

## 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

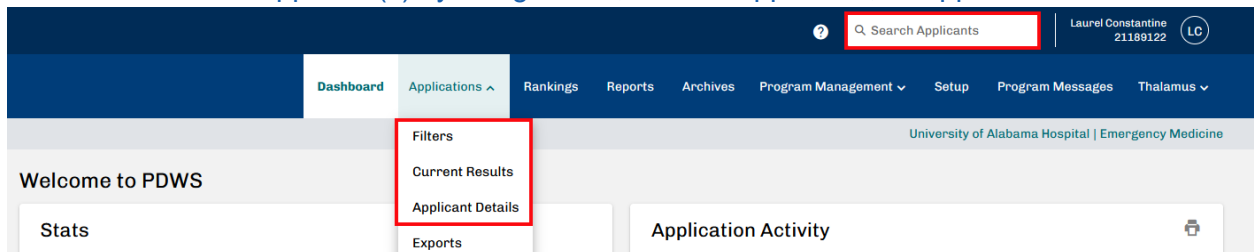
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

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

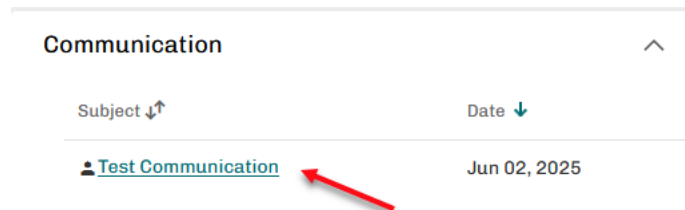


The screenshot shows the PDWS dashboard. At the top right, there is a search bar labeled "Search Applicants" and a user profile for "Laurel Constantine 21189122". Below the search bar, a navigation menu includes "Dashboard", "Applications", "Rankings", "Reports", "Archives", "Program Management", "Setup", "Program Messages", and "Thalamus". The "Applications" menu is open, showing options for "Filters", "Current Results", "Applicant Details", and "Exports". The "Filters" option is highlighted with a red box. Below the navigation menu, the page title is "University of Alabama Hospital | Emergency Medicine". The main content area includes a "Welcome to PDWS" message, a "Stats" section, and an "Application Activity" section.

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

Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
<a href="#">Carthan, Alarin</a>	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.



The screenshot shows the "Communication" tab. It has a table with two columns: "Subject ↓↑" and "Date ↓". The first row in the table is "Test Communication" with a date of "Jun 02, 2025". A red arrow points to the "Test Communication" link.

5. Click **Print**.

Message Center Communication

**From**  
Univ of Alabama Med Ctr Pgm

**To**  
Simmons, Flora

**Subject**  
Change for Event with University of...

**Date**  
May 6, 2024

**Body**  


University of Alabama Medical Center Program (Emergency Medicine) has changed the date/duration of an event from 05/25/2023 (ALL DAY) to 05/25/2023 - 06/07/2023 (ALL DAY). Please contact the program directly with any questions or concerns.

PRINT

- 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.

1 of 1

Automatic Zoom



Simmons, Flora (21196691 )
 

06/04/2025

**FROM**  
Simmons, Flora  
**TO**