



How to Add and Remove a Local Document

Add a Local Document:

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

Sign In	
Username	
Enter Username	
Username is Required	
Password	
Enter Password	
SIGN IN	
FORGOT YOUR USERNAME?	
FORGOT YOUR PASSWORD?	
NEED HELP?	

2. Search for the applicant by using Filters, Search Applicants, or Applicant Details.

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	Dashboard	Applications 🔺	Rankings	Reports	Archives	Program Mana	agement 🗸	Setup	Program	Messages	Thalamus 🗸	
		Filters					U	niversity of	f Alabama Ho	spital Eme	ergency Medici	ne
Welcome to PDWS		Current Result	s									
Chata		Applicant Detai	ls		naliaatia	- A -+1					A	
Click the applicant's na	ame to a	access th	ne App	licant	Details	s page.						

- Applicant Name ↓↑
 Carthan, Alarin
 21310391
 Oakland University William Beaumont School of Medicine
- 4. In the Actions tab, on the Applicant Details page panel, click **Upload Local Document**.

AAMC PDWS		Dashboard	Applications ~	Rankings	Reports	Archives	Program Management 🗸	Setup	Program Messages	Thalamus 🗸
Bulk Print Requests History							U	niversity of A	Alabama Hospital Eme	ergency Medicine
Carthan, Alarin							< PREVIOUS	Applicant :	lof1 NEXT >	ACTIONS ~
2	At-a-Glance Assigned To Tracks Applied by Applicant	1	Emergency Me	dicine (Catego	rical)				Send Messag Upload Local I Add Communi Print	e Document cation
AAMC ID	Tracks Considered by Program	1	Emergency Me	dicine (Catego	rical)				Authorize Dat	a to Thalamus

3.





5. Click Attach File to select a file to import.



- 6. Locate and select a file from the **Choose File to Upload** window.
 - a. Only JPG and PDF file types are supported.
- 7. Click the **Open** button or double-click the file to upload.
 - a. Local Documents should be named before uploading.
 - b. The message **Document Uploaded Successfully** will appear once the document has been uploaded.

×

Document uploaded successfully

Remove a Local Document.

- 1. In the Applicant Details, click on the Documents tab.
- 2. Click the Trash Icon.
 - a. Click Delete.
 - b. The message **Document Deleted Successfully** will appear once the document has been successfully removed.

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0						🔨 Local (1)	
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- 3. Click **Delete**.
 - a. The message **Document Deleted Successfully** will appear once the document has been successfully removed.

