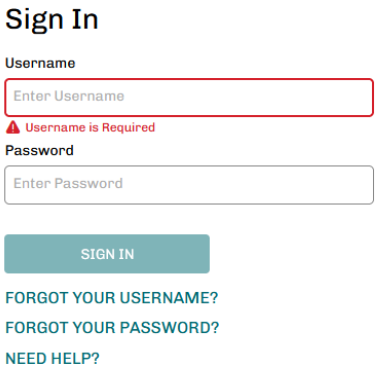
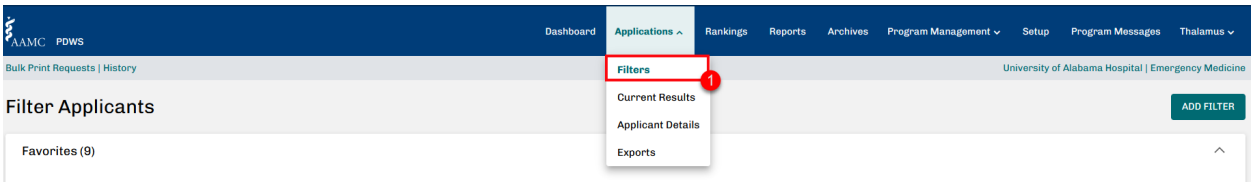
Modifying a Filter

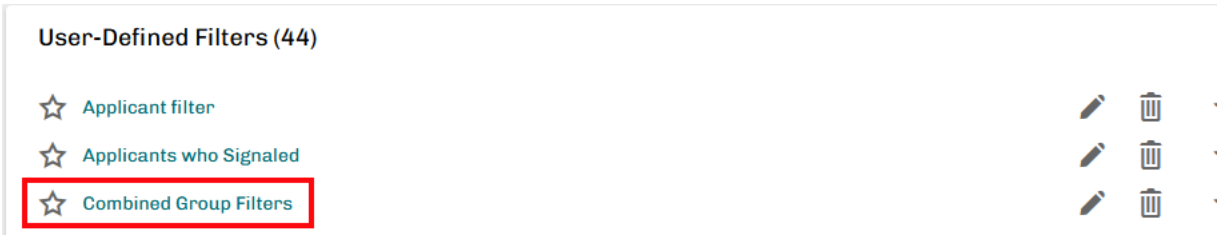
1. Navigate to the ERAS® Program Director's WorkStation (PDWS) and enter your AAMC username and password.



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



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



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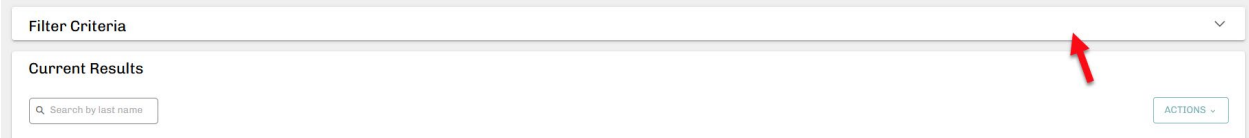
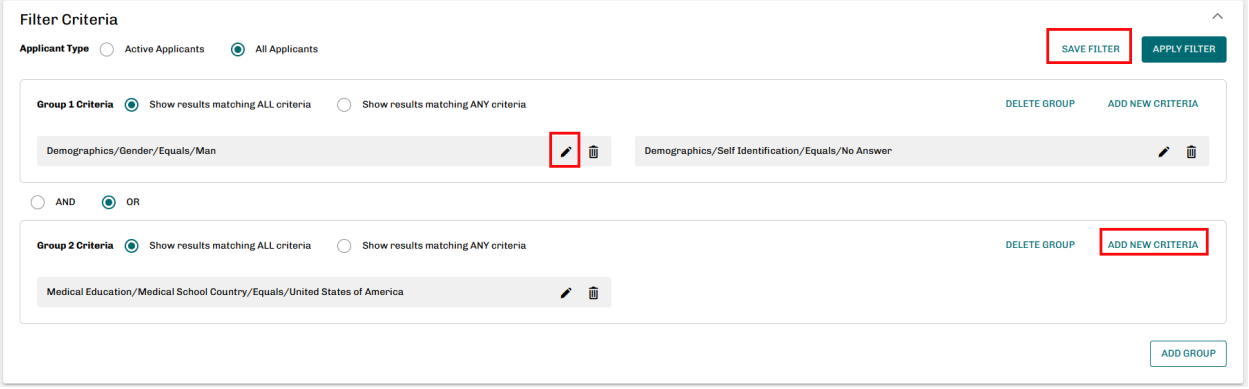
4. Expand the **Filter Criteria** panel to view the criteria and click on either the pencil icon or **Add New Criteria** to make the necessary alterations to the filter.



5. Click **Save and/or Apply** to save and/or apply the filter.



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