

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

▲ Username is Required

Password

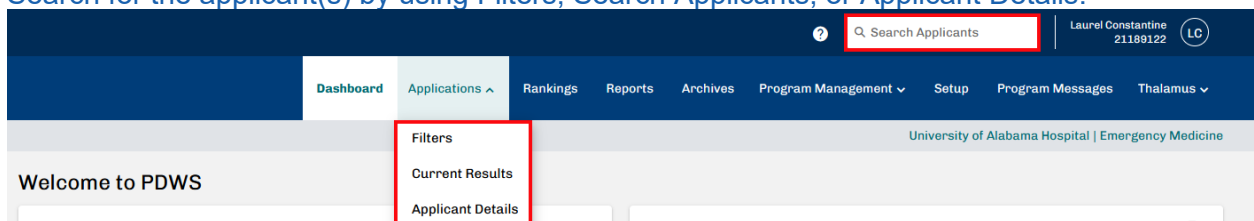
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

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



Search Applicants

Laurel Constantine 21189122 LC

Dashboard Applications Rankings Reports Archives Program Management Setup Program Messages Thalamus

University of Alabama Hospital | Emergency Medicine

Welcome to PDWS

Filters

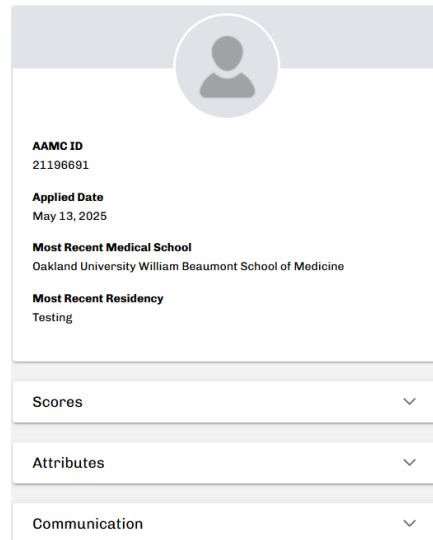
Current Results

Applicant Details

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

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



The screenshot shows a user profile card with the following information:

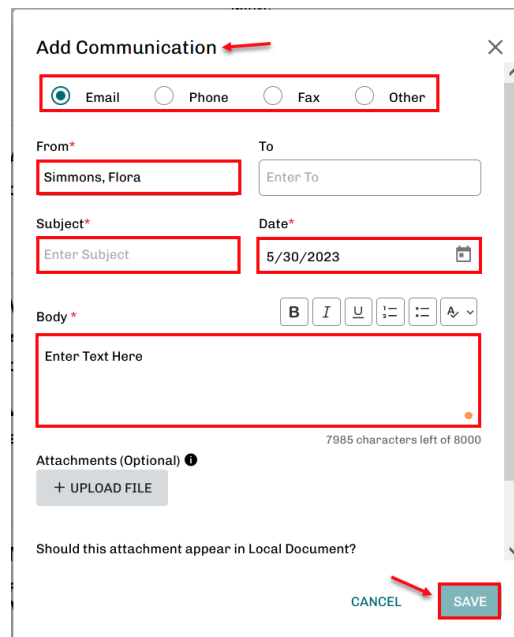
- AAMC ID:** 21196691
- Applied Date:** May 13, 2025
- Most Recent Medical School:** Oakland University William Beaumont School of Medicine
- Most Recent Residency:** Testing

Below the profile card are three tabs: Scores, Attributes, and Communication. The Communication tab is currently selected and highlighted.

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

+ ADD COMMUNICATION

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




The screenshot shows the 'Add Communication' dialog box with the following fields and options:

- Communication Type:** Radio buttons for Email (selected), Phone, Fax, and Other.
- From*:** Text field containing 'Simmons, Flora'.
- To:** Text field with placeholder 'Enter To'.
- Subject*:** Text field with placeholder 'Enter Subject'.
- Date*:** Text field containing '5/30/2023' with a calendar icon.
- Body*:** Text area with placeholder 'Enter Text Here' and a character count of '7985 characters left of 8000'.
- Attachments (Optional):** Button '+ UPLOAD FILE'.
- Should this attachment appear in Local Document?:** Check box.
- Buttons:** 'CANCEL' and 'SAVE' buttons at the bottom right.

Edit and Delete Communication Records:

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

Communication ^	
Subject ↕	Date ↓
 Test Communication	Jun 02, 2025

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 ×

From
 Simmons, Flora

To

Subject
 Test Communication

Date
 Jun 2, 2025

Body

Test

DELETE

PRINT

EDIT