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.

Sign In

Username

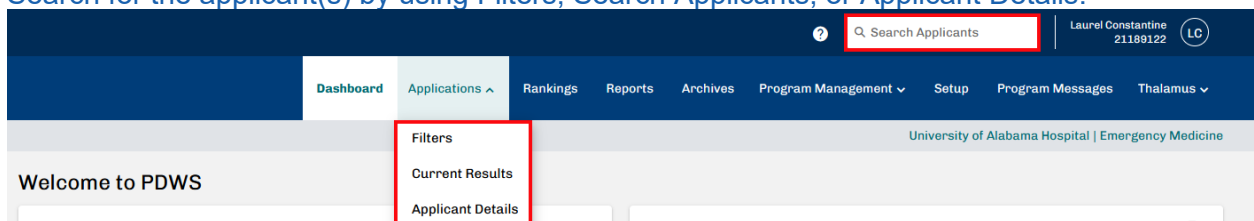Enter Username

⚠ Username is Required

Password

Enter Password

SIGN IN

FORGOT YOUR USERNAME?

FORGOT YOUR PASSWORD?

NEED HELP?

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

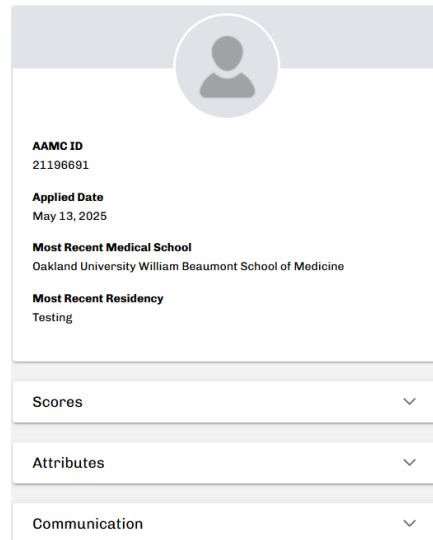Dashboard | Applications ∧ | Rankings | Reports | Archives | Program Management ∨ | Setup | Program Messages | Thalamus ∨

University of Alabama Hospital | Emergency Medicine

Filters
Current Results
Applicant Details

Welcome to PDWS

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

Applicant Name ⬍	AAMC ID ⬍	Most Recent Medical School ⬍
Carthan, Alarin	21310391	Oakland University William Beaumont School of Medicine

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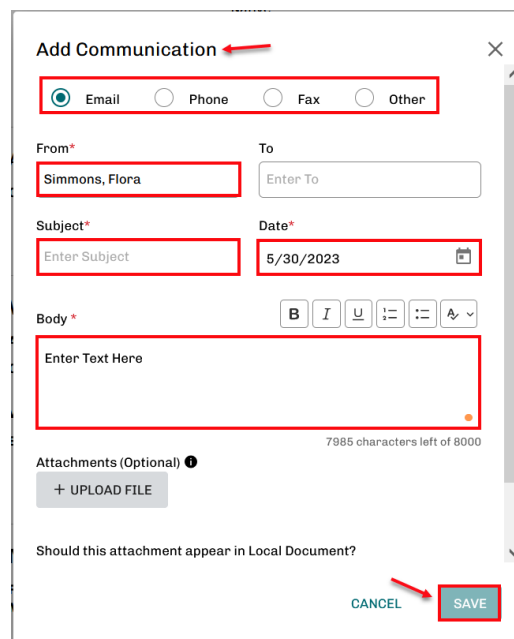

AAMC ID
21196691

Applied Date
May 13, 2025

Most Recent Medical School
Oakland University William Beaumont School of Medicine

Most Recent Residency
Testing

Scores	∨
Attributes	∨
Communication	∨

5. Click the **Add Communication** button.

+ ADD COMMUNICATION

6. Select the type of communication.
7. Enter the appropriate information and click **Save**.

Add Communication

○ Email ○ Phone ○ Fax ○ Other

From*
Simmons, Flora

To
Enter To

Subject*
Enter Subject

Date*
5/30/2023

Body *

Enter Text Here

7985 characters left of 8000

Attachments (Optional) ⓘ

+ UPLOAD FILE

Should this attachment appear in Local Document?

CANCEL   SAVE

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Edit and Delete Communication Records:

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

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

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