
Thais E Ferrer C...	Enrolled	08/03/2020	12/19/2020	Romeen Lavani	Internal Medicine	Internal Medici...	August	2020	Hands-On	Curriculum_Vita...	thais.ferrer@ed...	+178
Hector Gerardo ...	Enrolled	08/03/2020	12/19/2020	Romeen Lavani	Internal Medicine	Internal Medici...	August	2020	Hands-On	curriculum_vita...	hector.alicea@e...	+787
Christopher Qui...	Enrolled	08/03/2020	12/19/2020	Romeen Lavani	Internal Medicine	Internal Medici...	August	2020	Hands-On	Clinical_Rotatio...	christopher.and...	+521
Francisco J Nav...	Enrolled	08/03/2020	12/19/2020	Romeen Lavani	Internal Medicine	Internal Medici...	August	2020	Hands-On	CV.pdf	francisco.navarr...	+181
Harshini Reddy ...	Enrolled	11/02/2020	11/27/2020	Romeen Lavani	Pediatrics	Pediatrics	November	2020	Hands-On	Harshini_Reddy...	harshinireddy0...	+330
Harshini Reddy ...	Enrolled	12/07/2020	01/01/2021	Romeen Lavani	Pediatrics	Pediatrics	December	2020	Hands-On	Harshini_Reddy...	harshinireddy0...	+330
Felipe Ruiz Casas	Reserved	12/07/2020	01/01/2021	Dilipkumar Dha...	Internal Medicine	Internal Medici...	December	2020	Hands-On	CVFelipeRuiz_1...	f.ruiz10@unian...	+573
Natasha Srinivas	Reserved	02/01/2021	02/26/2021	Alfredo Mena L...	Internal Medicine	Internal Medicine	February	2021	Hands-On	Natasha_Sriniva...	natashasrini95...	+919
Yu-Ren Huang	Reserved	02/01/2021	02/26/2021	Kaman Cipi	Anesthesiology	Anesthesiology	February	2021	Hands-On	CurriculumVitae...	mikeren2004@...	+886
Harshil Gumasa...	Reserved	03/01/2021	03/26/2021	Alfredo Mena L...	Internal Medicine	Internal Medicine	March	2021	Hands-On	CV.pdf	harshil.gumasan...	+254
James Edmund ...	Reserved	03/01/2021	03/26/2021	Alfredo Mena L...	Family Medicine	Family Medicine	March	2021	Hands-On	McSweeney_CV_...	jamesmcsween...	+161
Rand Sabanci	Reserved	03/01/2021	03/26/2021	Mohamed Dah...	Cardiology	Internal Medici...	March	2021	Hands-On	rand_sabanci_C...	dr.rak2@hotmail...	+905
Bruno C R Lobo	Reserved	03/01/2021	03/26/2021	Asma Khatoon	Emergency Me...	Emergency Me...	March	2021	Hands-On	Bruno_Lobo_CV_...	brunocrlobo@g...	+556
Sarah Abdulrah...	Reserved	04/05/2021	04/30/2021	Alfredo Mena L...	Internal Medicine	Internal Medicine	April	2021	Hands-On	CV_.pdf	salmosteer@g...	+966
James Edmund ...	Reserved	04/05/2021	04/30/2021	Asma Khatoon	Emergency Me...	Emergency Me...	April	2021	Hands-On	McSweeney_CV_...	jamesmcsween...	+161
James Edmund ...	Reserved	05/03/2021	05/28/2021	Alfredo Mena L...	Internal Medicine	Internal Medici...	May	2021	Hands-On	McSweeney_CV_...	jamesmcsween...	+161
Andrea Aranza ...	Reserved	05/03/2021	05/28/2021	Dilipkumar Dha...	Internal Medicine	Internal Medici...	May	2021	Hands-On	CV_Aranza_Pin...	aranza801@hot...	+519

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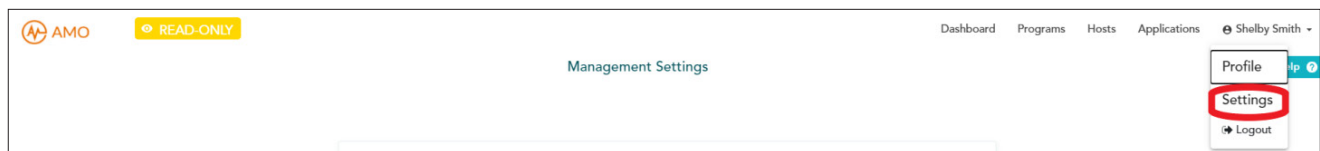
IMPORTANT NOTE:

You are in READ-ONLY view, noted at the top, which means AMO is managing acceptance and enrollment. You will not be able to create new applications or programs nor edit any application or program.



CUSTOMIZING YOUR MANAGEMENT SETTINGS

There are several options for you to customize how your Dashboard displays at login. To access your Management Settings, click your name and then click settings.



You can choose between defaulting to grid view or calendar view, opening the tool panel used to add more columns or create pivot tables, and the default sort date you wish to view applications in grid view.

Once your preferences are selected, click save. The next time you log in, your dashboard will display your preferences.

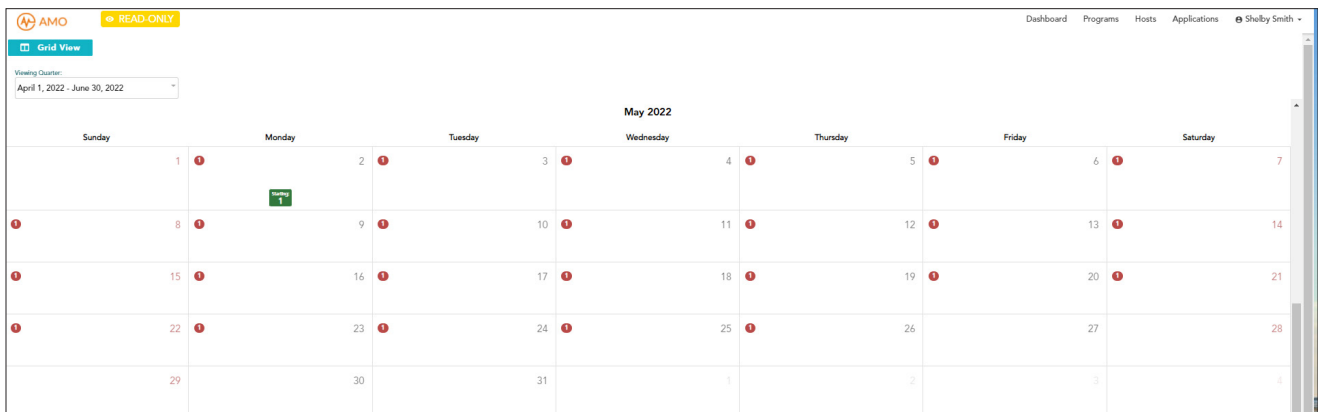
GRID VIEW & CALENDAR VIEW

On your Dashboard, in addition to the default Grid View, which displays application information in a dynamic table view, you can also view upcoming trainees in Calendar View. To view your calendar, click the blue **Calendar View** button found in the upper left corner.

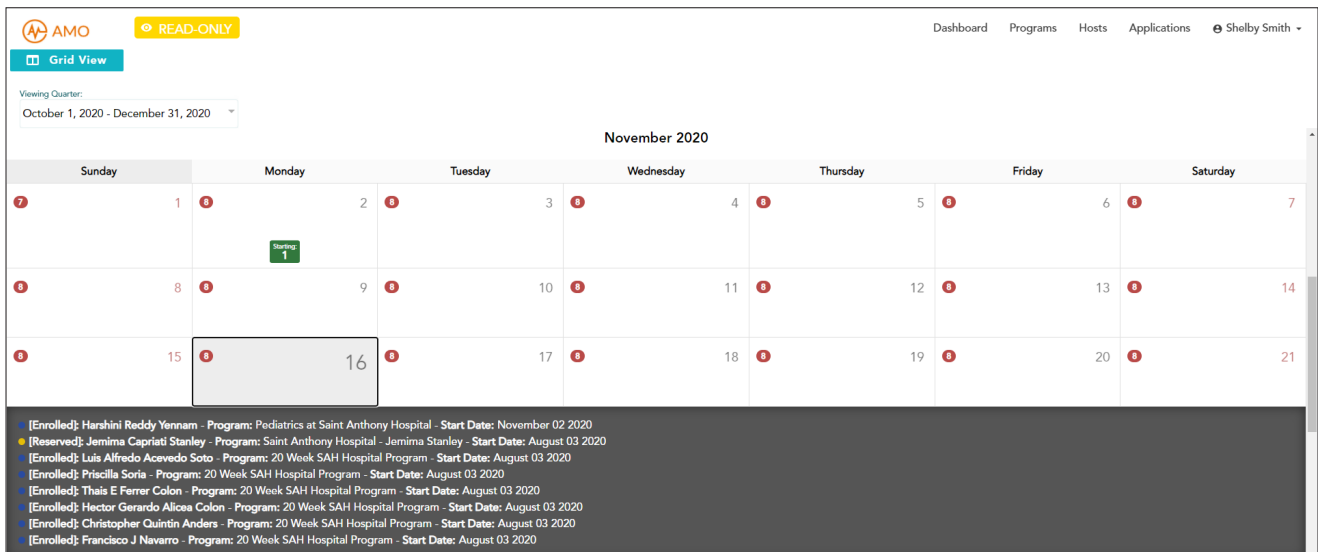
Calendar View

If you prefer your view to default to Calendar View upon sign in you can adjust your preferences by selecting the arrow next to your name in the top right corner, clicking settings, and adjusting your default settings.

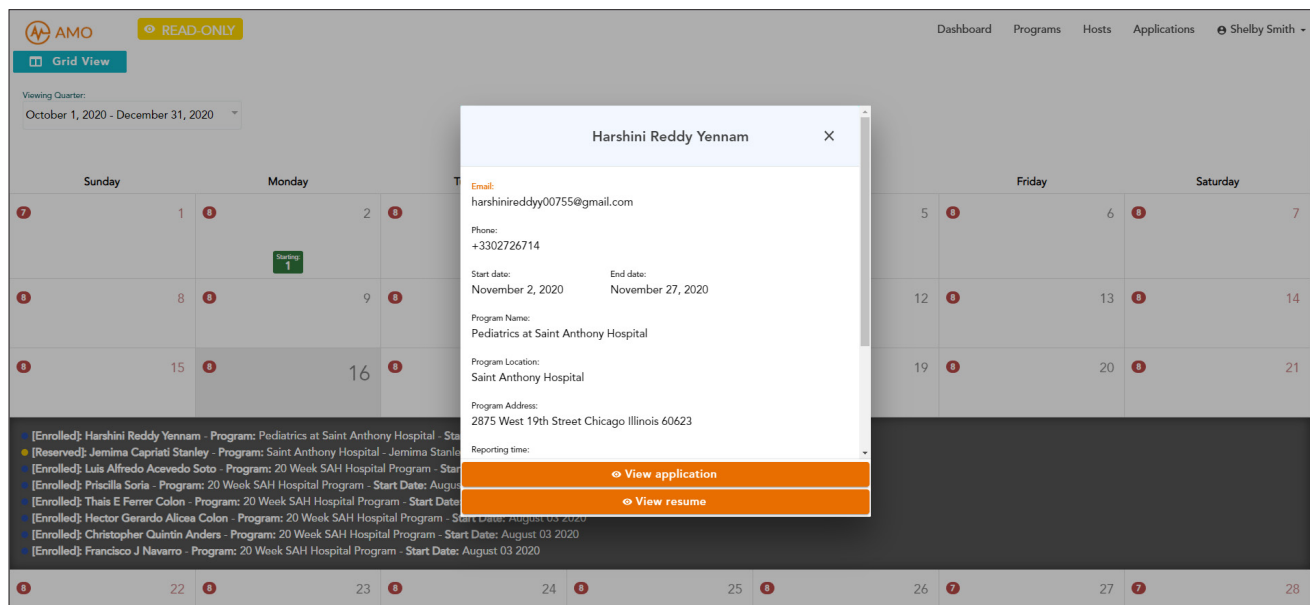
A green box will appear on the date a trainee is scheduled to start and will indicate the number of trainees starting that day. In this case there is one trainee starting on Nov. 2, 2020. The red circle in the upper left corner of each date tells you how many students are scheduled with your program(s) on that date.



You may click any given date on the calendar to view a list of the trainees scheduled for that date.



Clicking on a medical trainee's name displays a quick summary of their application. This overview also includes links to their CV and full application view.



Grid View

You can navigate back to your main Dashboard grid view by clicking the blue **Grid View** button in the upper left corner or by selecting **Dashboard** from the top menu.

In addition to the Dashboard grid, there are three additional grids you can access: **Programs**, **Hosts**, and **Applications**. These grids can always be accessed from the menu at the top of your screen, circled in red on the image below.




Customizing, Searching, and Filtering a Grid

Below are some of the ways you can customize, search, and filter a grid on the AMO Admin Platform.


- Rearrange columns by dragging the column header and moving the column to a different area of the grid.
- Sort columns by numeric or alphabetic ascending or descending order by clicking on the column header. An up or a down arrow will appear to indicate ascending or descending sort.

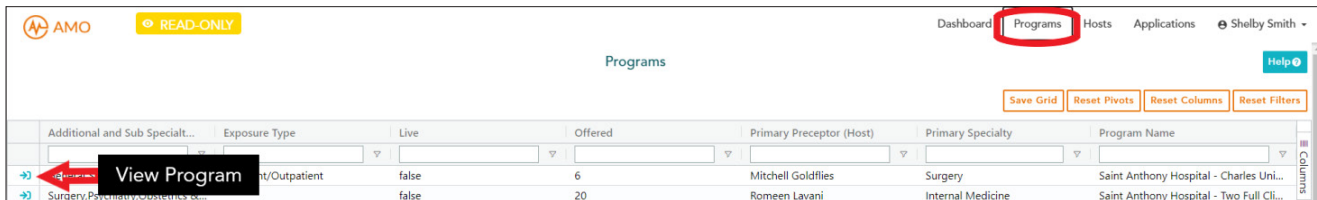




- Enter a portion of the spelling or numbers and hit the enter or return key on your keyboard to search a column.
- Filter a column by clicking the funnel icon  at the top of the column and input the parameters you wish to filter the grid by.
- Reset a filter or search by clicking the funnel icon on that column and clicking reset. Reset all filters by clicking the orange reset filters button on the upper right of your screen.
- Save your grid customization by selecting the orange **Save Grid** button on the upper right of your screen.
- Add more columns or create a pivot table with the data by selecting the column icon, circled in red. You can then select different columns to add to your grid and/or drag and drop different columns to the **Row Groups** and **Values** boxes to create a pivot table.
 - » Reset to the default columns by selecting the orange **Reset Columns** button on the upper right of your screen.
 - » Reset your pivot table by clicking the orange **Reset Pivots** button on the upper right of your screen.

Applications								Pivot Mode	
Trainee Name	Primary Specialty	Start Date	End Date	Start Month	Start Year	Application State	Accepted Date	Application ID	Application State
Yu-Ren Huang	Anesthesiology	02/01/2021	02/26/2021	February	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thais E Ferrer Colon	Internal Medicine	08/03/2020	12/19/2020	August	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Abdulrahman M Alm...	Internal Medicine	04/05/2021	04/30/2021	April	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rand Sabanci	Cardiology	03/01/2021	03/26/2021	March	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Priscilla Soria	Internal Medicine	08/03/2020	12/19/2020	August	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natasha Srinivas	Internal Medicine	02/01/2021	02/26/2021	February	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Luis Alfredo Acevedo Soto	Internal Medicine	08/03/2020	12/19/2020	August	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jemima Capriati Stanley	Internal Medicine	08/03/2020	07/30/2021	August	2020	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
James Edmund McSweeney...	Internal Medicine	05/03/2021	05/28/2021	May	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Edmund McSweeney...	Emergency Medicine	04/05/2021	04/30/2021	April	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Edmund McSweeney...	Family Medicine	03/01/2021	03/26/2021	March	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hector Gerardo Alicea Colon	Internal Medicine	08/03/2020	12/19/2020	August	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harshini Reddy Yennam	Pediatrics	12/07/2020	01/01/2021	December	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harshini Reddy Yennam	Pediatrics	11/02/2020	11/27/2020	November	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harshini Gumasana	Internal Medicine	03/01/2021	03/26/2021	March	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Francisco J Navarro	Internal Medicine	08/03/2020	12/19/2020	August	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felipe Ruiz Casas	Internal Medicine	12/07/2020	01/01/2021	December	2020	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christopher Quintin Anders	Internal Medicine	08/03/2020	12/19/2020	August	2020	Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruno C R Lobo	Emergency Medicine	03/01/2021	03/26/2021	March	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Aranza Pinedo Pichi...	Internal Medicine	05/03/2021	05/28/2021	May	2021	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quick Reference Guide: Programs

View your programs under the **Programs** tab (top right). To view a specific program, click the blue arrow icon  located in the column to the left of the program name.



	Additional and Sub Specialt...	Exposure Type	Live	Offered	Primary Preceptor (Host)	Primary Specialty	Program Name
		Inpatient/Outpatient	false	6	Mitchell Goldfiles	Surgery	Saint Anthony Hospital - Charles Uni...
	Surgery, Psychiatry, Obstetrics/G...		false	20	Romeen Lavani	Internal Medicine	Saint Anthony Hospital - Two Full Cli...

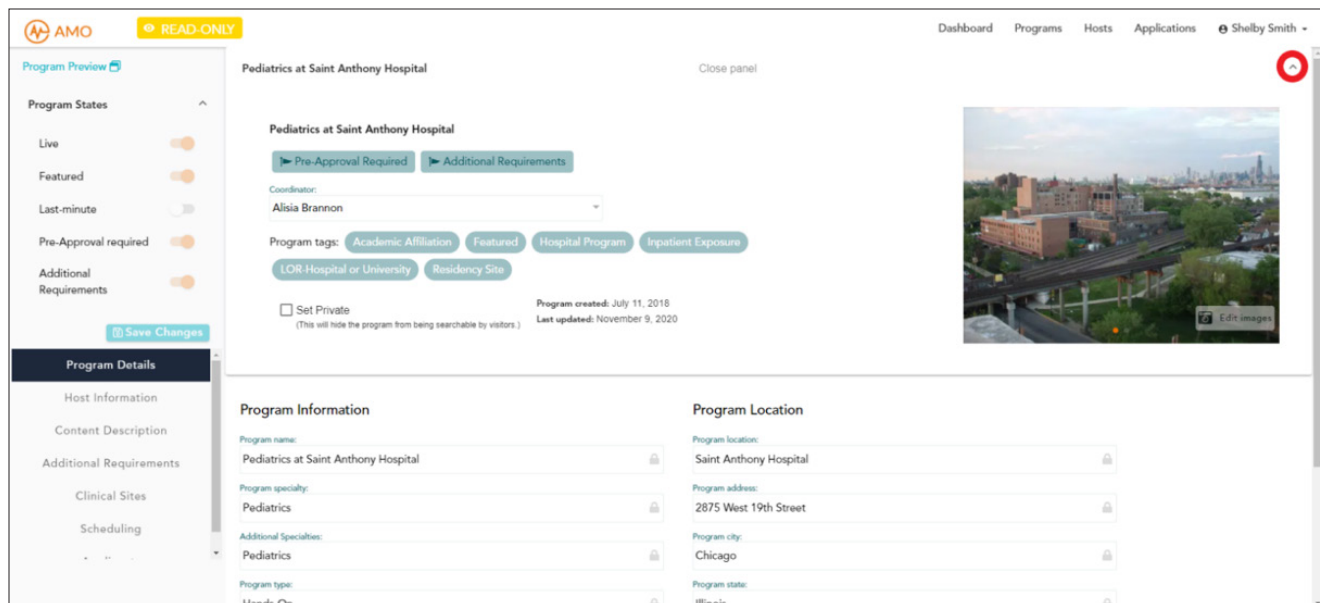
PROGRAM VIEW

To view a program, click on the blue icon  on the far left of the grid. This will bring you to the program view shown on the following page.

The top panel shows the program overview including:

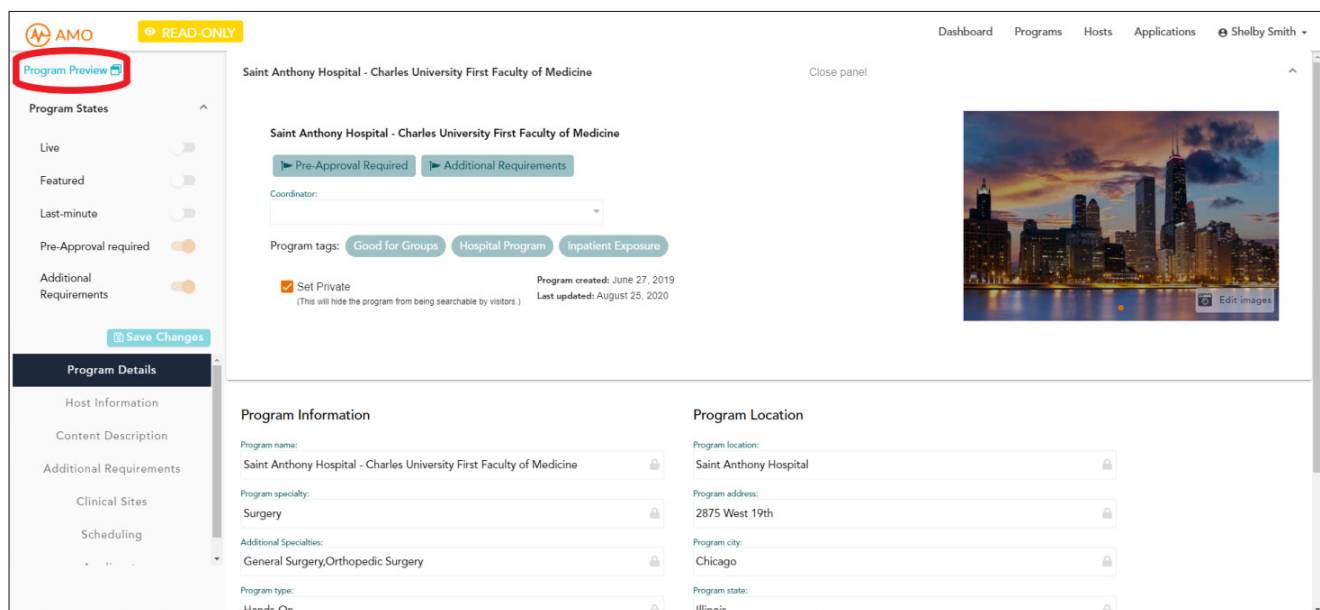
- **Program Name**
Includes program specialty, location, and other identifying information.
- **AMO Coordinator**
This is the individual assigned to your program.
- **Program Tags**
Tags help applicants filter through programs and give you an opportunity to highlight different selling points of your program.
- **Program Images**
If the program has multiple images (noted by the dots at the bottom of the picture) you can drag the pictures to the left and right to view each image.

This program overview can be collapsed or shown on any program tabs by clicking on the arrow located in the upper right corner, circled in red below.



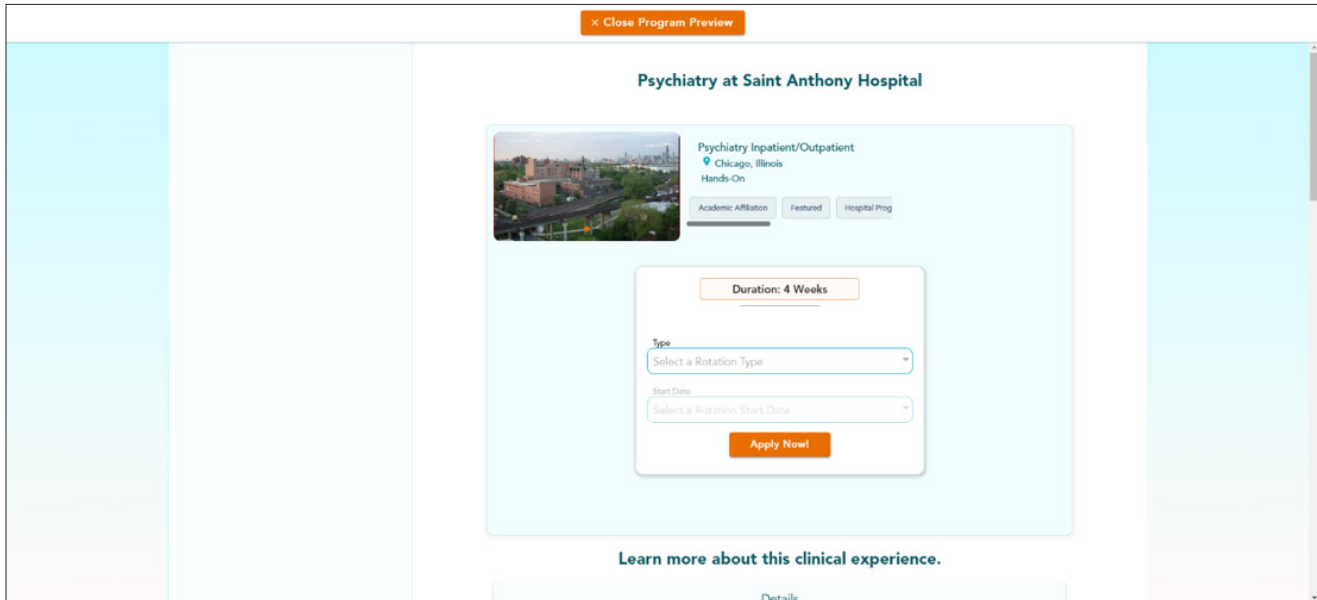
How to Access the Trainee Program View

To view the program as it appears to trainees on the AMO platform, click the **Program Preview** link in the top left corner (circled).



Trainee Program View

When you click the **Program Preview** button, this will bring you to a preview of the program as it displays on the AMO site. Here you can scroll through the view as a prospective trainee. To exit this preview, click the orange **Close Program Preview** button at the top of your screen. This will return you to the AMO Admin Platform.



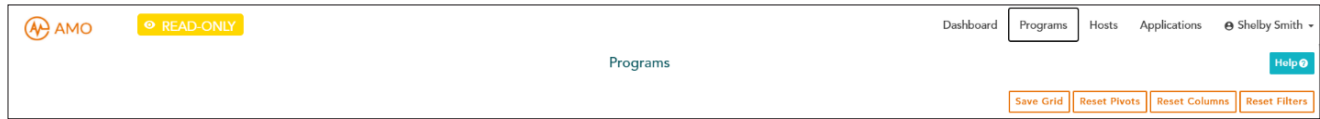
QUICK FACTS

Here are some quick facts about our programs.

- A program is called a rotation or a clinical experience.
- A new program is created for different specialties, preceptors, and/or clinical experiences offered.
- Each program is associated with a host. One host may be associated with multiple programs.
- Each program has a customized name, specialty, spots available per month, exposure type, experience offered (hands-on, observership, research, etc.) photos, location details, and description.
- Each program is assigned a **program ID** upon creation.
 - » Program IDs are unique to each program and do not change.
 - » When searching for applications, you can sort by program ID to find the applications specific to a program.
 - » One host may be associated with multiple program IDs.

PROGRAMS GRID

To view the Programs grid, click **Programs** on the menu at the top right of your screen.

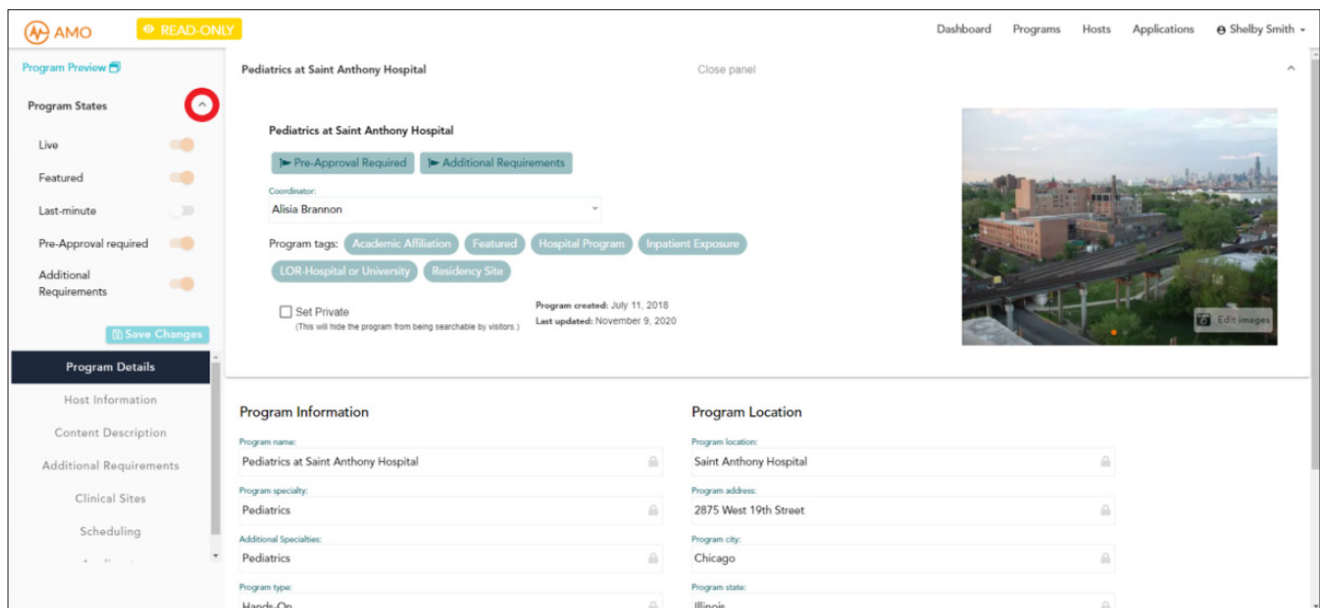


Once on the programs grid you will see a list of the programs associated with your account. The Live column tells you if the program is live on our site for applicants to view. "True" means the program is live. "False" means the program is not live. If you have a mix of "True" and "False" programs, you can filter them by typing "True" or "False" into the text box and hitting enter.

"Program Name" is the title of the program as displayed on the AMO site. Titles typically display the preceptor's information in one of two formats: "SPECIALTY" at "LOCATION" or "SPECIALTY" with "CREDENTIALS".

Program States

On the left side of each Program there are "Program States" used internally for AMO. You can collapse the **Program States** by clicking the arrow next to it, circled in red.



Program Details

Here you will find the Program Name, Program Specialty, Program Type(s) offered for this program (observership, hands-on, research, nursing, pre-med shadowing, and/or virtual), Program Permitted (student, graduate, or any), Offered Seats (a program's monthly medical trainee capacity), Program ID, and the Program Location information.

Content Description

Here you can view the content that is shared on the AMO site. There are eight sections that may be completed. If the box next to the title is checked Orange and the program is Live, that content is displayed on the site.

- **Academic Affiliations** – Academic titles the preceptor holds
- **Hospital Affiliations** – Hospital affiliations of the preceptor; not always locations of the program
- **What to Expect** – A description of the program and activities that the trainee may participate in
- **Exposure Type** – A description of what setting the program will take place in (inpatient, outpatient, virtual, etc.)
- **Best Suited For** – The level of education recommended or required for applicants of this program
- **Patient Load** – Approximate patient load
- **Languages** – Languages other than English spoken by the preceptor or staff
- **Evaluation Mode** – A description of how students will be evaluated based on the experiences offered (hands-on, observership, virtual, etc.)

Additional Requirements

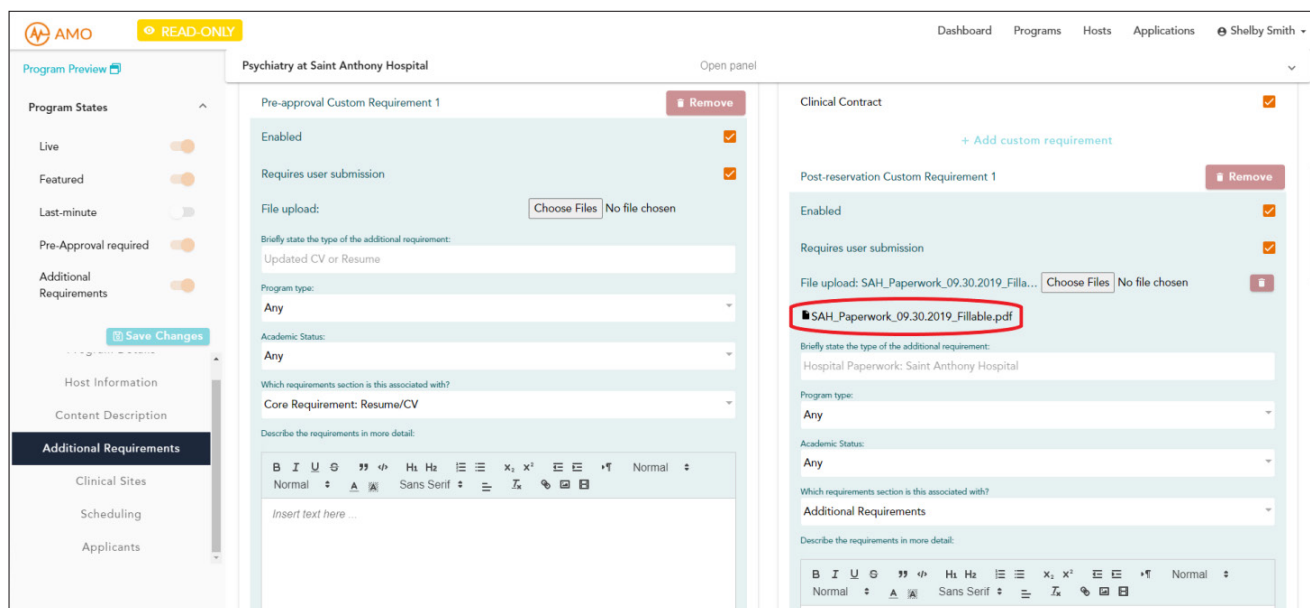
Here you can view if the program requires any additional items aside from AMO's core requirements. Additional requirements are specific to the stage of the application process in which they are collected. If additional requirements are required, one or both top two boxes will be checked orange. The page is then organized into two columns: **Pre-Acceptance Requirements** on the left and **Post-Reservation Requirements** on the right, as shown in the example below.

The screenshot displays the AMO system interface for a program titled "Psychiatry at Saint Anthony Hospital". The user is logged in as "Shelby Smith" and has "READ-ONLY" access. The interface is divided into several sections:

- Program States:** Live (checked), Featured (checked), Last-minute (unchecked), Pre-Approval required (checked), Additional Requirements (checked).
- Where does this program require additional requirements?:** Pre-Acceptance (checked), Post-Reservation (checked).
- Pre-Acceptance Core Requirements:** Dean's Letter/Diploma (checked), Resume/CV (checked), Visa (unchecked), Passport (unchecked), Proof of English Proficiency (unchecked), Immunization Records (unchecked), Health Insurance (unchecked).
- Post-Reservation Requirements:** Dean's Letter/Diploma (checked), Resume/CV (checked), Visa (checked), Passport (checked), Proof of English Proficiency (checked), Immunization Records (checked), Health Insurance (checked), Housing (checked).

A "+ Add custom requirement" button is visible at the bottom of the requirements list.

If there are additional requirements, they will be listed in the format below. If there is paperwork for the trainee to sign or review, it is uploaded to these requirements. You can view it by clicking the name of the document. An example of this is circled in red on the image below.



Clinical Sites

Here you can view the clinical sites that are listed for the program. Trainees cannot view the actual address until they are enrolled. Only the program site name and geolocation are displayed on the AMO site.

Scheduling

Here you can view the schedule we have for the program. Trainees are told this is an approximate schedule and are instructed to discuss with the preceptor on the first day. Only the left column titled **Schedule** displays on the AMO site.

Availability is the availability of the program for reservations. The months with checkboxes are available; any months unchecked are permanently unavailable.

Unavailable months are specific months of a year blocked off, usually for short-term clinic closures or preceptor vacations.

HOSTS

A host is the primary preceptor for a program. Host pages contain the host's contact information. In some cases, the host may be the institutional contact if a program does not have a specified preceptor.

The Hosts grid is where you will find the information for the host(s) associated with your account. Each host's page contains basic host and clinic details. To view the Hosts grid, click **Hosts** on the menu at the top right of your screen. Alternatively, you can find this information on the host's program(s), which will give more information about how the program is displayed on the AMO site.



Quick Reference Guide: Applications

A new application exists for each trainee, the program they apply to, and the dates for which they apply. Please note that the same individual may have multiple applications as they can apply for different months or, depending on your site offerings, they may apply for different specialty experiences.

Applications show the details of the applicant, their stage in the application process—known as their Application State—the details of the program they have applied to, and their required paperwork.

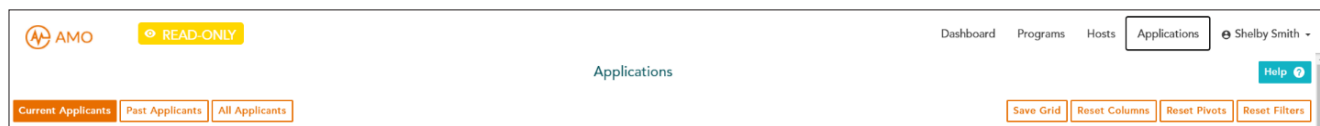
Applications appear on the Dashboard and Applications grid tabs, which can always be accessed on the top right menu on your screen. Applications for a specific program can also be found in the individual program view.

APPLICATIONS GRID

To view the Applications grid, click **Applications** on the menu at the top right of your screen.

The Applications grid can be sorted by current applicants (upcoming and current trainees), past applicants (trainees who have completed your program), and all applicants (upcoming, current, and past trainees) by clicking the orange buttons on the upper left.

The Applications grid defaults to show columns with the following information: trainee name, specialty, program dates and application state. You can customize, sort, or filter these columns. See page 18 for more details.



APPLICATION STATES

From the Dashboard and Applications grids, you can filter the applications by the Application State column to show you upcoming, current, or past medical trainees. Below is a list of common states you will see.

Reserved

A **Reserved** application is a trainee who has reserved your program. You will receive an email from rotations@amopportunities.org when they reserve. Trainees are in the reserved state until all documents and payments are collected, and the preceptor or administrator has approved their required paperwork.

Enrolled

An **Enrolled** application is a trainee who is currently completing your program or whose completed documents have been approved by the preceptor and/or administrator and is ready to complete your program.

An **Enrolled** application also represents past trainees you have hosted who have yet to complete their evaluation on the AMO site.

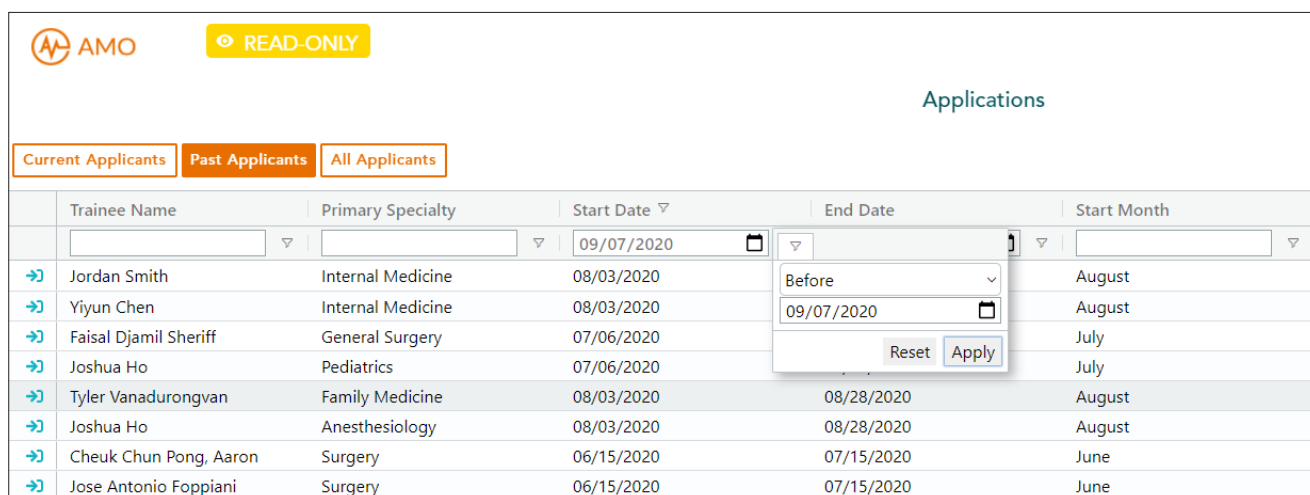
IMPORTANT NOTE:

Past applications are only found on the Applications grid, not the Dashboard grid.

You can distinguish between upcoming, current, and past **Enrolled** applications by sorting by Start Date or Month and Year on the Applications grid.

IMPORTANT NOTE:

To sort, click the funnel next to the column name and input the parameters you wish to search by.



The screenshot shows the AMO Applications grid. At the top left is the AMO logo and a 'READ-ONLY' badge. The title 'Applications' is centered. Below the title are three tabs: 'Current Applicants', 'Past Applicants', and 'All Applicants'. The grid has columns for Trainee Name, Primary Specialty, Start Date, End Date, and Start Month. A search filter is applied to the Start Date column, showing a dropdown menu with 'Before' selected and '09/07/2020' entered. The 'Reset' and 'Apply' buttons are visible at the bottom of the filter. The grid contains the following data:

	Trainee Name	Primary Specialty	Start Date	End Date	Start Month
→	Jordan Smith	Internal Medicine	08/03/2020		August
→	Yiyun Chen	Internal Medicine	08/03/2020		August
→	Faisal Djamil Sheriff	General Surgery	07/06/2020		July
→	Joshua Ho	Pediatrics	07/06/2020		July
→	Tyler Vanadurongvan	Family Medicine	08/03/2020	08/28/2020	August
→	Joshua Ho	Anesthesiology	08/03/2020	08/28/2020	August
→	Cheuk Chun Pong, Aaron	Surgery	06/15/2020	07/15/2020	June
→	Jose Antonio Foppiani	Surgery	06/15/2020	07/15/2020	June

Completed

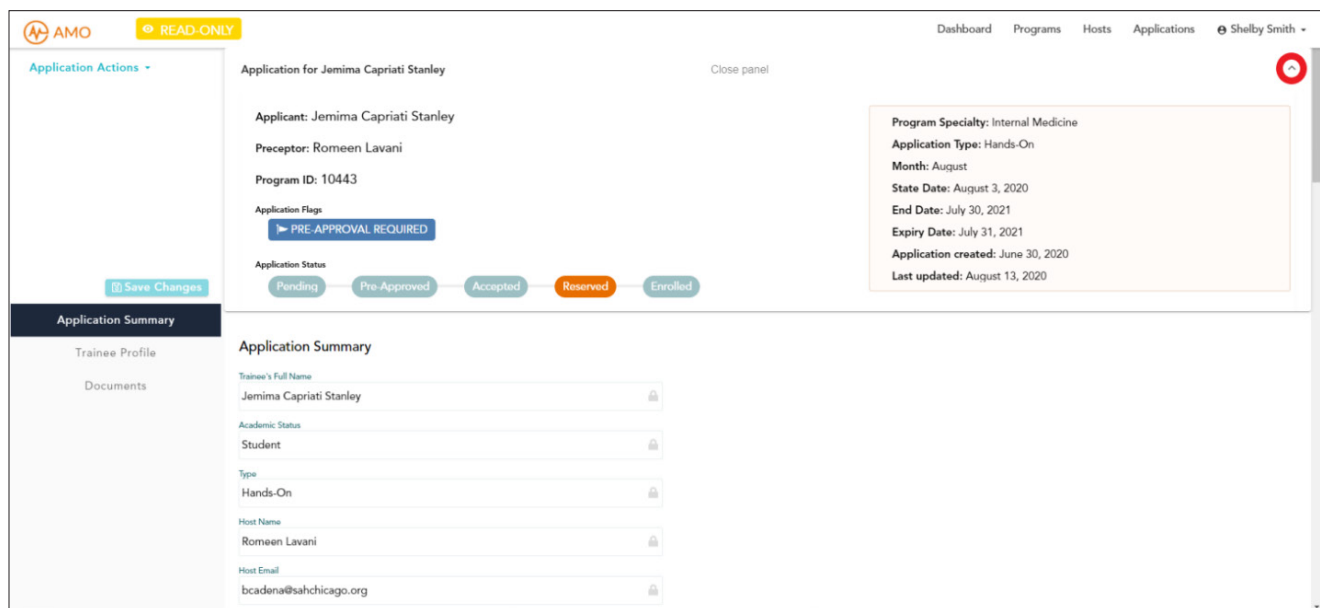
A **Completed** application is a trainee who completed your program in the past and has completed their evaluation on the AMO site.

These applications are only found on the Applications grid, not the Dashboard.

VIEWING AN APPLICATION

To view an application, click on the blue icon  on the far left of the grid.

This will bring you to the application view shown below. The top panel shows an application overview. This can be collapsed or shown on any application tabs by clicking on the arrow located in the upper right corner, circled in red.



The screenshot displays the AMO application interface. At the top left, the AMO logo and a 'READ ONLY' status are visible. The main header shows 'Application for Jemima Capriati Stanley' with a 'Close panel' button and a red-circled arrow icon. The left sidebar contains 'Application Actions' and 'Save Changes' buttons. The main content area is divided into two sections: 'Application Overview' and 'Application Summary'.

Application Overview:

- Applicant: Jemima Capriati Stanley
- Preceptor: Romeen Lavani
- Program ID: 10443
- Application Flags: PRE-APPROVAL REQUIRED
- Application Status: Pending, Pre-Approved, Accepted, Reserved, Enrolled

Application Summary:

- Trainee's Full Name: Jemima Capriati Stanley
- Academic Status: Student
- Type: Hands-On
- Host Name: Romeen Lavani
- Host Email: bcadena@sahchicago.org

Program Details (Right Panel):

- Program Specialty: Internal Medicine
- Application Type: Hands-On
- Month: August
- State Date: August 3, 2020
- End Date: July 30, 2021
- Expiry Date: July 31, 2021
- Application created: June 30, 2020
- Last updated: August 13, 2020

Application Sections

Each application is organized into three sections by the tabs on the left: Application Summary, Trainee Profile, and Documents.

Application Summary

The Application Summary tab is where you will find the information specific to the program and dates for this trainee. For example, on this tab you will find the program type (hands-on, observership, virtual, etc.) and the dates of the application.

Trainee Profile

The Trainee Profile tab is where you will find the information specific to the trainee. For example, here you will find their academic status, passport country, and university name.

Documents

The Documents tab is where you will find the uploaded required documents for the application. Document uploads may be incomplete or involve duplicates. The final approved documents required for a program are sent by your Program Coordinator. You can view an example of how uploaded documents appear in the screenshot below.

To view an uploaded document in the Basic Documents section, click on the orange file link. To view an uploaded document in the Immunization Records section, click the link under Uploaded Document.

The screenshot displays the AMO (Application Management Office) interface for a trainee named Jemima Capriati Stanley. The interface is in a 'READ-ONLY' state. The left sidebar shows navigation tabs for 'Application Summary', 'Trainee Profile', and 'Documents', with 'Documents' currently selected. The main content area is titled 'Application for Jemima Capriati Stanley' and contains two sections: 'Basic Documents' and 'Immunization Records'. The 'Basic Documents' section lists several required documents, each with an orange file link: 'Resume/CV: Jemimas_Resume.pdf', 'Letter of Dean or Diploma: jemima_deans_letter.jpg', 'Letter of Recommendation: file not submitted yet', 'Proof of English Proficiency: English_Proficiency.pdf', 'Proof of Passport: Passport.pdf', 'Proof of Visa: Visa.pdf', and 'Proof of Malpractice Insurance: file not submitted yet'. The 'Immunization Records' section shows a table of uploaded documents with columns for 'Document Uploaded at:' and 'Uploaded Document'. Two records are listed: one from Feb 20, 2020, 3:34:28 PM for 'userdocuments/edef88cf-85fd-4c2b-b90f-b7c60a8d5225/immunizations/Proof_of_MMR_Vaccine_Booster_Jemima.pdf', and another from Feb 19, 2020, 2:48:29 PM for 'userdocuments/edef88cf-85fd-4c2b-b90f-b7c60a8d5225/immunizations/filled_immunization_Jemimas_Immunization_Form_Signed_by_Doctor.pdf'. A 'Save Changes' button is visible in the sidebar.

Quick Reference Guide: Trainees

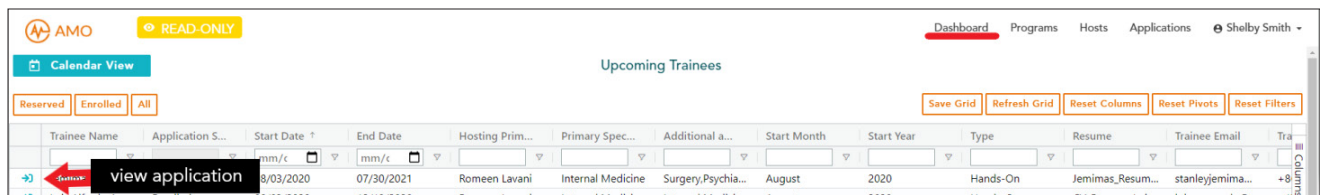
The AMOportunities Admin Platform allows you to view your trainees and program(s). Below are quick reference visuals that show where you can access current, upcoming, and past trainee information.

VIEWING CURRENT AND UPCOMING TRAINEES

Use the dashboard grid, calendar view, and applications grid to view upcoming and current trainees.

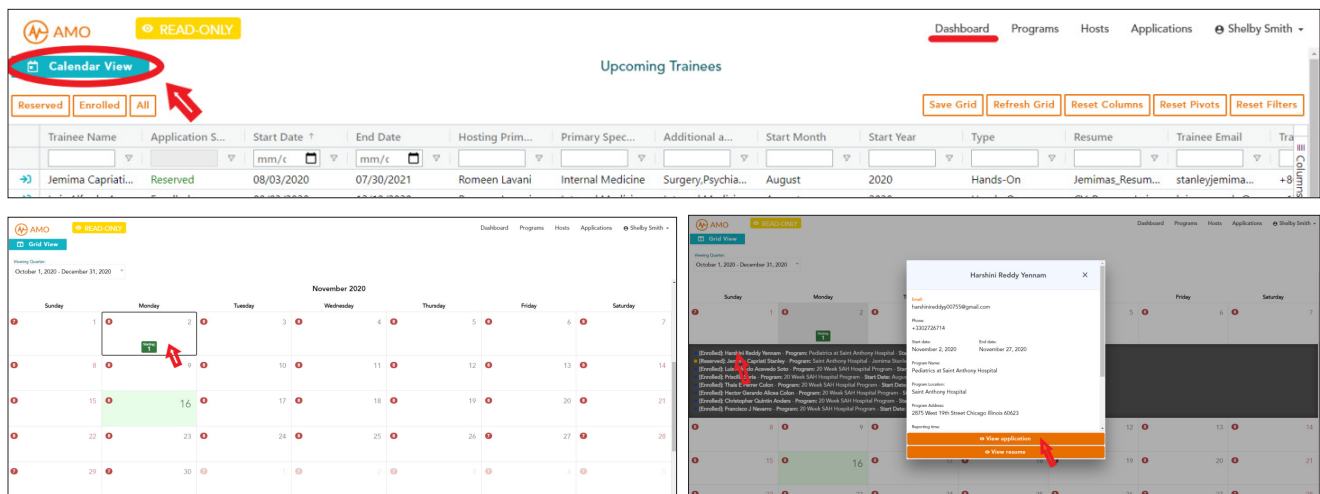
Dashboard Grid

View upcoming and current trainees in an organized table.



Calendar View

View upcoming trainees on a monthly calendar. First click on the date you wish to view and then click on the name of the applicant to view their summary.




Applications Grid

View current applications under the applications tab (top right) by selecting **Current Applications**. To view an application, click the number in the column to the left of the trainee's name.

Trainee Name	Primary Specialty	Start Date	End Date	Start Month	Start Year	Application State
James Ed	Internal Medicine	05/03/2021	05/28/2021	May	2021	Reserved
James Edmund McSweeney III	Emergency Medicine	04/05/2021	04/30/2021	April	2021	Reserved
James Edmund McSweeney III	Family Medicine	03/01/2021	03/26/2021	March	2021	Reserved

VIEWING PAST TRAINEES

View past trainee applications under the applications tab (top right) by selecting **Past Applications**. To view an application, click the blue arrow icon  located in the column to the left of the trainee's name.

Trainee Name	Primary Specialty	Start Date	End Date	Start Month	Start Year	Application State
Thanchai	Internal Medicine	10/05/2020	10/30/2020	October	2020	Enrolled
Thanchai	Internal Medicine	10/05/2020	10/30/2020	October	2020	Enrolled

Quick Reference Guide: Stipends

Viewing if a Stipend Was Paid for an Application

To view if a stipend was paid, navigate to the **Applications** tab (top right) and click on **Past Applicants** (left). Note the **Column** tab on the right (circled).

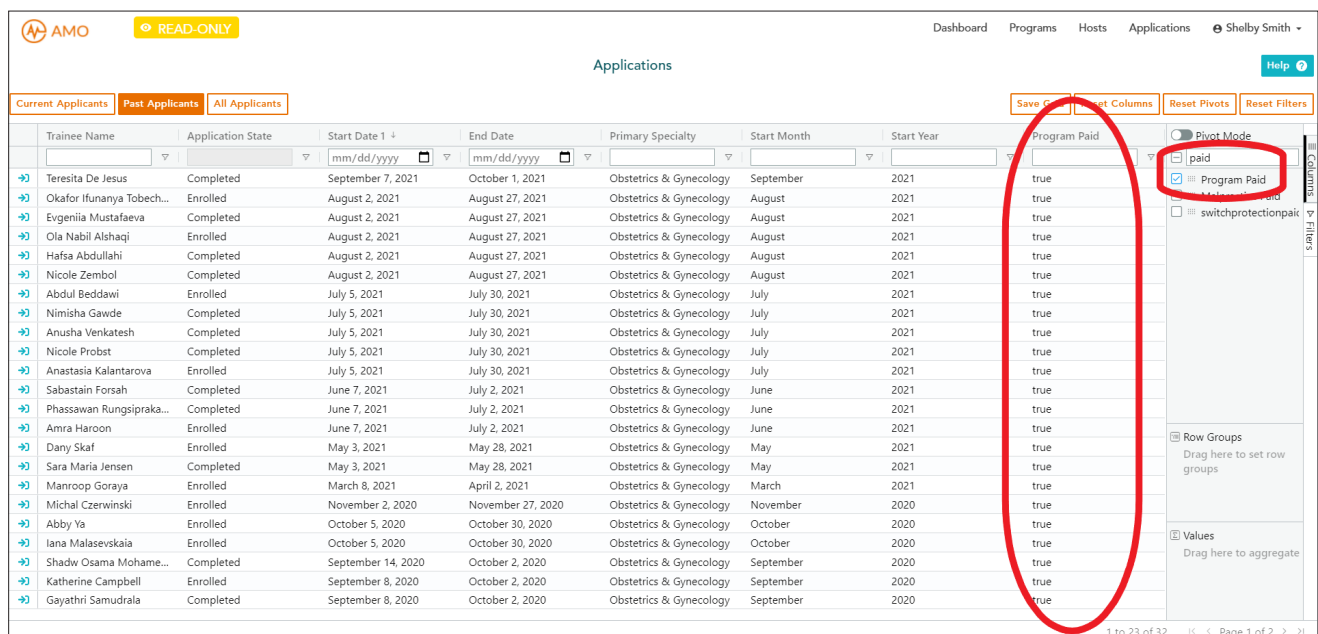


Trainee Name	Application State	Start Date 1	End Date	Primary Specialty	Start Month	Start Year
Teresita De Jesus	Completed	September 7, 2021	October 1, 2021	Obstetrics & Gynecology	September	2021
Okafor Ifunanya Tobechukwu	Enrolled	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021
Evgeniia Mustafaeava	Completed	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021
Ola Nabil Alshaqi	Enrolled	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021
Hafsa Abdullahi	Completed	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021
Nicole Zembol	Completed	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021
Abdul Beddawi	Enrolled	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021
Nimisha Gawde	Completed	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021
Anusha Venkatesh	Completed	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021
Nicole Probst	Completed	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021
Anastasia Kalantarova	Enrolled	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021
Sabastain Forsah	Completed	June 7, 2021	July 2, 2021	Obstetrics & Gynecology	June	2021
Phassawan Rungsiprakarn	Completed	June 7, 2021	July 2, 2021	Obstetrics & Gynecology	June	2021
Amra Haroon	Enrolled	June 7, 2021	July 2, 2021	Obstetrics & Gynecology	June	2021
Dany Skaf	Enrolled	May 3, 2021	May 28, 2021	Obstetrics & Gynecology	May	2021

Adding Program Paid column to the applications grid:

To add a column to the grid, click the **Column** tab. This will provide you with a search bar. Search "Paid" or "Program Paid" in the bar to bring up the **Program Paid** option and click the box so that a check mark appears.

The **Program Paid** column will now appear in the grid. If "True" the stipend has been paid to the program. If "False" the stipend has not been paid to the program.




Trainee Name	Application State	Start Date 1	End Date	Primary Specialty	Start Month	Start Year	Program Paid
Teresita De Jesus	Completed	September 7, 2021	October 1, 2021	Obstetrics & Gynecology	September	2021	true
Okafor Ifunanya Tobechukwu	Enrolled	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021	true
Evgeniia Mustafaeava	Completed	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021	true
Ola Nabil Alshaqi	Enrolled	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021	true
Hafsa Abdullahi	Completed	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021	true
Nicole Zembol	Completed	August 2, 2021	August 27, 2021	Obstetrics & Gynecology	August	2021	true
Abdul Beddawi	Enrolled	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021	true
Nimisha Gawde	Completed	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021	true
Anusha Venkatesh	Completed	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021	true
Nicole Probst	Completed	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021	true
Anastasia Kalantarova	Enrolled	July 5, 2021	July 30, 2021	Obstetrics & Gynecology	July	2021	true
Sabastain Forsah	Completed	June 7, 2021	July 2, 2021	Obstetrics & Gynecology	June	2021	true
Phassawan Rungsipraka...	Completed	June 7, 2021	July 2, 2021	Obstetrics & Gynecology	June	2021	true
Amra Haroon	Enrolled	June 7, 2021	July 2, 2021	Obstetrics & Gynecology	June	2021	true
Dany Skaf	Enrolled	May 3, 2021	May 28, 2021	Obstetrics & Gynecology	May	2021	true
Sara Maria Jensen	Completed	May 3, 2021	May 28, 2021	Obstetrics & Gynecology	May	2021	true
Manroop Goraya	Enrolled	March 8, 2021	April 2, 2021	Obstetrics & Gynecology	March	2021	true
Michal Czerwinski	Enrolled	November 2, 2020	November 27, 2020	Obstetrics & Gynecology	November	2020	true
Abby Ya	Enrolled	October 5, 2020	October 30, 2020	Obstetrics & Gynecology	October	2020	true
Iana Malasevskaia	Enrolled	October 5, 2020	October 30, 2020	Obstetrics & Gynecology	October	2020	true
Shadw Osama Mohame...	Completed	September 14, 2020	October 2, 2020	Obstetrics & Gynecology	September	2020	true
Katherine Campbell	Enrolled	September 8, 2020	October 2, 2020	Obstetrics & Gynecology	September	2020	true
Gayathri Samudrala	Completed	September 8, 2020	October 2, 2020	Obstetrics & Gynecology	September	2020	true



AMO OPPORTUNITIES

IF YOU HAVE ANY QUESTIONS, PLEASE
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