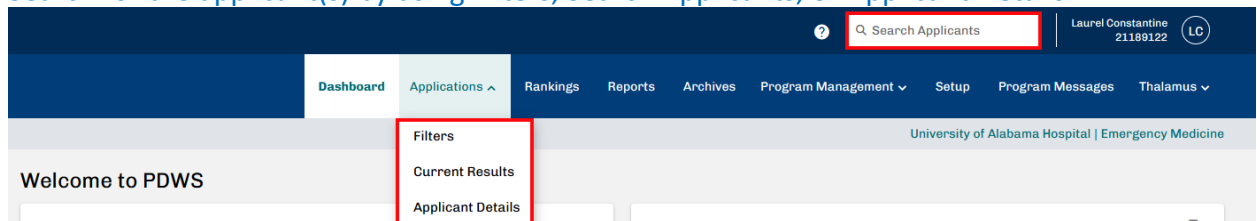


## Add, Edit, and Delete Communication Records

### Add a Communication Record:

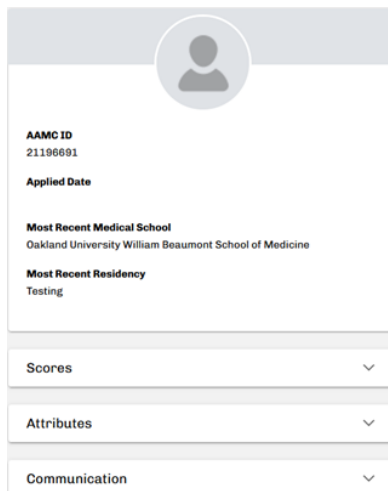
1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Search for the applicant(s) by using [Filters](#), [Search Applicants](#), or [Applicant Details](#).



3. Click the applicant's name to access the Applicant Details page.

Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
<b>Carthan, Alarin</b>	21310391	Oakland University William Beaumont School of Medicine

4. In the **Evaluate Applicant Panel**, select the Communication tab. This tab allows you to record communications sent outside of the PDWS.



1. Click the **Add Communication** button.



2. Select the type of communication.
3. Enter the appropriate information and click **Save**.


**Add Communication** ×

Email  Phone  Fax  Other

\*From  To


\*Subject  \*Date

\*Body

**B** *I* U **---** **---** 

8000 characters left out of 8000

Attachments (Optional) ⓘ  
Single file upload. Only .jpeg and .pdf files.

 **UPLOAD FILE**

\*Should this attachment appear in Local Document?

Yes  No

**CANCEL** **SAVE**


## Edit and Delete Communication Records:

1. Select the record to edit by clicking the subject hyperlink.

**Communication** ^

Subject ↓↑ Date ↓

---

 [Communications](#) ←

2. Click the Edit or Delete button.
  - a. Edit: Make the necessary changes and then click **Save**.
  - b. Delete: Click the **Yes** button to confirm deletion

**Email Communication** ×

<b>From</b> Brown, Lisa	<b>To</b>
<b>Subject</b> Communications	<b>Date</b>

**Body**

Testing Communication

**Attachments**

DELETEPRINTEDIT