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.

2. Search for the applicant(s) by using Filters, Search Applicants, or Applicant Details.
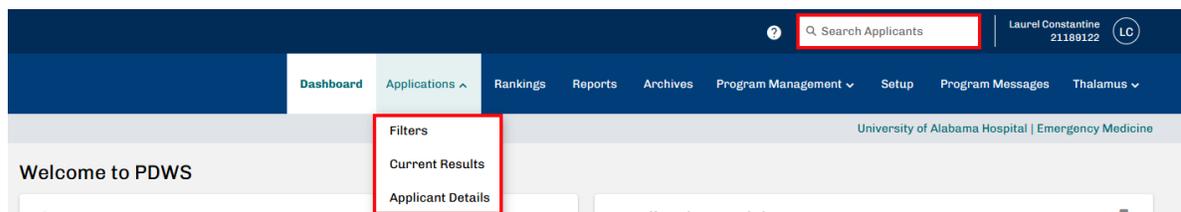
3. Click the applicant's name to access the Applicant Details page.

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4. When reviewing the applicant details, click on the Notes tab.
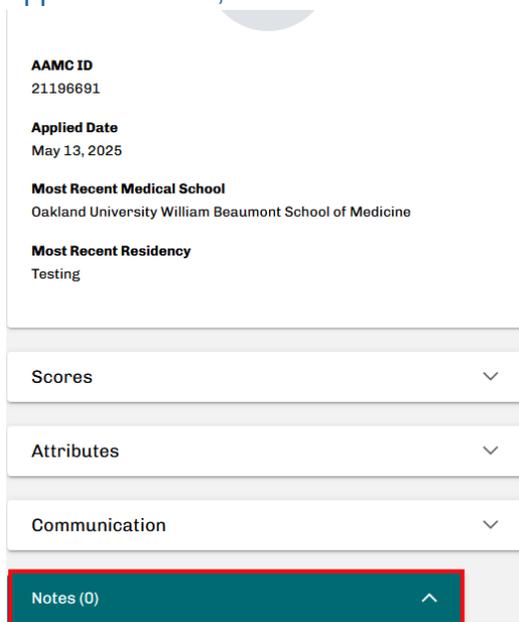
AAMC ID
21196691

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**.
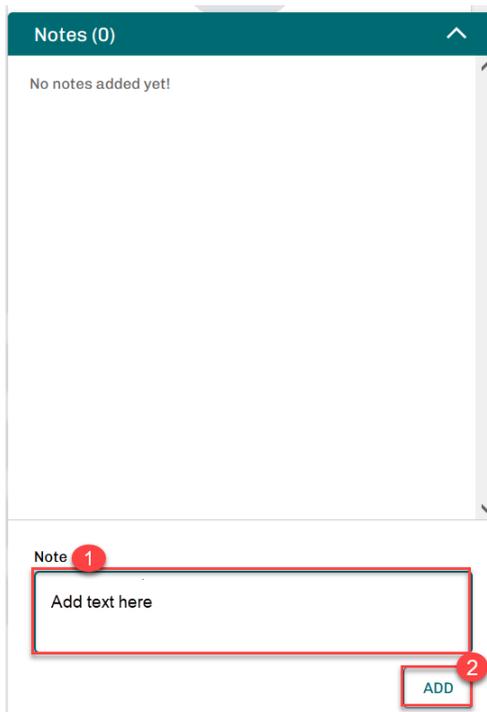
Notes (0)	⌃

No notes added yet!

Note ①

Add text here

ADD ②

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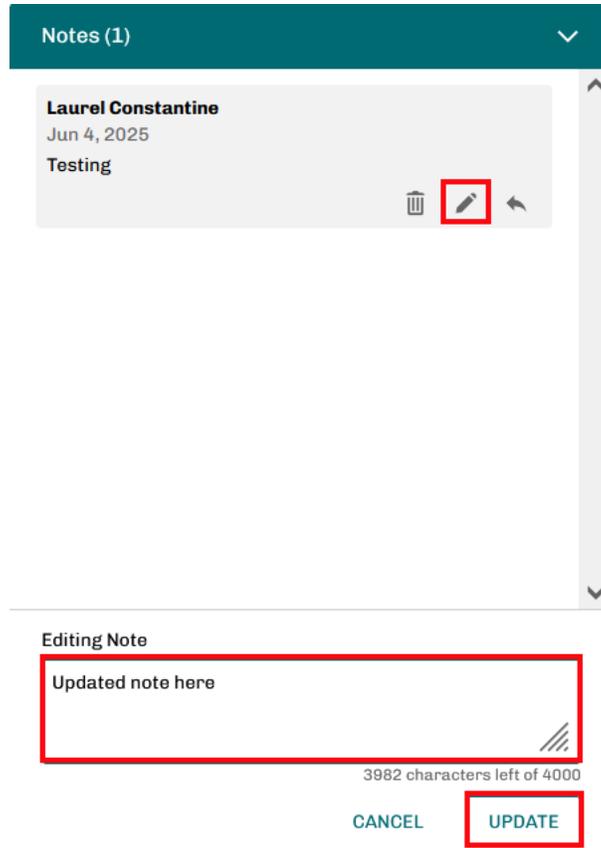
4. To delete a note, click on the Trash icon next to the pencil and click the **Delete** button to confirm.

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