Add/Edit/Remove Custom Status

Users can create custom user-defined statuses in addition to the default statuses available. There is a maximum of 10 additional user defined statuses that can be created.

1. Navigate to the ERAS® Program Director's WorkStation (PDWS) and enter your AAMC username and password.
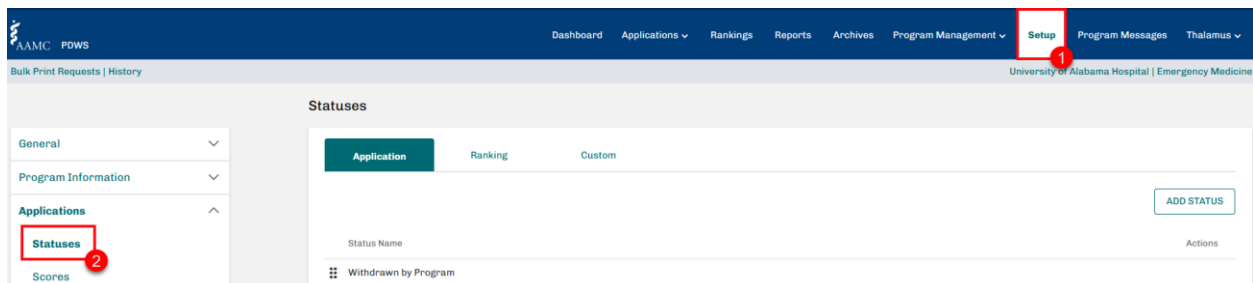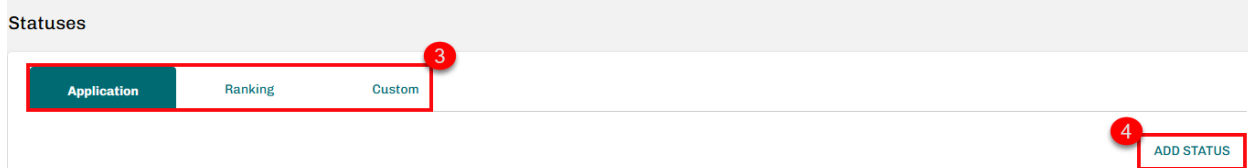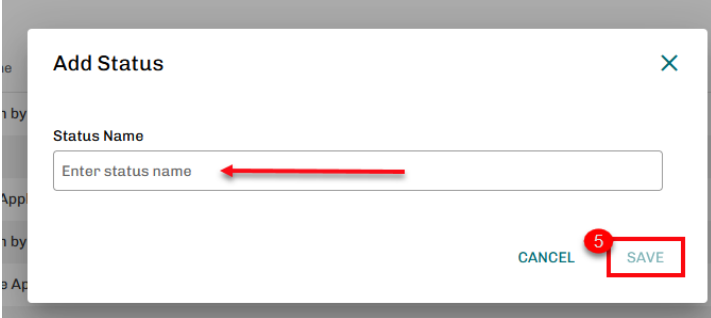

2. Click on the **Setup** tab, then **Statuses**.

3. Select from the available tabs (Application, Ranking, Custom).
4. To add a status, click **Add Status.**

Association of
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5. Once you've finished entering the name for the status, click **Save** to save the entry.
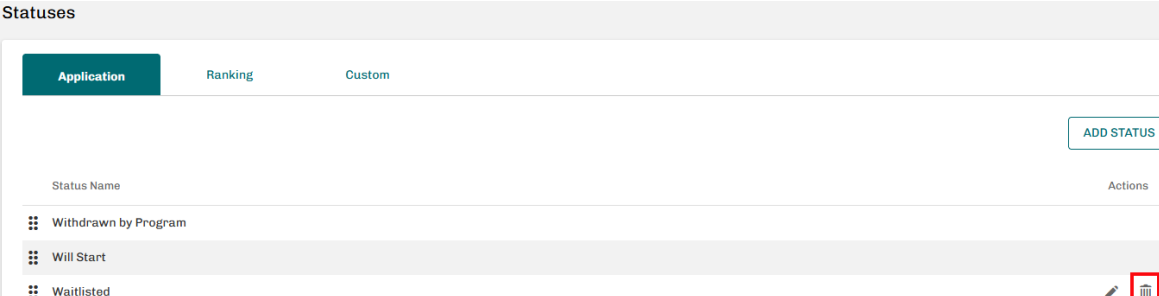
Add Status   ×

Status Name

Enter status name

CANCEL   SAVE

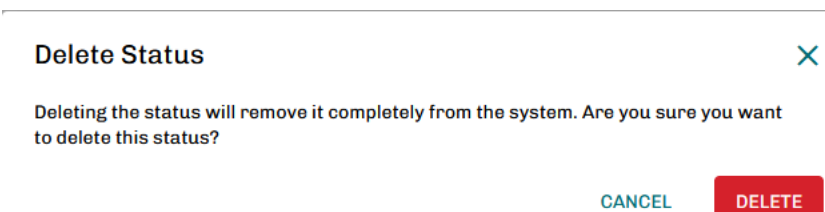6. To remove a status, click the **Trash** icon. After confirming, the status will be deleted.

Statuses

| Application | Ranking | Custom |

ADD STATUS

Status Name	Actions
Withdrawn by Program	
Will Start	
Waitlisted	✏ 🗑

*Custom user-defined statuses can only be removed if they are not being currently used in a filter, on an applicant, or in a CSV export template.
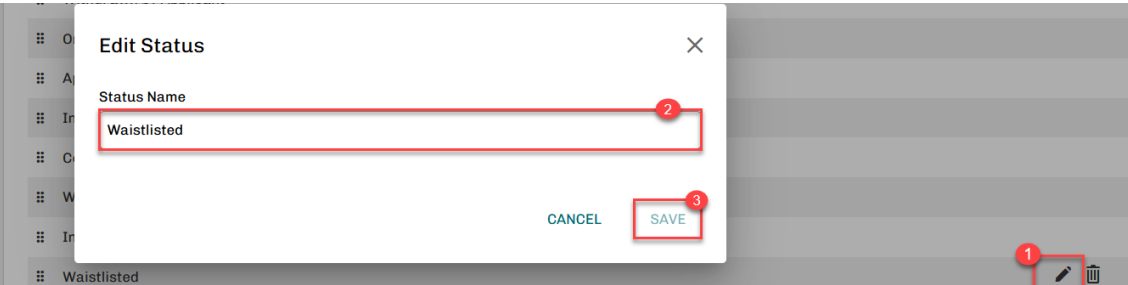
Delete Status   ×

Deleting the status will remove it completely from the system. Are you sure you want to delete this status?

CANCEL   **DELETE**

7. To edit a status, click the pencil icon next to the status. After updating the text, click **Save** to save the entry.

Edit Status   ×

Status Name

Waistlisted

CANCEL   SAVE

Waistlisted   ✏ 🗑