

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

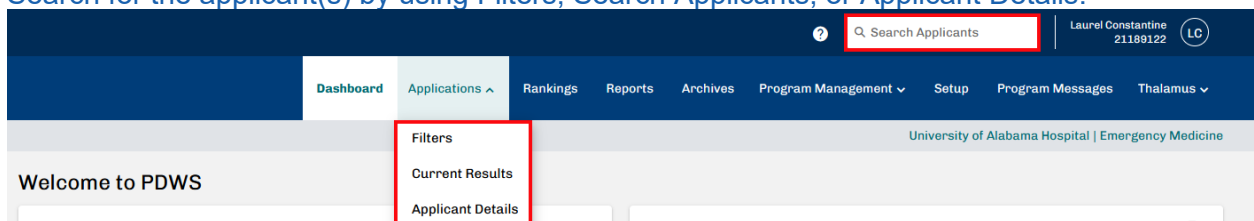
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

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

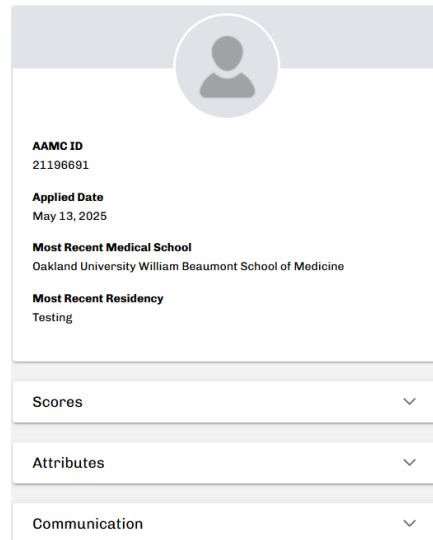


The screenshot shows the PDWS interface with a search bar at the top right containing the text "Q Search Applicants". Below the search bar is a navigation menu with options: Dashboard, Applications (selected), Rankings, Reports, Archives, Program Management, Setup, Program Messages, and Thalamus. A dropdown menu for "Applications" is open, showing options: Filters, Current Results, and Applicant Details. The "Filters" option is highlighted with a red box. The main content area displays "Welcome to PDWS" and "University of Alabama Hospital | Emergency Medicine".

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

- 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:

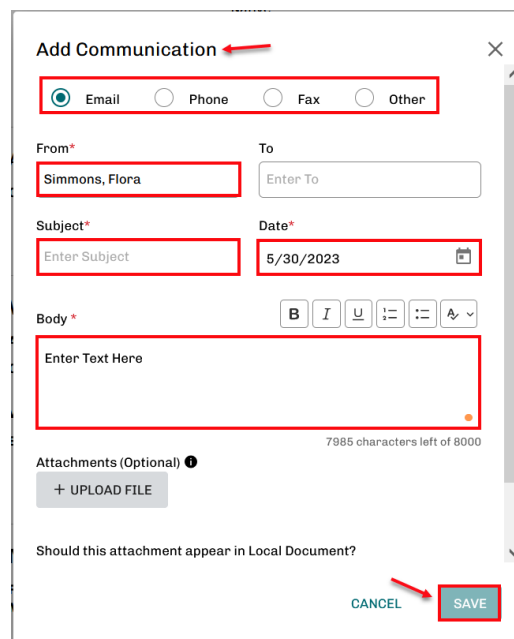
- AAMC ID:** 21196691
- Applied Date:** May 13, 2025
- Most Recent Medical School:** Oakland University William Beaumont School of Medicine
- Most Recent Residency:** Testing

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

- Click the **Add Communication** button.

+ ADD COMMUNICATION


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



The screenshot shows the "Add Communication" dialog box. The "Email" radio button is selected. The "From" field contains "Simmons, Flora". The "To" field is empty with the placeholder "Enter To". The "Subject" field contains "Enter Subject". The "Date" field contains "5/30/2023". The "Body" field is a large text area with the placeholder "Enter Text Here". The "Attachments (Optional)" section has a "+ UPLOAD FILE" button. At the bottom, there are "CANCEL" and "SAVE" buttons. Red arrows and boxes highlight the "Email" radio button, the "From" field, the "Subject" field, the "Date" field, the "Body" text area, and the "SAVE" button.

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