

Creating an Email Template

In the PDWS, you can create email templates for frequently sent messages. Programs can create up to 250 message templates.

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

Sign In

Username

▲ Username is Required

Password

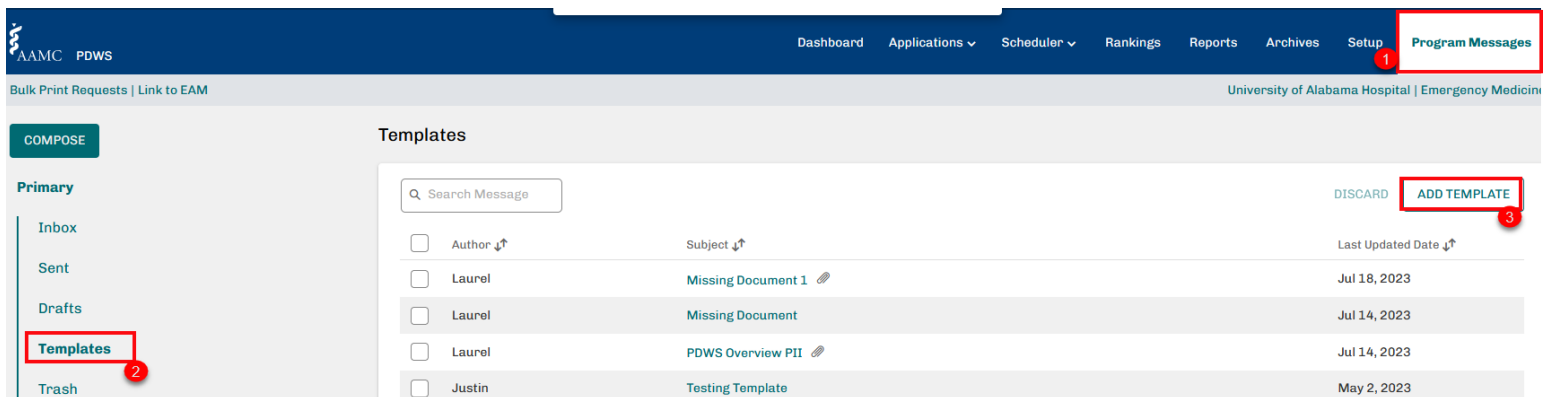
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Click the Program Messages tab.
3. Select **Templates** in the sidebar menu.
4. Click Add Template.



The screenshot shows the ERAS PDWS interface. At the top, there is a navigation bar with the AAMC PDWS logo and several tabs: Dashboard, Applications, Scheduler, Rankings, Reports, Archives, Setup, and Program Messages (highlighted with a red box and a red circle with the number 1). Below the navigation bar, there is a sidebar menu on the left with options: COMPOSE, Primary, Inbox, Sent, Drafts, Templates (highlighted with a red box and a red circle with the number 2), and Trash. The main content area is titled 'Templates' and contains a search bar, a table of templates, and an 'ADD TEMPLATE' button (highlighted with a red box and a red circle with the number 3). The table has columns for Author, Subject, and Last Updated Date. The templates listed are: 'Missing Document 1' by Laurel (Jul 18, 2023), 'Missing Document' by Laurel (Jul 14, 2023), 'PDWS Overview PII' by Laurel (Jul 14, 2023), and 'Testing Template' by Justin (May 2, 2023).

5. Enter a message in the body.
 - a. If desired, use the Attach a File link to include a document with the message.
6. Click the **Save As Draft** button to save a draft and come back and send the message later.

B I U ↶ ↷ ↻ WILDCARD

Hope you're well. I write to you in reference to your application received on (date). I would like to thank you for showing interest in joining our prestigious organization as an aspiring teaching assistant (Job designation). In order to proceed ahead, we need your documents which you forgot to attach in the Application. Kindly send us your resume and other supporting documents latest by (date) at the same mailing address you sent the mail before. Failing to do so will automatically drop you out from the list of candidates to be interviewed.

29453 characters left of 30000

Attachments (Optional) ⓘ

Multiple file upload. Only .pdf files.

📎 ATTACH FILES

←

Optional

Notice: Messages may be viewed by users outside of the secure message center. Messages that are viewed outside of the message center may not be secure. If you choose to send confidential or sensitive information via the message center, you understand that a third party may view this information.

DISCARD
▼ SAVE AS...
SEND

7. Click the **Save As** button to save the template for future use. A pop-up window will appear confirming the template is saved successfully.
 - a. Click the **Discard** button to exit the light box without saving the message template.

