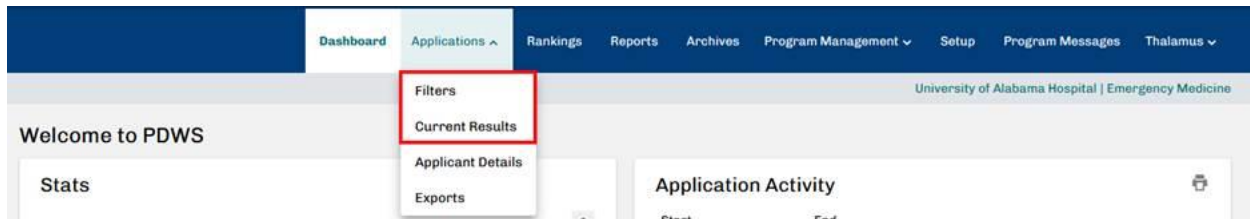


## Update Applicant Status in Bulk

1. Navigate to the [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.



3. Select the applicant(s).
  1. Select a bulk action to perform on selected applicants at the bottom of the table.
  2. Select Update Status from the drop-down list.
4. Select one of the following status options: Application, Ranking, or Custom.



5. Make the appropriate changes for the desired statuses and click **Save**.
  1. The Assign option will check the box for the desired status.
  2. The Unassign option will uncheck the box for the desired status.

