

Update Applicant Status in Bulk

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

Field Code Changed

Field Code Changed

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.

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DashboardApplicationsRankingsReportsArchivesProgram ManagementSetupProgram MessagesThalamus

FiltersCurrent ResultsApplicant DetailsExports

Welcome to PDWS

Stats

Application Activity

3. Select the applicant(s.)
- a. Select a bulk action to perform on selected applicants at the bottom of the table.
- b. Select Update Status from the drop-down list.

Current Results

Q Search by last name

<input checked="" type="checkbox"/>	Applicant Name	AAMC ID	Most Recent Medical School
<input type="checkbox"/>	Barkdale, Avon	21001858	Oakland University William Beaumont School of Medicine
<input checked="" type="checkbox"/>	Burley, Kahedja	21310386	Oakland University William Beaumont School of Medicine
<input checked="" type="checkbox"/>	Garcia, Taylor	21310435	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Gilbert, Tyler	21310390	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Gray, Kamille	21310385	Oakland University William Beaumont School of Medicine
<input type="checkbox"/>	Hendricks, Anastasia	21310389	Oakland University William Beaumont School of Medicine

ACTIONS (2 APPLICANTS)

Add Note

Assign Applicants

Bulk Messages

CSV Export

Update Attributes

Update Status

View/Print Application

View/Print Reports

4. Select one of the following status options: -Application, Ranking, or Custom.

Update Status

Application

Ranking

Custom

Status Name	Action

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

Update Status

Application

Ranking

Custom

Status Name	Action
Program Signaling	<input type="radio"/> Assign <input type="radio"/> Unassign
Will Start	<input type="radio"/> Assign <input type="radio"/> Unassign
Complete Application	<input type="radio"/> Assign <input type="radio"/> Unassign
Incomplete Application	<input type="radio"/> Assign <input type="radio"/> Unassign
Inactive	<input type="radio"/> Assign <input type="radio"/> Unassign
Application Reviewed	<input type="radio"/> Assign <input type="radio"/> Unassign
On Hold	<input type="radio"/> Assign <input type="radio"/> Unassign

CANCEL

SAVE