

View/Print Reports

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

Sign In

Username

▲ Username is Required

Password

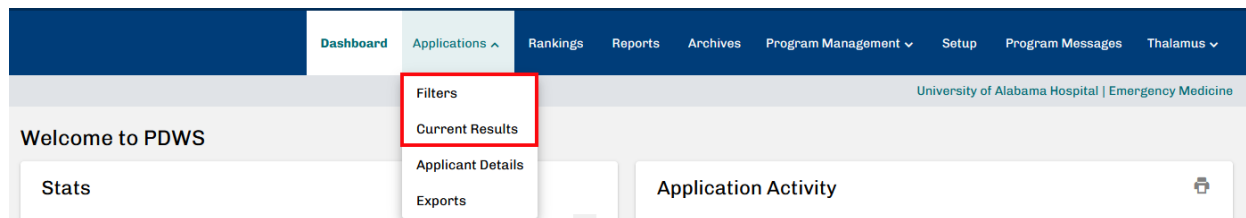
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. 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).
 - a. Select a bulk action to perform on selected applicants at the bottom of the table.
 - b. Select **View/Print Reports** from the drop-down list.

Current Results

<input type="checkbox"/>	Applicant Name ↕	AAMC ID ↕	Most Recent Medical School ↕
<input type="checkbox"/>	Barksdale, 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 a report to run.
 - a. A PDF of the report appears in Adobe Reader. The Adobe Reader toolbar offers buttons for saving, printing, navigating, and zooming the PDF report.
 - b. Visit [this resource](#) for help on how to use Adobe Reader.

View/Print Reports

Applicant Roster ?

Applicants Applying as a Couple ?

Missing Documents ?

Withdrawn Applicants ?

Applicants Selected to Honor Societies ?

CLOSE