

How to Print 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

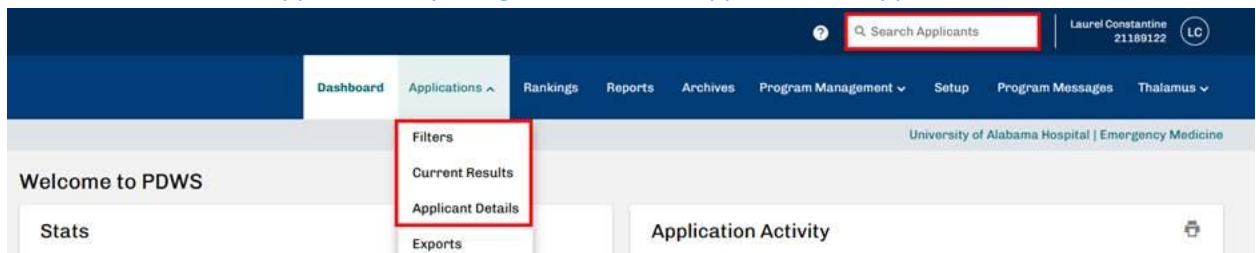
SIGN IN

[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 ERAS PDWS dashboard. At the top right, there is a search bar labeled "Search Applicants" and a user profile for "Laurel Constantine 21189122". The main navigation bar includes "Dashboard", "Applications", "Rankings", "Reports", "Archives", "Program Management", "Setup", "Program Messages", and "Thalamus". Below the navigation bar, there is a "Welcome to PDWS" message and a "Stats" section. A dropdown menu is open under "Applications", showing options: "Filters", "Current Results", "Applicant Details", and "Exports". The "Applicant Details" 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. Scroll to the bottom right, click on the Communication tab and select the record to view by clicking the subject hyperlink.

Communication

Subject ↓↑

Date ↓

👤 Communications

5. Click **Print**.

Email Communication ×

From
Brown, Lisa

To

Subject
Communications

Date

Body

Testing Communication

Attachments

DELETE PRINT EDIT

- A PDF of the report appears in the Adobe Reader in a separate tab. The Adobe Reader toolbar offers buttons for saving, printing, navigating, and zooming the PDF report.
 - Visit [this resource](#) for help on how to use Adobe Reader.
6. Click the **Print** button and select your desired print options, then click **Print** again.

