

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

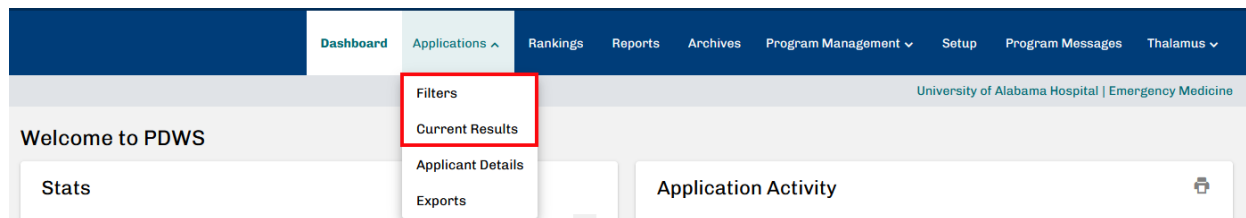
SIGN IN

[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.



Dashboard Applications Rankings Reports Archives Program Management Setup Program Messages Thalamus

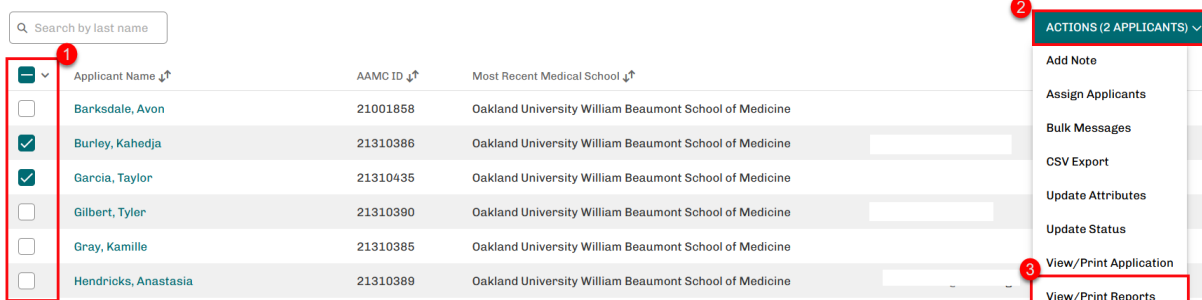
Welcome to PDWS

Stats Application Activity

Filters
Current Results
Applicant Details
Exports

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



Search by last name

	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