

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

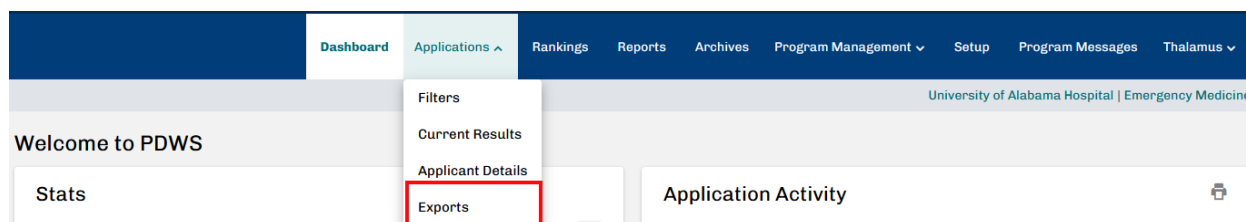
SIGN IN

[FORGOT YOUR USERNAME?](#)

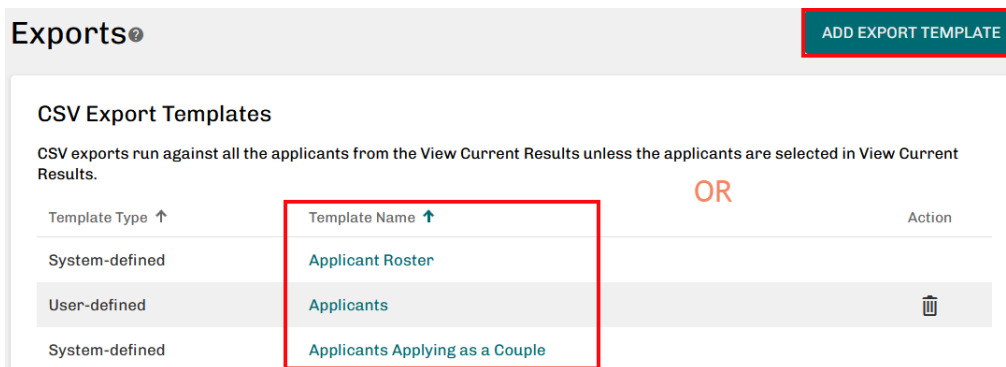
[FORGOT YOUR PASSWORD?](#)

[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.

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