

How To Add, Edit, and Delete Notes

Notes are used to share information about applicants. Each note contains a header row that lists the user who entered the note along with the date and time the note was entered. Notes are organized in reverse chronological order with the newest note displayed first. Comments can be entered in response to a note, allowing for a threaded conversation among users.

How to Add Notes:

1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.

Sign In

Username

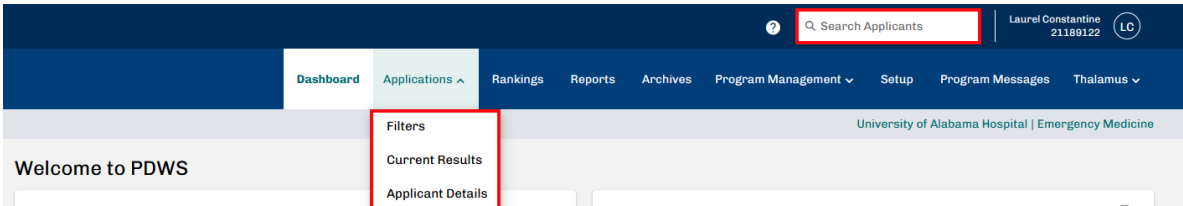
 ▲ Username is Required

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 dashboard with a search bar at the top right containing the text "Search Applicants". Below the dashboard, a dropdown menu is open under the "Applications" tab, showing options: "Filters", "Current Results", and "Applicant Details". The "Filters" option is highlighted with a red box.

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. When reviewing the applicant details, click on the Notes tab.

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 ▾

Notes (0) ^

5. Enter a note with a maximum of 4,000 characters and click **Save**.

Notes (0) ^

No notes added yet!

Note **1**

Add text here

2
ADD

Only the first two lines of a note will display once the note is saved. You will need to click on more to expand the note. A numerical indicator in the tab indicates the number of notes created for the applicant.

How to Edit and Delete Notes:

1. Click the Notes tab located on the bottom left of your screen.
2. Click the pencil icon to make the desired changes.
3. Click the **Update** button.

The screenshot shows the 'Notes (1)' section. A note by 'Laurel Constantine' dated 'Jun 4, 2025' with the text 'Testing' is displayed. To the right of the note are three icons: a trash can, a pencil (highlighted with a red box), and a reply arrow. Below the note list is an 'Editing Note' section with a text area containing 'Updated note here'. At the bottom of the editing section are 'CANCEL' and 'UPDATE' buttons, with the 'UPDATE' button highlighted by a red box. A character count '3982 characters left of 4000' is visible above the buttons.

4. To delete a note, click on the Trash icon next to the pencil and click the **Delete** button to confirm.

This screenshot shows the 'Delete Note' confirmation dialog box. On the left, the 'Notes (1)' section shows a note by 'Laurel Constantine' dated 'May 6, 2024' with the text 'Note'. The trash can icon next to this note is highlighted with a red box and a red circle with the number '1'. The 'Delete Note' dialog box is open in the foreground, containing the text: 'This action cannot be undone and will delete any related replies. Are you sure you want to delete this note?'. At the bottom of the dialog are 'CANCEL' and 'DELETE' buttons, with the 'DELETE' button highlighted by a red box and a red circle with the number '2'.