



Create a User Defined Filter

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. Select Filters from the Applications drop-down menu and click Add Filter.

AAMC POWS	Dashboard	Applications A	Rankings	Reports	Archives	Program Management 🗸	Setup	Program Messages	Thalamus 🗸
Bulk Print Requests History		Filters				1	University o	f Alabama Hospital Em	ergency Medicine
Filter Applicants		Current Results						2	ADD FILTER
Favorites (9)		Exports							^

- 3. Choose to run the filter for All Applicants or Active Applicants.
- 4. Click the Add Group button to add criteria.
 - a. If necessary, click **Delete Group** to get rid of any existing criteria.
- 5. Select the filter Relationship of the criteria within the group.
 - a. **ALL** This narrows the results. Applicants must meet all the criteria in that group. This is the default option when adding criteria.
 - b. **ANY** This broadens the results. Applicants can meet any of the criteria in that group.

Filter Criteria Applicant Type 💿 Active Applicants 🔿 All Applicants	SAVE FILTER APPLY FILTER
Group 1 Criteria Show results matching ALL criteria Show results matching ANY criteria	DELETE GROUP ADD NEW CRITERIA
6. Click the Add New Criteria button.	

Group 1 Criteria 💿 Show results matching ALL criteria 🔿 Show results matching ANY criteria DELETE GROUP	ADD NEW CRITERIA	
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- 7. Select a Category, Field, Condition, and a Value for each criterion.
 - a. To create a filter that prompts for a value when it is run, mark the **Ask User For** value at filter run time check box.
 - b. A prompt filter must be saved before it can be run.
 - c. Save the criteria and click the **Add New Criteria** button to add more criteria to the same group.
- 8. When finished specifying criteria, click the **Save Criteria** button.

New Criteria			CANCEL SAVE CRITERIA
Q Search categories	Q Search fields		
	Degree Year of Graduation	Equals	Value
Language	Education / Training Interruption	Is empty	Select a value
Licenses/Certifications	Medical Education / Training Interruption Explanation	Is not empty	United States of America
Match Information	Medical School	Not equal to	Albania
Medical Education	Medical School Country		Algeria Andorra
Membership in Honorary or Professional Societies	Medical School End Date		Angola Anguilla
Professional and Postgraduate Training	Medical School State/Province		Antarctica V
Experience	Medical School Type		Ask for Value at Filter Run Time
Program Signal	Most Recent Degree Year of Graduation		
Publications	Most Depart Medical School	\checkmark	

- 9. If desired, click the **Add Group** button before applying or saving the criteria to add another group of criteria.
 - a. Select the **AND** or **OR** radio button to indicate the relation between the criteria in Group 1 and the criteria in Group 2.

Filter Criteria					^
Applicant Type 💿 Active Applicants 🗌 All Applicants				SAVE F	APPLY FILTER
Group 1 Criteria () Show results matching ALL criteria Show results matching ANY criteria				DELETE GROUP	ADD NEW CRITERIA
Medical Education/Medical School Country/Equals/United States of America	1	Û	Exams/COMLEX-USA Level 2 CE Score/In between/190 - 210		1
AND OR					
Group 2 Criteria 💿 Show results matching ALL criteria 🕓 Show results matching ANY criteria	-3			DELETE GROUP	ADD NEW CRITERIA
					ADD GROUP





10. Construct the criteria for Group 2, and then save the criteria.

- a. By adding Group 2, this example searches for:
 - i. Applicants who are U.S. medical school graduates and have a USMLE Step 2 score between 190 and 210,

<u>OR</u>

- ii. Applicants who are U.S. medical school graduates and have a hotel in the holiday inn (a user-defined or custom created attribute).
- 11. Below is a completely different example showing the use of multiple groups. This example searches for:
 - a. Applicants who have complete applications

<u>AND</u>

b. Applicants who attended a medical school in the District of Columbia or Hawaii.

Filter Criteria			^
Applicant Type Active Applicants All Applicants		SAVE	FILTER APPLY FILTER
Group 1 Criteria () Show results matching ALL criteria () Show results matching ANY criteria		DELETE GROUP	ADD NEW CRITERIA
Medical Education/Medical School Country/Equals/United States of America	1	Exams/USMLE Step 2 CK Score/In between/190 - 210	1
AND OR			
Group 2 Criteria Show results matching ALL criteria Show results matching ANY criteria		DELETE GROUP	ADD NEW CRITERIA
User-Defined Attributes/Hotel/Equals/Holiday Inn	1	Medical Education/Medical School Country/Equals/United States of America	1

12. When finished, click Apply Filter to run the filter.

Filter Criteria				^
Applicant Type Active Applicants All Applicants			SAVE	FILTER APPLY FILTER
Group 1 Criteria 💿 Show results matching ALL criteria 🔷 Show results matching ANY criteria			DELETE GROUP	ADD NEW CRITERIA
Application Status/Complete Application/Equals/Yes	/			
● AND ○ OR				
Group 2 Criteria 🔷 Show results matching ALL criteria 💿 Show results matching ANY criteria			DELETE GROUP	ADD NEW CRITERIA
Medical Education/Medical School State/Province/Equals/District of Columbia	1	Medical Education/Medical School State/Province/Equals/Hawaii		1
				ADD GROUP

ADD GROUP