

Institution Reports

This is one of a series of Job Aids to make it easier for you to navigate the VSLO Application Service. To see a complete list of job aids, please visit our [training page](#). If you have questions, please don't hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by [email](#).

General Information

Access to reports for Home and Host institutions is located at the top of the page to the right of My Students and My Applications. Based on your institution's participation in VSLO, you will see reports that are relevant to your institution:

Access to the Home report will be available to institution users with any of the of the permissions listed in the Home Institution Applications. Access to the Host reports will be available to institution users with any of the of the permissions listed in the Host Institution Applications.

Home Institution Applications

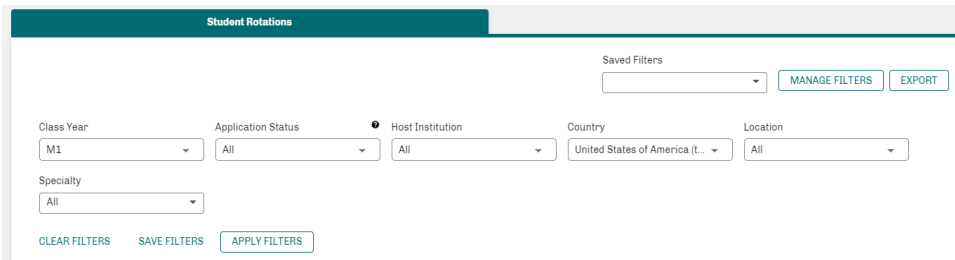
- View Student Roster
- Invite Students
- Fulfill Requirements *includes uploading transcripts*
- Verify Student Information
- Release Applications to Host

Host Institution Applications

- View Applications
- Determine Applicant Eligibility
- Schedule / Deny Applications
- Approve / Reject Applications
- Notify Applicants of Decisions
- Confirm / Revoke Conditional Offers

Home – Student Rotations Report

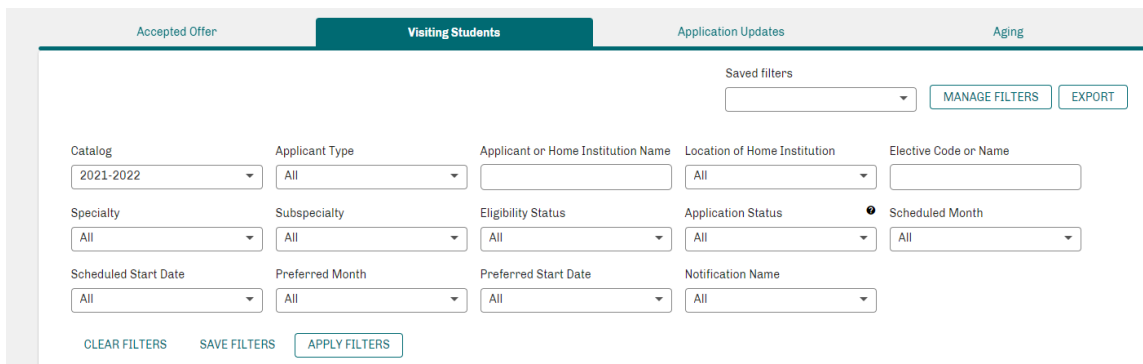
Home institutions have a Student Rotations Report available. This report includes application information for all students who have submitted applications in VSLO. Filters are available to view specific classes of students, as well as filters to view hosts and locations that students have applied to. The information populated in the report can be exported to a .csv file.



The screenshot shows the 'Student Rotations' filter interface. It includes a 'Saved Filters' dropdown menu with 'MANAGE FILTERS' and 'EXPORT' buttons. Below this are several filter categories: 'Class Year' (M1), 'Application Status' (All), 'Host Institution' (All), 'Country' (United States of America (t...)), and 'Location' (All). There is also a 'Specialty' dropdown set to 'All'. At the bottom, there are buttons for 'CLEAR FILTERS', 'SAVE FILTERS', and 'APPLY FILTERS'.

Host – Visiting Students Report

The most comprehensive report for Host institutions. This report includes all applications received by the institution, detailed applicant information, and has several filters available. The information populated in the report can be exported to a .csv file.

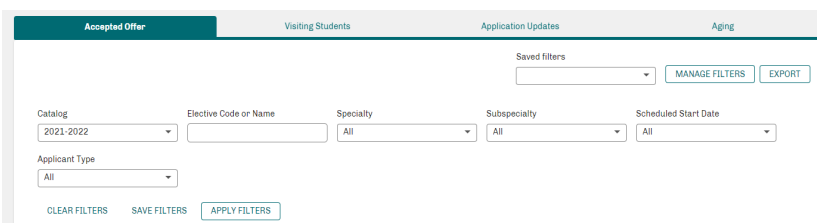


The screenshot shows the 'Visiting Students' filter interface. It features a 'Saved filters' dropdown menu with 'MANAGE FILTERS' and 'EXPORT' buttons. The filter categories include: 'Catalog' (2021-2022), 'Applicant Type' (All), 'Applicant or Home Institution Name' (text input), 'Location of Home Institution' (All), 'Elective Code or Name' (text input), 'Specialty' (All), 'Subspecialty' (All), 'Eligibility Status' (All), 'Application Status' (All), 'Scheduled Month' (All), 'Scheduled Start Date' (All), 'Preferred Month' (All), 'Preferred Start Date' (All), and 'Notification Name' (All). Buttons for 'CLEAR FILTERS', 'SAVE FILTERS', and 'APPLY FILTERS' are at the bottom.

Note: Applicant's citizenship, gender, and date of birth information will only be displayed for applicant's who have accepted an elective opportunity.

Host – Accepted Offer Report

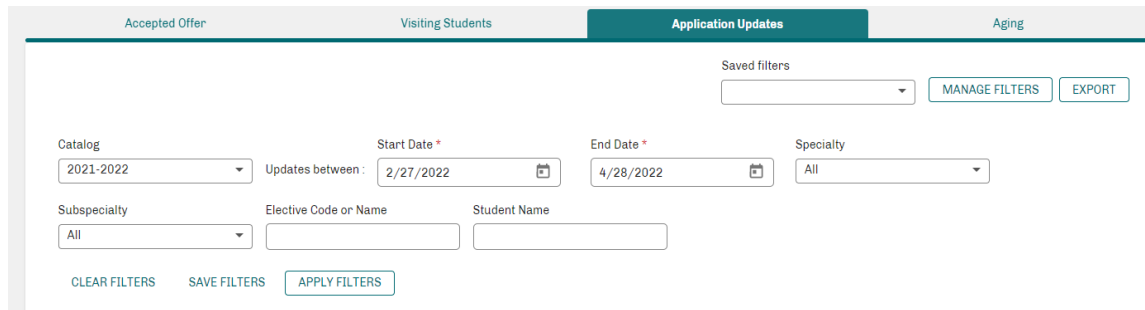
This report includes all applicants who have accepted an elective opportunity at the Host institution. Filters are available to view specific specialties, electives, and start rotation start dates. The information populated in the report can be exported to a .csv file.



The screenshot shows the 'Accepted Offer' filter interface. It includes a 'Saved filters' dropdown menu with 'MANAGE FILTERS' and 'EXPORT' buttons. The filter categories are: 'Catalog' (2021-2022), 'Elective Code or Name' (text input), 'Specialty' (All), 'Subspecialty' (All), 'Scheduled Start Date' (All), and 'Applicant Type' (All). Buttons for 'CLEAR FILTERS', 'SAVE FILTERS', and 'APPLY FILTERS' are at the bottom.

Host –Application Updates Report

This report includes all applications that have had an update made by an applicant or home institution to a submitted requirement. Filters are available to view specific specialties, electives, and when the requirements were updated. The information populated in the report can be exported to a .csv file.



The screenshot shows the 'Application Updates' tab in a reporting tool. It features a navigation bar with 'Accepted Offer', 'Visiting Students', 'Application Updates' (selected), and 'Aging'. Below the navigation bar, there are several filter fields: 'Catalog' (set to 2021-2022), 'Updates between' (Start Date: 2/27/2022, End Date: 4/28/2022), 'Specialty' (set to All), 'Subspecialty' (set to All), 'Elective Code or Name', and 'Student Name'. There are also buttons for 'CLEAR FILTERS', 'SAVE FILTERS', and 'APPLY FILTERS'. At the top right, there is a 'Saved filters' dropdown menu, a 'MANAGE FILTERS' button, and an 'EXPORT' button.

Host –Aging Report

This report is designed to provide visibility into the inaction of application activity. The report will indicate if there has not been an action taken on an application for more than 30 days.

