



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	1
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.

						?	Q Search	Applicants		Laurel Cor 2	nstantine 1189122 LC	
	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
 AAMC ID ↓↑
 Most Recent Medical School ↓↑
 Oakland University William Beaumont School of Medicine
- 4. In the Actions tab, on the Applicant Details page panel, click **Upload Local Document**.

AAMC POWS		Dashboard	Applications 🗸	Rankings	Reports	Archives	Program Management 🗸	Setup	Program Messages	Thalamus 🗸
Bulk Print Requests History							l.	University of	Alabama Hospital Em	ergency Medicin
Carthan, Alarin							< PREVIOUS	Applicant	1 of 1 NEXT >	ACTIONS ~
	At-a-Glance								Send Messag	
	Tracks Applied by Applicant		Emergency Me	dicine (Catego	orical)				Add Commun Print	ication
AAMCID	Tracks Considered by Program	/	Emergency Me	idicine (Catego	orical)				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.

	Documents (Limiting Factors	Exams/Licences	Publications	Experience	Education	<
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0						🔨 Local (1)	
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	Ū	Laurel Constantine	n 04, 2025	025 J	Jun 04, 20	Local Document.pdf	
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- 3. Click **Delete**.
 - a. The message **Document Deleted Successfully** will appear once the document has been successfully removed.

