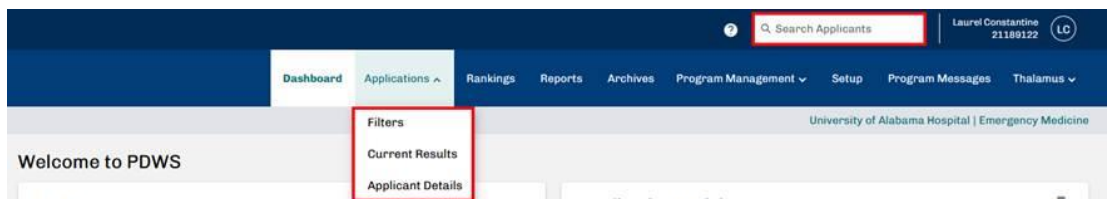


How To Add, Edit, and Delete Notes

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:

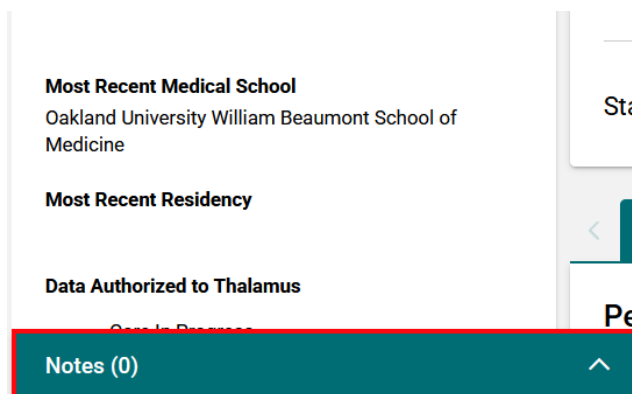
1. Navigate to the [ERAS® Program Director’s WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Search for the applicant(s) by using Filters, Search Applicants, or Applicant Details.



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

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.



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

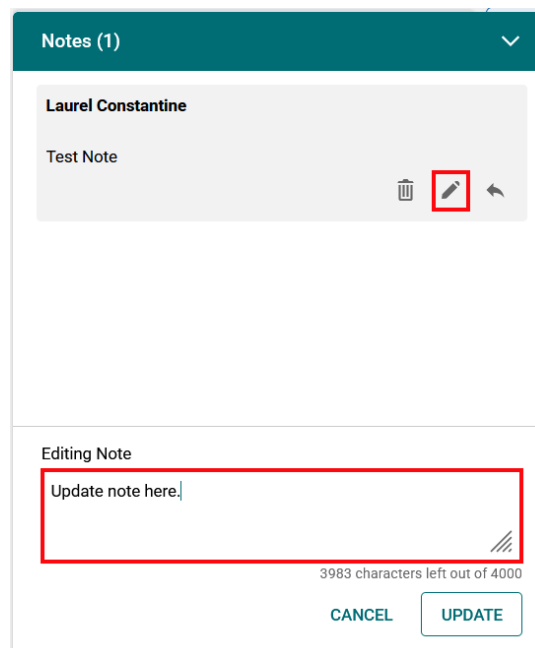


A screenshot of a note entry form. At the top, there is a tab labeled "Note" with a red circle containing the number "1". Below the tab is a large text input field with the placeholder text "Add text here". To the right of the input field is a button labeled "ADD" with a red circle containing the number "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.



A screenshot of the "Notes (1)" section in the ERAS application. The section title "Notes (1)" is in a dark teal header with a dropdown arrow. Below the header, the name "Laurel Constantine" is displayed. Underneath, a note titled "Test Note" is shown with a trash can icon, a pencil icon (highlighted with a red box), and a back arrow icon. Below the note list, there is an "Editing Note" section with a text input field containing "Update note here," and a character count "3983 characters left out of 4000". At the bottom of the editing section are "CANCEL" and "UPDATE" buttons.

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

