

## Add/Edit/Remove Custom Status

Users can create custom user-defined statuses in addition to the default statuses available. There is a maximum of 10 additional user defined statuses that can be created.

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

### Sign In

Username

▲ Username is Required

Password

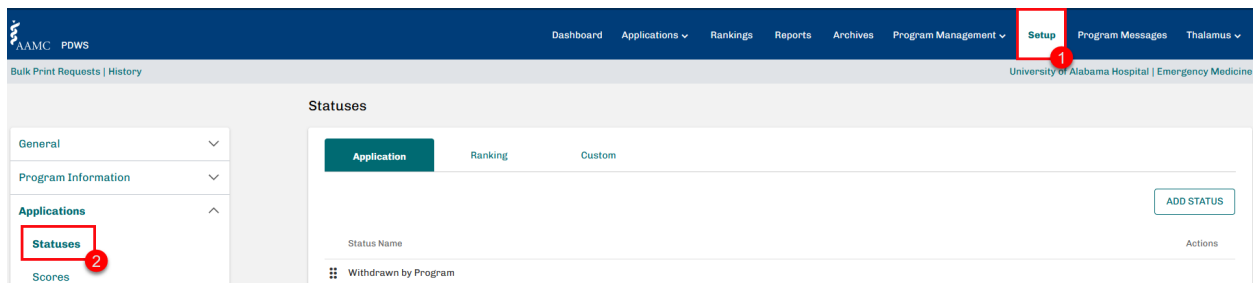
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

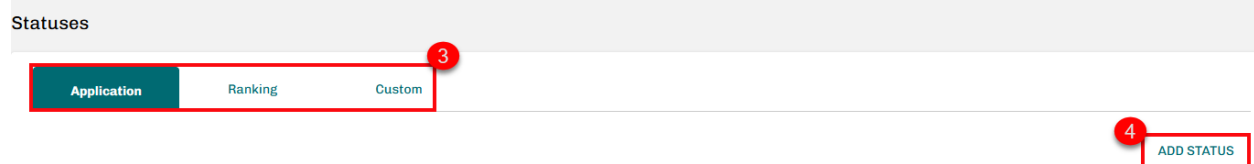
[NEED HELP?](#)

2. Click on the **Setup** tab, then **Statuses**.



The screenshot shows the PDWS interface. The top navigation bar includes 'AAMC PDWS', 'Dashboard', 'Applications', 'Rankings', 'Reports', 'Archives', 'Program Management', 'Setup' (highlighted with a red box and a red circle with the number 1), 'Program Messages', and 'Thalamus'. Below the navigation bar, the 'Statuses' section is active. The left sidebar has a red box around the 'Statuses' link with a red circle and the number 2. The main content area shows the 'Statuses' page with tabs for 'Application', 'Ranking', and 'Custom'. An 'ADD STATUS' button is visible in the top right corner of the main content area.

3. Select from the available tabs (Application, Ranking, Custom).
4. To add a status, click **Add Status**.



This screenshot is a closer view of the 'Statuses' page. The 'Application' tab is selected and highlighted with a red box and a red circle with the number 3. The 'ADD STATUS' button is highlighted with a red box and a red circle with the number 4.

- Once you've finished entering the name for the status, click **Save** to save the entry.

**Add Status**

Status Name

Enter status name

CANCEL **5** SAVE

- To remove a status, click the **Trash** icon. After confirming, the status will be deleted.

**Statuses**

Application Ranking Custom

ADD STATUS

Status Name	Actions
Withdrawn by Program	
Will Start	
Waitlisted	

\*Custom user-defined statuses can only be removed if they are not being currently used in a filter, on an applicant, or in a CSV export template.

**Delete Status**

Deleting the status will remove it completely from the system. Are you sure you want to delete this status?

CANCEL **DELETE**

- To edit a status, click the pencil icon next to the status. After updating the text, click **Save** to save the entry.

**Edit Status**

Status Name

Waitlisted

CANCEL **3** SAVE

**1**