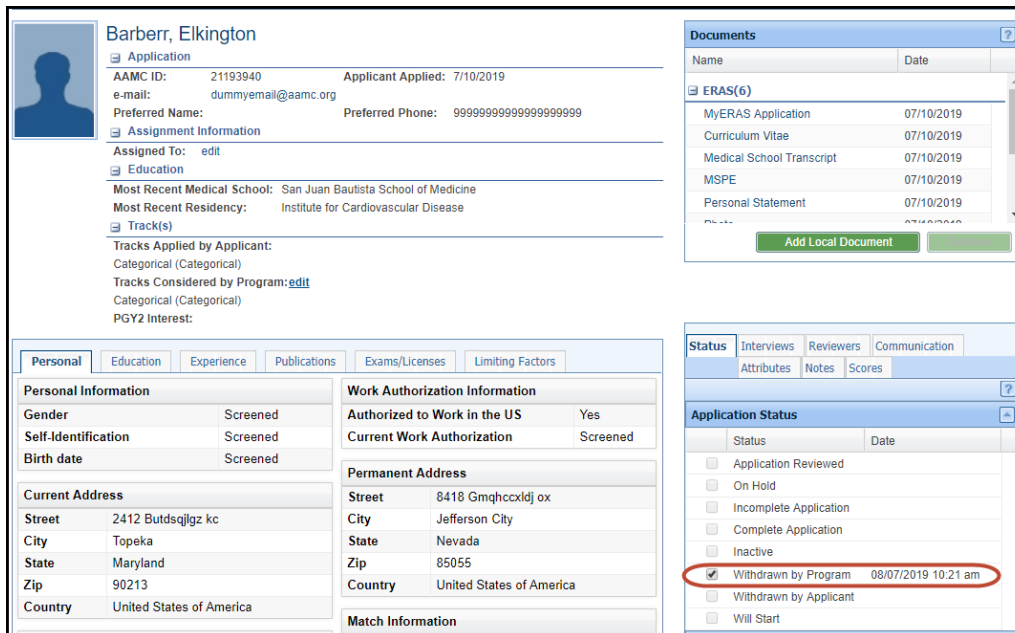


This job aid provides a potential workflow for using the PDWS to send a message to a group of applicants who will not be offered an interview at your program.

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(We are using the “Withdrawn by Program” status in this job aid because there is a “Withdrawn by Program” System Defined filter created for you.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- B. Select the “Withdrawn by Program” status for each applicant whom the program has no interest in sending an interview invitation to (use the [Update Status in Bulk Job aid](#) to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).



Barberr, Elkington

Application
AAMC ID: 21193940 Applicant Applied: 7/10/2019
e-mail: dummyemail@aamc.org
Preferred Name: Preferred Phone: 99999999999999999999

Assignment Information
Assigned To: edit

Education
Most Recent Medical School: San Juan Bautista School of Medicine
Most Recent Residency: Institute for Cardiovascular Disease

Track(s)
Tracks Applied by Applicant: Categorical (Categorical)
Tracks Considered by Program: edit
Categorical (Categorical)
PGY2 Interest:

Documents

Name	Date
ERAS(6)	
MyERAS Application	07/10/2019
Curriculum Vitae	07/10/2019
Medical School Transcript	07/10/2019
MSPE	07/10/2019
Personal Statement	07/10/2019

Personal Information

Gender	Screened
Self-Identification	Screened
Birth date	Screened

Work Authorization Information

Authorized to Work in the US	Yes
Current Work Authorization	Screened

Permanent Address

Street	8418 Gmqhccxldj ox
City	Jefferson City
State	Nevada
Zip	85055
Country	United States of America

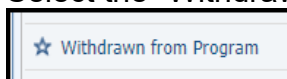
Application Status

Status	Date
<input type="checkbox"/> Application Reviewed	
<input type="checkbox"/> On Hold	
<input type="checkbox"/> Incomplete Application	
<input type="checkbox"/> Complete Application	
<input type="checkbox"/> Inactive	
<input checked="" type="checkbox"/> Withdrawn by Program	08/07/2019 10:21 am
<input type="checkbox"/> Withdrawn by Applicant	
<input type="checkbox"/> Will Start	

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

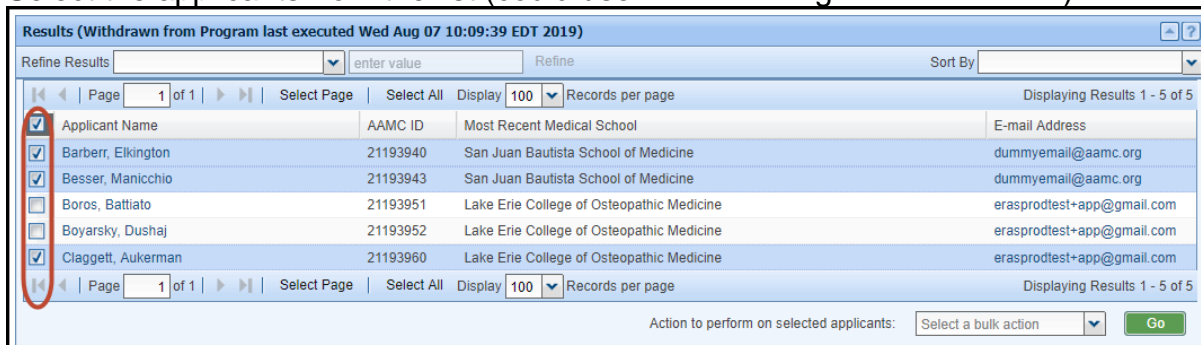
(We used the “Withdrawn by Program” status in Step 1. Next, we will run the system defined “Withdrawn by Program” status to send a bulk message to the applicants.)

- A. Navigate to Manage Filters
- B. Select the “Withdrawn by Program” filter from the System-Defined section

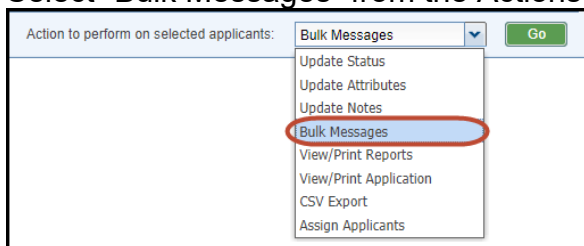


NEED HELP? [Contact the HelpDesk](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

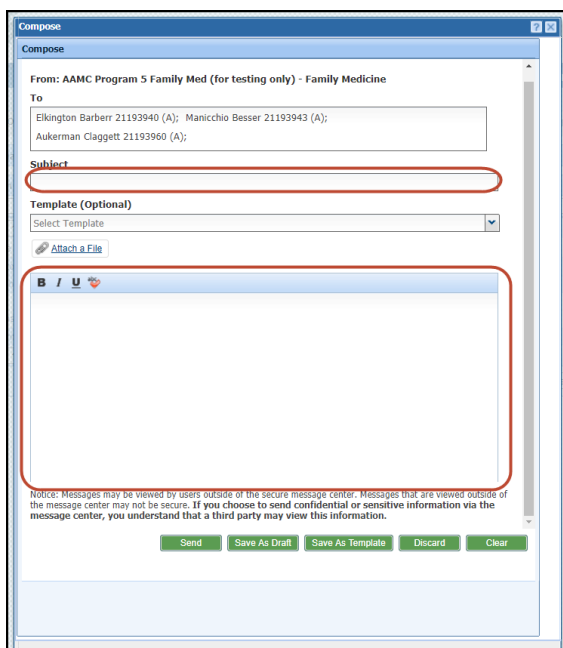
C. Select the applicants from the list (could use “Select a Page” or “Select All”)



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”

NEED HELP? [Contact the HelpDesk](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413