

## PDWS Filters – Urology Secondary Match

This job aid provides step-by-step instructions on where to find the Secondary Match filter as well as how to create and run a filter for the Rolling Offer track.

### How to find the System Defined Filter – Secondary Match:

The Secondary Match filter helps programs identify applicants who have applied to a program's Rolling Offer track.

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

**Sign In**

Username

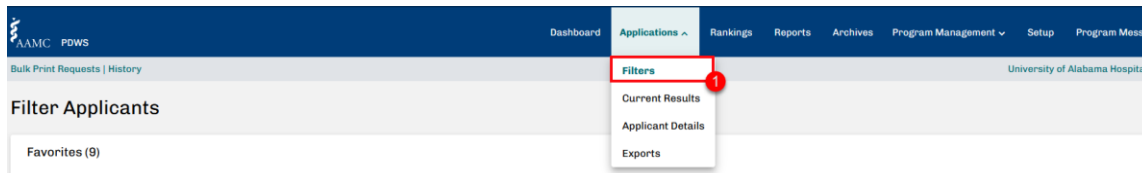
**▲ Username is Required**

Password

**SIGN IN**

[FORGOT YOUR USERNAME?](#)  
[FORGOT YOUR PASSWORD?](#)  
[NEED HELP?](#)

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

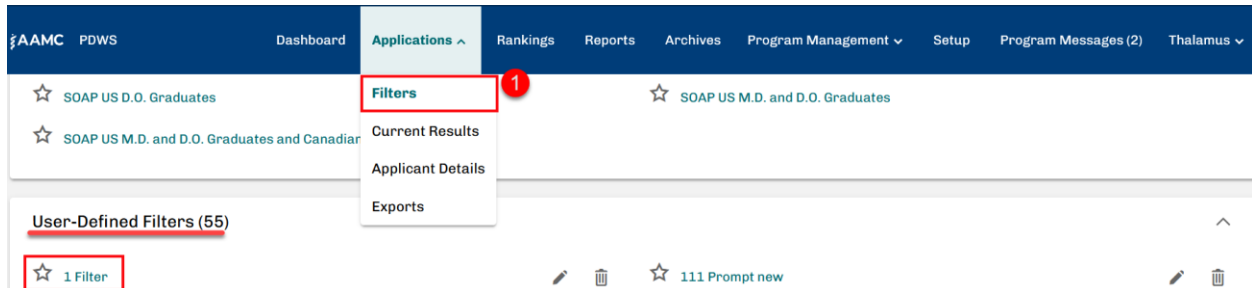


3. Scroll down to the system-defined filter at the bottom of the webpage.
  - a. Click Secondary Match.

- System-Defined Filters (52)
- ☆ Composite Score
  - ☆ Dept. Chair LoR Missing
  - ☆ Foreign Graduates
  - ☆ LCME Accredited School
  - ☆ Most Recent Residency
  - ☆ MSPE Received
  - ☆ NRMP ID not exists
  - ☆ PD LoR Missing
  - ☆ Previous Residency Training Experience
  - ☆ **Secondary Match**
  - ☆ Unassigned Applicants

## How to Add the Rolling Offer Filter to a User-Defined Filter:

1. Select **Filters** from the Applications drop-down menu and scroll down to select a user-defined filter to use.



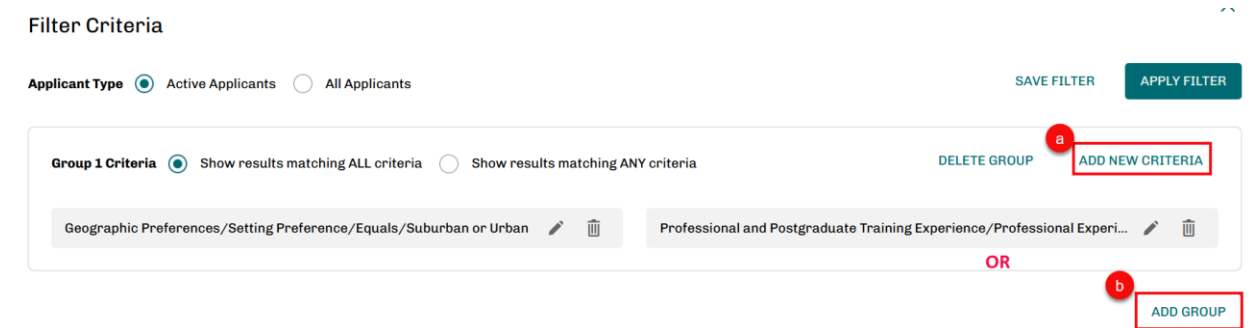
The screenshot shows the ERAS navigation bar with the 'Applications' dropdown menu open. The 'Filters' option is highlighted with a red box, and a red circle with the number '1' is placed next to it. Below the menu, a list of user-defined filters is visible, with '1 Filter' highlighted by a red box.

2. After running the filter, click the Filter Criteria box to view the filter criteria.



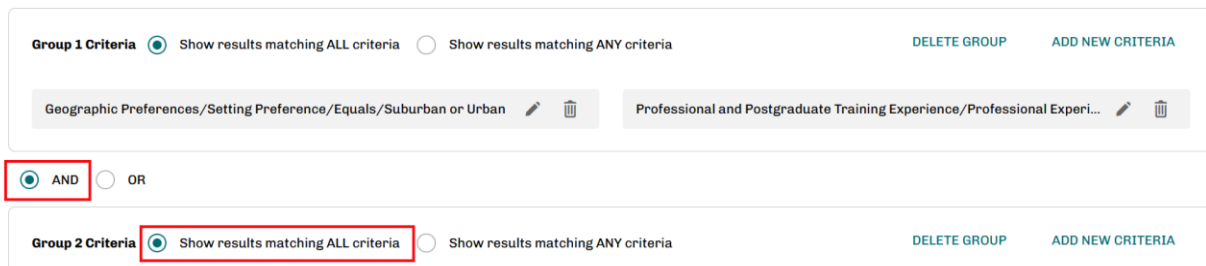
The screenshot shows a dropdown menu labeled 'Filter Criteria' with a downward arrow on the right side. The entire dropdown is outlined with a red border.

3. Click the **Add Group** button to add criteria to a new group or click Add Criteria to add criteria to the existing group.



The screenshot shows the 'Filter Criteria' configuration page. It includes radio buttons for 'Active Applicants' and 'All Applicants', and buttons for 'SAVE FILTER' and 'APPLY FILTER'. Below, there are two criteria groups. The first group has 'Show results matching ALL criteria' selected. A red circle 'a' is next to the 'ADD NEW CRITERIA' button. A second red circle 'b' is next to the 'ADD GROUP' button.

4. Select “AND” as well as “Show results matching ALL criteria.”
  - 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.



The screenshot shows the 'Filter Criteria' configuration page with the 'AND' radio button selected and highlighted by a red box. The 'Show results matching ALL criteria' option is also highlighted by a red box. The 'OR' radio button is unselected.

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

Group 2 Criteria  Show results matching ALL criteria  Show results matching ANY criteria DELETE GROUP ADD NEW CRITERIA

6. Select the following filter criteria:
- a. Category: Tracks
  - b. Field: Tracks Applied by Applicant
  - c. Equals
  - d. Value: Rolling Offer.

7. When you have finished specifying the filter criteria, click the **Save Criteria** button.

**Edit Criteria** CANCEL UPDATE CRITERIA

Q Search categories

- Program Signal
- Publications
- Ranking Status
- Resume - Contact
- Reviewer Scores
- SOAP Information
- Service Obligation
- Tracks
- User-Defined Attributes
- Work Authorization

Q Search fields

- Applicant PGY 2 Interest
- Track Applied by Applicant - Single Track Only
- Track Considered by Program - Single Track Only
- Tracks Applied by Applicant
- Tracks Considered by Program

Equals Equals

Not equal to

Value Rolling Offer

Ask for Value at Filter Run Time

8. Click **Apply Filter** to run the filter or **Save Filter** to update your user-defined 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

Geographic Preferences/Setting Preference/Equals/Suburban or Urban ✎ ✕

Professional and Postgraduate Training Experience/Professional Experi... ✎ ✕

AND  OR

Group 2 Criteria  Show results matching ALL criteria  Show results matching ANY criteria DELETE GROUP ADD NEW CRITERIA

Tracks/Tracks Applied by Applicant/Equals/Categorical (Categorical) ✎ ✕

Please note this screenshot does NOT display the Rolling Offer track