

Modifying a 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

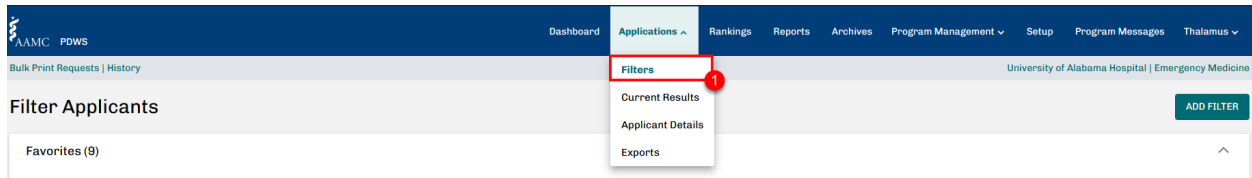
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

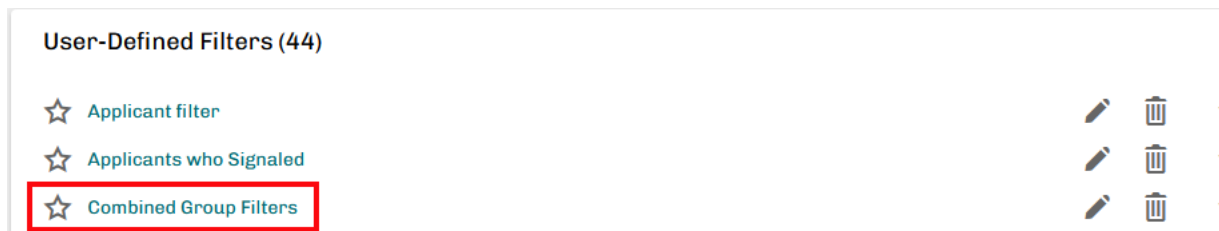
[NEED HELP?](#)

2. Select **Filters** from the Applications drop-down menu.



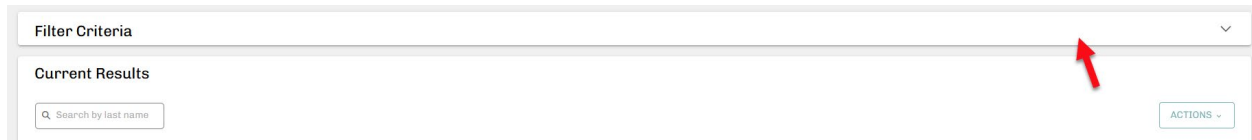
The screenshot shows the top navigation bar of the ERAS PDWS. The 'Applications' dropdown menu is open, and 'Filters' is highlighted with a red box and a red circle containing the number '1'. Other menu items include 'Rankings', 'Reports', 'Archives', 'Program Management', 'Setup', 'Program Messages', and 'Thalamus'. Below the navigation bar, the 'Filter Applicants' section is visible, showing a list of filters and an 'ADD FILTER' button.

3. Locate the filter to modify and click on it to run.



The screenshot shows a list of 'User-Defined Filters (44)'. The list contains three filters: 'Applicant filter', 'Applicants who Signaled', and 'Combined Group Filters'. The 'Combined Group Filters' filter is highlighted with a red box. To the right of each filter are icons for editing, deleting, and a vertical ellipsis menu.

- Expand the **Filter Criteria** panel to view the criteria and click on either the pencil icon or **Add New Criteria** to make the necessary alterations to the filter.



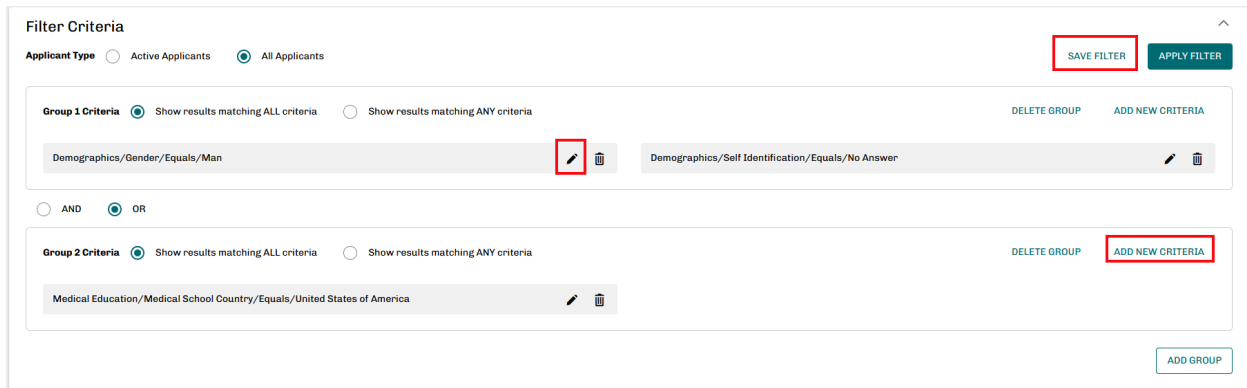
Filter Criteria

Current Results

Search by last name

ACTIONS

- Click **Save and/or Apply** to save and/or apply 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

Demographics/Gender/Equals/Man

Demographics/Self Identification/Equals/No Answer

AND OR

Group 2 Criteria Show results matching ALL criteria Show results matching ANY criteria

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

DELETE GROUP ADD NEW CRITERIA

DELETE GROUP ADD NEW CRITERIA

ADD GROUP