This job aid provides a potential workflow for using the PDWS to send a message to a group of applicants who will not be offered an interview at your program.

**Step 1: Select the applicants who will not be invited for an interview.**

(We are using the “Withdrawn by Program” status in this job aid because there is a “Withdrawn by Program” System Defined filter created for you. However, you could choose to use the “Inactive” or any other custom statuses. You would just need to also create a user-defined filter.)

A. Navigate to View Applications  
B. Select the “Withdrawn by Program” status for each applicant whom the program has no interest in sending an interview invitation to *(use the Update Status in Bulk Job aid to update applicants in bulk)*.

**Step 2: Apply a filter and send a bulk message to the applicants**

(We used the “Withdrawn by Program” status in Step 1. Next, we will run the system defined “Withdrawn by Program” status to send a bulk message to the applicants.)

A. Navigate to Manage Filters  
B. Select the “Withdrawn by Program” filter from the System-Defined section
C. Select the applicants from the list (could use “Select a Page” or “Select All”)

D. Select “Bulk Messages” from the Actions to perform on selected applicants drop down

E. Enter a Subject and Message (applicants are BCC'd)

F. Select “Send”