



Sending Bulk Messages

1. Navigate to the <u>ERAS® Program Director's WorkStation (PDWS)</u> and enter your AAMC username and password.

Sign In
Username
Enter Username
Username is Required
Password
Enter Password
SIGN IN
FORGOT YOUR USERNAME?
FORGOT YOUR PASSWORD?
NEED HELP?

2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.

	Dashboard	Applications 🛧	Rankings	Reports	Archives	Program Management 🗸	Setup	Program Messages	Thalamus 🗸
		Filters				U	Iniversity of	f Alabama Hospital Eme	rgency Medicine
Welcome to PDWS		Current Results							

- 3. Select the applicant(s) you wish to send the message to.
 - a. At the bottom of the table, select Bulk Messages from the drop-down list.

Curr	ent Results			
Q Se	sh by last name			ACTIONS (3 APPLICANTS) 🗸
	Applicant Name 🗸	aamc id ↓†	Most Recent Medical School J↑	Add Note
	Barksdale, Avon	21001858	Oakland University William Beaumont School of Medicine	Assign Applicants
	Burley, Kahedja	21310386	Oakland University William Beaumont School of Medicine	Bulk Messages
	Garcia, Taylor	21310435	Oakland University William Beaumont School of Medicine	CSV Export
	Gilbert, Tyler	21310390	Oakland University William Beaumont School of Medicine	Update Attributes
	Gray, Kamille	21310385	Oakland University William Beaumont School of Medicine	Update Status
	Hendricks, Anastasia	21310389	Oakland University William Beaumont School of Medicine	View/Print Application
Π	Henson, Jessica	21310393	Oakland University William Beaumont School of Medicine	View/Print Reports





- 4. The Compose window will appear, fill out the required fields and click **Send**.
 - a. All applicants are blind copied (bcc'd).

x Flora Simmons 21196691	x *
pplicants selected will not see other recipients	
	Apply a Message Template
Enter Subject	
inter Body	
	30000 characters left of 300
tachments (Optional)	
+ ATTACH FILES	
tice: Messages may be viewed by users outside of the secure message center. Messages that are viewed outside o usage center, you understand that a third party may view this information.	f the message center may not be secure. If you choose to send confidential or sensitive information via the