

How to Create Exports

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

Sign In

Username

▲ Username is Required

Password

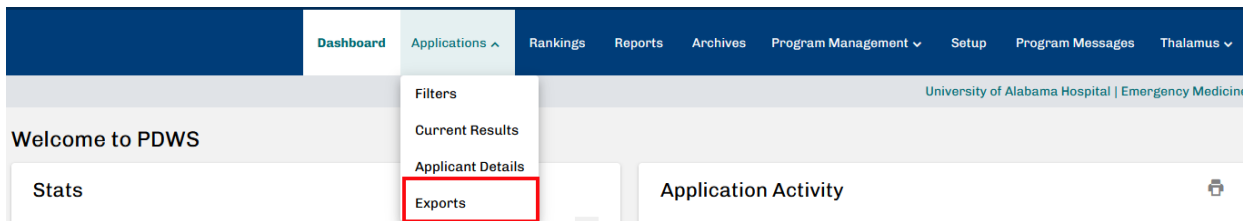
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

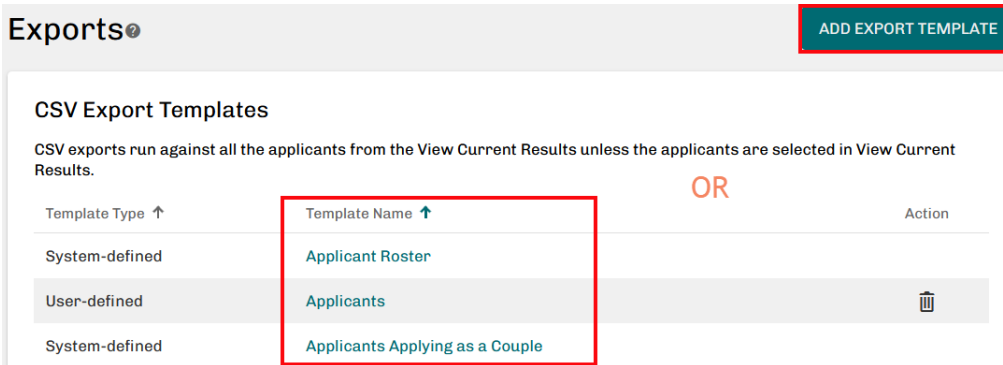
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2. To run an export of all applicants under the View Current Results, click on the **Exports** sub-tab under Applications.



The screenshot shows the PDWS dashboard with a top navigation bar containing: Dashboard, Applications, Rankings, Reports, Archives, Program Management, Setup, Program Messages, and Thalamus. The 'Applications' tab is active, and its dropdown menu is open, showing 'Filters', 'Current Results', 'Applicant Details', and 'Exports'. The 'Exports' option is highlighted with a red box. The main content area shows 'Welcome to PDWS' and 'Stats' on the left, and 'Application Activity' on the right.

3. Select from an existing Template by clicking on the name or click on **Add a new export template**.



The screenshot shows the 'Exports' page with a header bar containing 'Exports' and a red box around the 'ADD EXPORT TEMPLATE' button. Below the header, there is a section for 'CSV Export Templates' with a description: 'CSV exports run against all the applicants from the View Current Results unless the applicants are selected in View Current Results.' A table lists the templates:

Template Type ↑	Template Name ↑	Action
System-defined	Applicant Roster	
User-defined	Applicants	
System-defined	Applicants Applying as a Couple	

The 'Applicants' row is highlighted with a red box. An 'OR' text is visible to the right of the table.

4. If you choose to create a New Template, name the template, ① select the category from the Type of data to export drop down menu, ② and drag and drop the desired fields **Available Fields** to **Fields to Export**. ③.

Configure CSV Export

CSV Export Name ①

Type of Data to Export ②

Available Fields	Fields to Export
Alpha Omega Alpha	AAMC ID
Alpha Omega Alpha (Yes/No)	Applicant Name
Alternate Phone #	
Authorized to Work in the US	
Basis for Work Authorization	
Cell Phone #	

③

5. After making desired export selections, select one of the options:
 - a. **Save as New & Run:** Creates a new export template and modifies existing templates.
 - b. **Run:** Does NOT save the template, runs the export.

CANCEL CLEAR **▼ RUN...**

RUN

SAVE & RUN

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6. After receiving a confirmation message, the export will be available under **Bulk Print Requests**. Once the status goes from Pending to **Download** (in blue text), the file may be downloaded by clicking on the status.

Bulk Print Requests ①

Exports

CSV Export Template

CSV exports run again

Template Type ↑↓

User-defined

Bulk Print Requests

REFRESH

Print Job Name ↑↓	Requested Date ↓	Requested Time ↑↓	Status ↑↓
Testing	Jun 04, 2025	11:43 AM ET	DOWNLOAD ②