

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

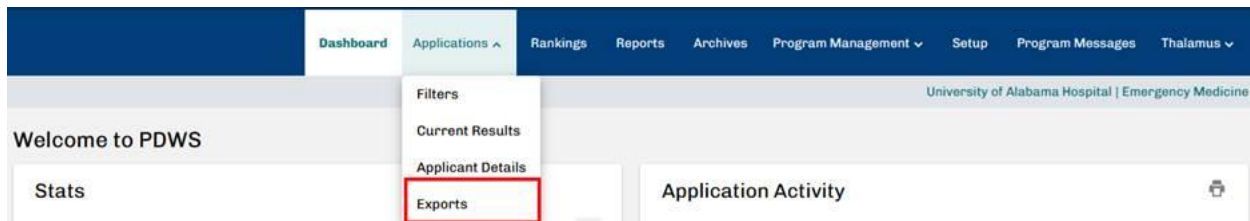
SIGN IN

[FORGOT YOUR USERNAME?](#)

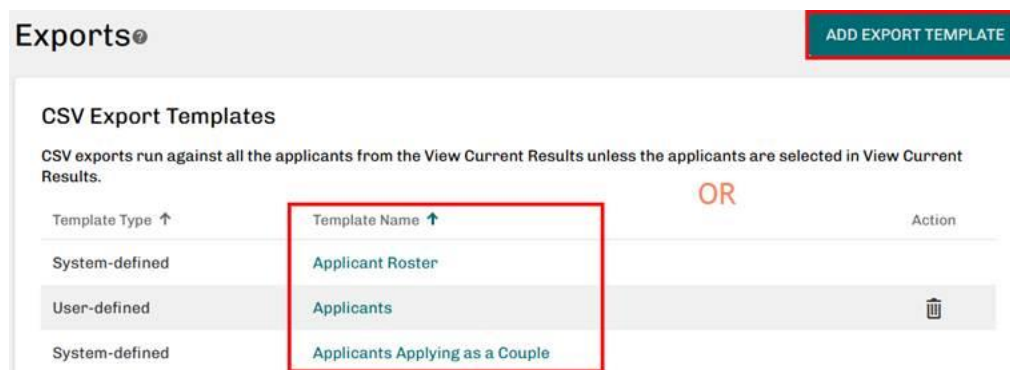
[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

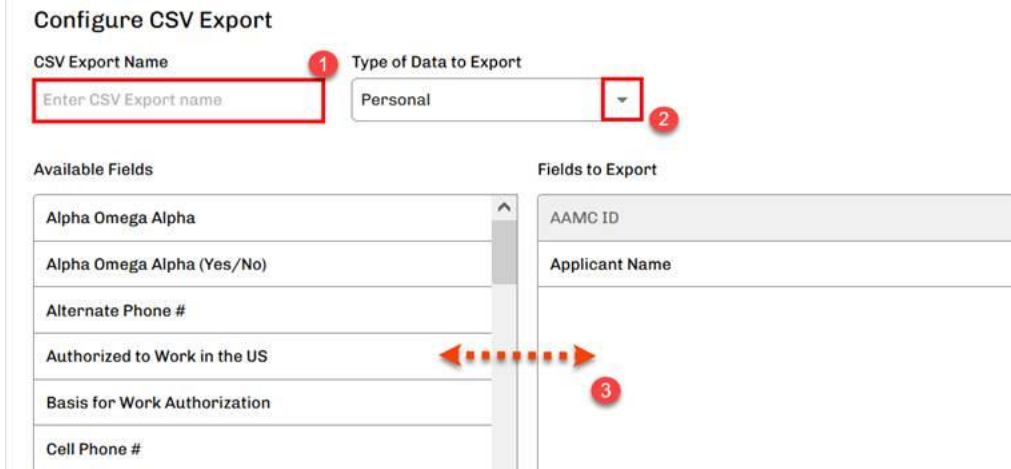
2. To run an export of all applicants under the View Current Results, click on the **Exports** sub-tab under Applications.



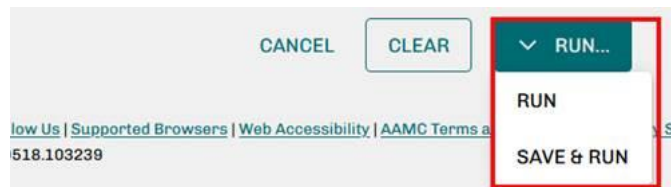
3. Select from an existing Template by clicking on the name or click on **Add a new export template**.



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.



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



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.

