



## Updating Unfilled Positions

### Main Residency Match



#### Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

The screenshot shows the 'View Program Details' page for 'West Tennessee Univ-TN - Memphis, TN'. The program is for the year 2017, with a role of Program Director and a username of rfitzhuqh. The program name is Family Med/Rural, and it is categorized as a categorical program with a certified status. The SOAP participation is set to 'Yes'. Below the details is a 'Rank Order List' section and an 'Update Unfilled' form. The form asks 'Did My Program Fill?' (UNFILLED) and shows 'Your Program currently has 3 unfilled positions. Update the number of unfilled positions shown to the Public.' The 'Current Unfilled' field is set to 3. There are 'Cancel' and 'Set Current Unfilled' buttons at the bottom of the form.

**Note: This Updating Unfilled Positions guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.**



The Supplemental Offer and Acceptance Program® (SOAP®) concludes at 11:00 AM ET on Thursday of Match Week. At 12:00 PM ET, the dynamic *List of Unfilled Programs* is released to all unmatched applicants. If your program(s) still have positions remaining at the conclusion of SOAP or if your unfilled program(s) did not participate in SOAP, you should update your **Unfilled Status** in the Registration, Ranking, and Results® (R3®) system as positions are filled. The *List of Unfilled Programs* remains available to applicants until May 1, 2018.

### Login:

1. Enter the **Username** and **Password** you created for accessing the R3® system.
2. Click **Login**.

Match	Match Status	Your Role & Institution Name	City	State
<b>Main Match</b>				
Main Residency Match	RESULTS	Prog Director West Tennessee Univ-TN		TN
<b>Fellowship Matches</b>				
Thoracic Surgery	RESULTS	Prog Director West Tennessee Univ-TN	Memphis	TN

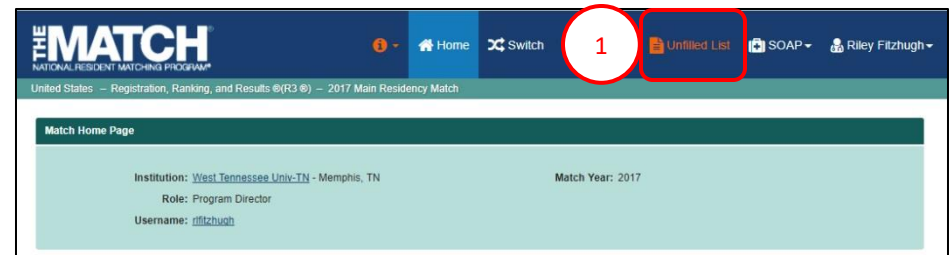
### Matches and Roles Page:

3. If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed.
4. Click on your **Role & Institution Name** for the Main Residency Match.

## Viewing Unfilled List Details:

Note: Institution and program users whose program(s) filled do not have access to the Unfilled List.

1. From the **Match Home Page**, click **Unfilled List**.
2. A summary of all unfilled programs by specialty displays.



The screenshot shows a table of unfilled programs by specialty. A red box and a red circle containing the number '2' highlight the table. A warning message at the top reads: 'Reproduction is prohibited without the written consent of the NRMPP®'. The table has three columns: 'Specialty', 'Unfilled Programs', and 'Unfilled Positions'.

Specialty	Unfilled Programs	Unfilled Positions
Anesthesiology - A	11	24
Anesthesiology - C	18	56
Anesthesiology - B	13	14
Child Neurology - A	2	2
Child Neurology - C	8	9
Child Neurology - B	13	14
Dermatology - A	7	8
Dermatology - B	1	1
Emergency Medicine - C	4	6
Family Medicine - C	67	141
Internal Medicine - C	38	132
Internal Medicine - P	32	72
Internal Medicine/Anesthesiology - C	2	2

## Updating Unfilled Positions:

If your program has any remaining unfilled positions, it will be listed on the **List of Unfilled Programs**. As positions are filled, you can update the number of positions remaining to be filled.

1. From the **Match Home Page**, click the **Program Description** link for the program that is to be updated.

The screenshot shows the 'Match Home Page' with a table of active programs. A red box and a red circle containing the number '1' highlight the 'Family Med/Rural' program in the table. The table has columns: 'Program Description', 'NRMPP Program Code', 'Reversions', 'Program Status', 'Did My Program Fill?', 'Post Match Quota', 'Filled in Match', 'Original Unfilled', 'Current Unfilled', and 'SOAP'.

Program Description	NRMPP Program Code	Reversions	Program Status	Did My Program Fill?	Post Match Quota	Filled in Match	Original Unfilled	Current Unfilled	SOAP
Family Med/Rural	2066120C1	00 R0	CERTIFIED	UNFILLED	4	1	3	3	Yes

## Updating Unfilled Positions, Continued:

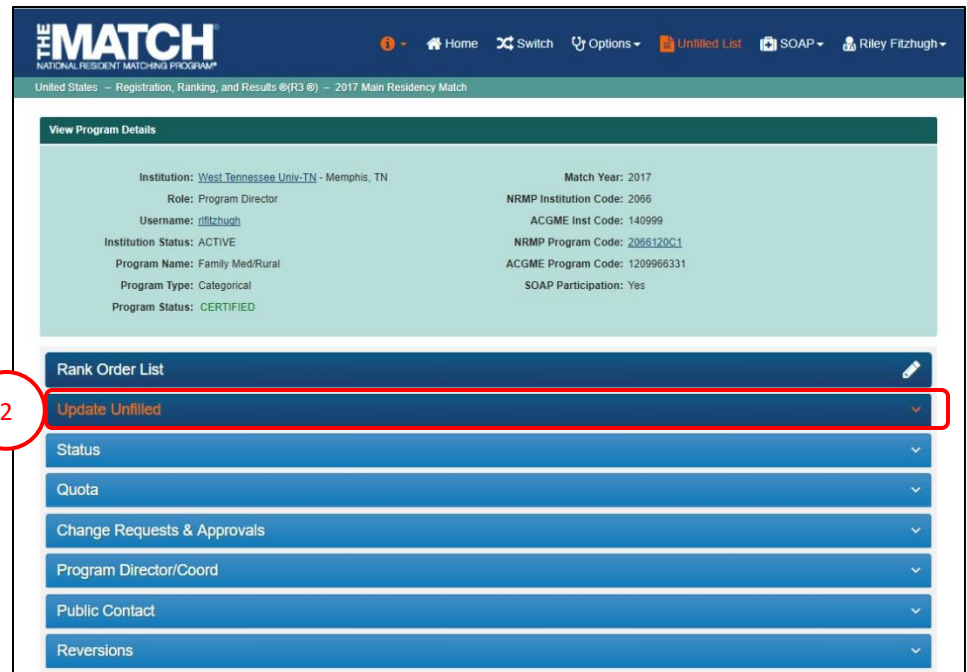
The **View Program Details** page displays.

2. Click the **Update Unfilled** tab.

3. The **Update Unfilled** details display. The initial **Current Unfilled** number is the number of positions available after SOAP.

4. Update the number in the **Current Unfilled** as positions are filled after SOAP concludes. Set the **Current Unfilled** number to zero to remove your program from the Unfilled List. All changes are real-time, and unmatched applicants will view the most current number of available positions in the program.

- a. Click **Cancel** to cancel any changes.
- b. Click **Set Current Unfilled** to update the status.



### Updating Unfilled Positions, Continued:

5. A green note displays indicating the program unfilled status was updated successfully.
6. Once the unfilled status is set to zero, clicking the Unfilled List button displays the **Information** pop-up indicating that access to the Unfilled Programs information is not available.

