

Starting the PDWS Software

To enter the PDWS, users must logon with a user name and password. The software ships with the default user name **Admin** and the password **aamc**.

To Login to the PDWS for the First Time:

1. Select **Start | Programs | ERAS 2010 | ERAS Program Director's Workstation 2010**.
 - You may also double-click the **PDWS 2010** icon on your desktop.
2. At the Logon screen, enter your **password**.
 - The default user name is **Admin** and the default password is **aamc**. To keep your system secure, you should change your password immediately after logging onto the ERAS Program Director's Workstation software. See the section on changing your password for more detailed instructions.
3. Select your program or the AAMC test programs (for practice only) from the Program Unit drop-down menu.
4. If you have multiple types of training, select which type(s) you wish to view.
 - The selection Active Applications is the default program filter. You may change this now, or at any time.
5. Click **OK** to continue.
 - If you are accessing the PDWS for the first time, the **ERAS Data Filter** dialog box will appear, asking whether you wish to create a data filter. You may do so at this point or later.
6. Click **OK** on the ERAS Data Filter dialog box.
 - The Migration Wizard screen appears. The Migration Wizard allows you to easily migrate Local Data Fields, user-defined filter/sorts, and application users from last year's installation to the current year.
 - If the previous year's software is not installed, you will not need to run the Migration Wizard. Click **Cancel** to close the Migration Wizard.
7. Select the **Program Unit** you would like to migrate from the list displayed. Click **Next** to continue.
 - You may click **Cancel** at any time to end the wizard. If you wish to migrate filter/sorts or local data fields later, the migration wizard can be run from within the PDWS software.
 - The next screen prompts you to select the data you wish to migrate.
8. Select the check box next to **Local Data Fields** or **User-defined Filter/Sorts**.
9. Click **Next** to continue.
10. Select the **Local Data Field** or **Filter/Sort** that you would like to migrate.
11. Click **Next** to continue.
12. Click **Finish**.

- A dialog box will appear stating, "The Migration Wizard successfully migrated your selected configuration options."

To Log into the PDWS after Initial Login:

1. Select **Start | Programs | ERAS 2010 | ERAS Program Director's Workstation 2010**.
 - You may also double-click the **PDWS** icon on your desktop.
2. Select your **Program**.
3. Type in your **User ID** and **Password** (as assigned by the PDWS administrator).
4. Click **OK** to continue.
5. Select which track(s) you wish to view if you have more than one.
6. Click **OK**.
 - The ERAS Program Director's Workstation 2010 opens.