

Create a User Defined Filter

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

Sign In

Username

▲ Username is Required

Password

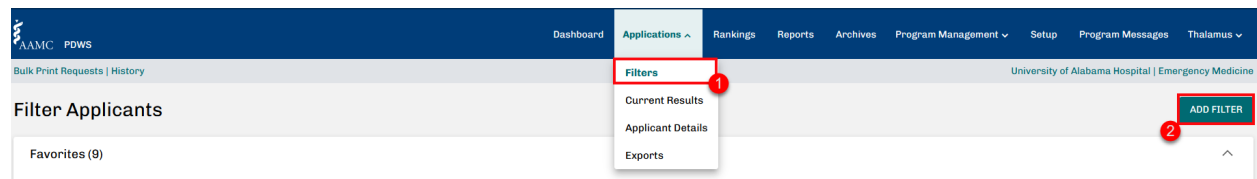
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

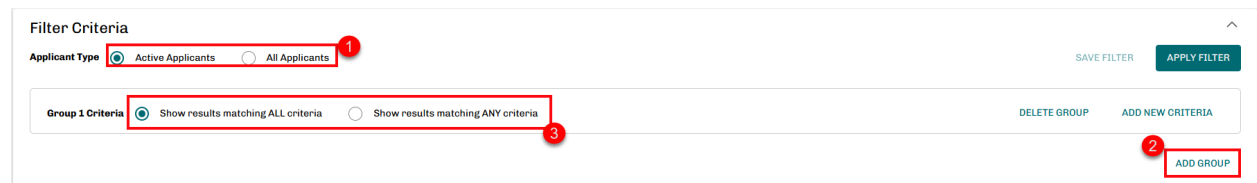
[NEED HELP?](#)

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

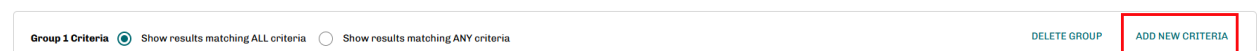


3. Choose to run the filter for All Applicants or Active Applicants.

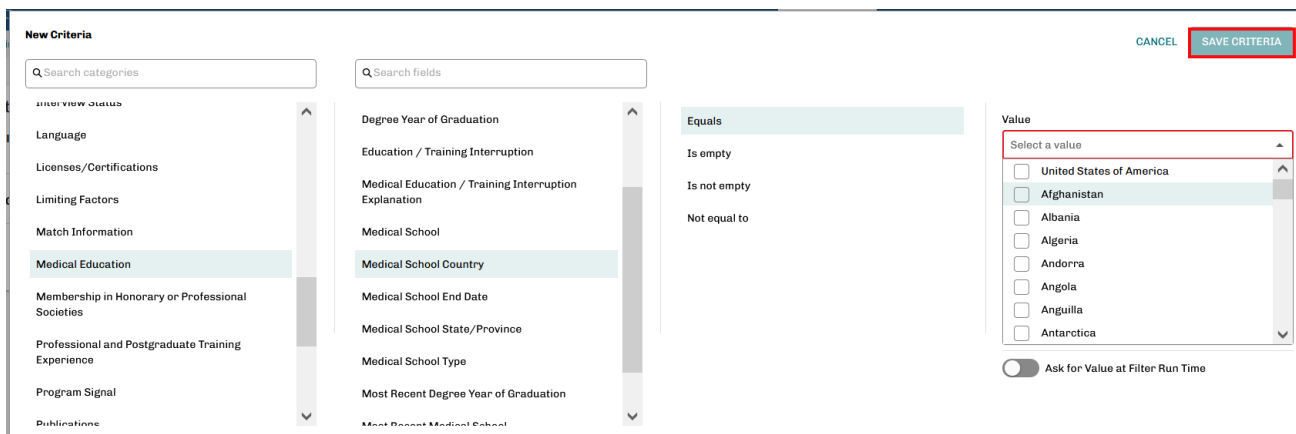
4. Click the **Add Group** button to add criteria.
 - a. If necessary, click **Delete Group** to get rid of any existing criteria.
5. Select the filter Relationship of the criteria within the group.
 - a. **ALL** - This narrows the results. Applicants must meet all the criteria in that group. This is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



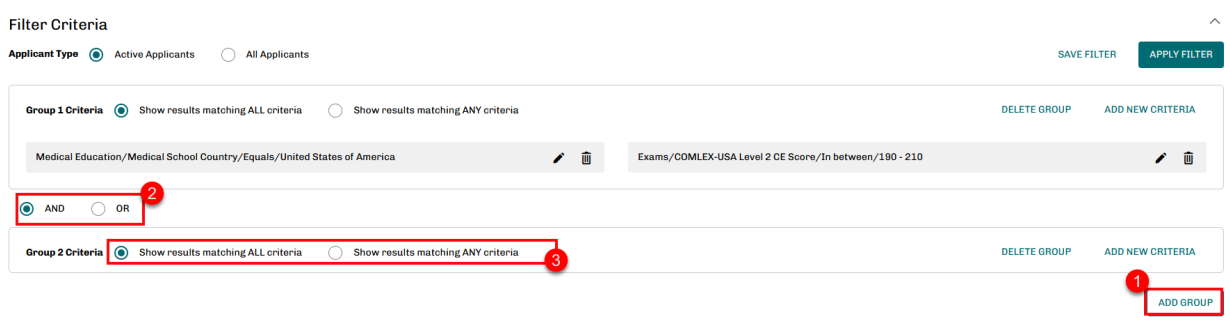
6. Click the **Add New Criteria** button.



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.



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.



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

OR

 - 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:
- Applicants who have complete applications
- AND
- 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
Exams/USMLE Step 2 CK Score/In between/190 - 210

☒ 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
Medical Education/Medical School Country/Equals/United States of America

ADD GROUP

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
Medical Education/Medical School State/Province/Equals/Hawaii

ADD GROUP