

How to Update Applicant Attributes

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

Sign In

Username

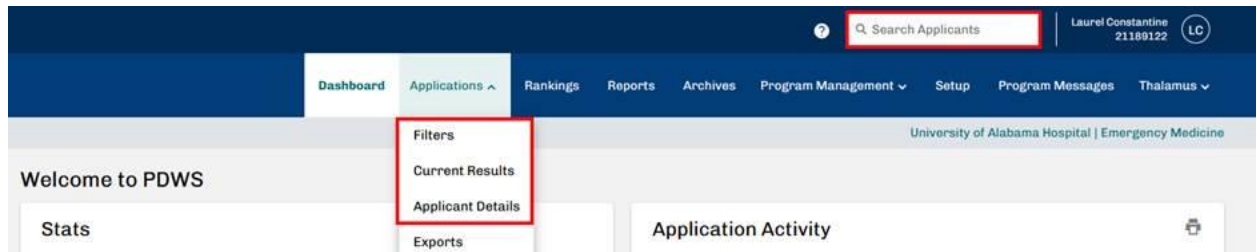
 ▲ Username is Required

Password

SIGN IN

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

2. Search for the applicant(s) by using Filters, Search Applicants, or Applicant Details.

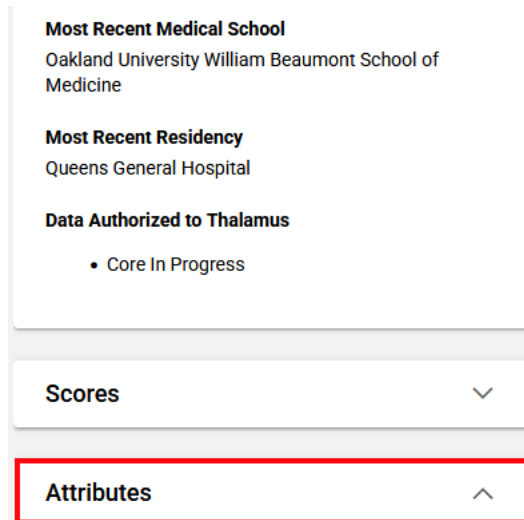


The screenshot shows the PDWS dashboard with a search bar at the top right containing the text "Search Applicants". A navigation menu below it includes "Dashboard", "Applications", "Rankings", "Reports", "Archives", "Program Management", "Setup", "Program Messages", and "Thalamus". A dropdown menu for "Applications" is open, showing options for "Filters", "Current Results", "Applicant Details", and "Exports". The "Applicant Details" option is highlighted with a red box.

3. Click the applicant’s name to access the Applicant Details page.

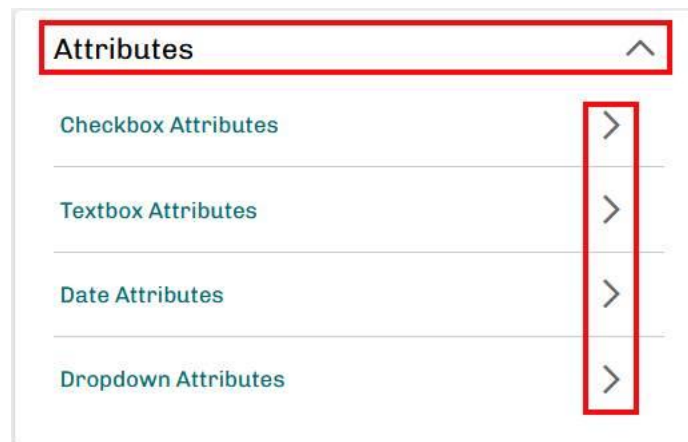
<input type="checkbox"/>	Applicant Name ↓	AAMC ID ↑↓	Most Recent Medical School ↓↑
<input type="checkbox"/>	Simmons, Flora	21196691	Oakland University William Beaumont School of Medicine

- When reviewing an application, click the **Attributes** drop-down under the evaluate applicant panel overview panel.



The screenshot shows a panel with three sections: 'Most Recent Medical School' (Oakland University William Beaumont School of Medicine), 'Most Recent Residency' (Queens General Hospital), and 'Data Authorized to Thalamus' (Core In Progress). Below these is a 'Scores' dropdown menu and an 'Attributes' dropdown menu, which is highlighted with a red border.

- Under the **Attributes** tab, select the relevant attribute type.



The screenshot shows the 'Attributes' dropdown menu expanded. The 'Attributes' tab is highlighted with a red border. Below it are four options: 'Checkbox Attributes', 'Textbox Attributes', 'Date Attributes', and 'Dropdown Attributes', each with a right-pointing chevron icon. A red box highlights the chevron icons for all four options.

- Enter any relevant information.
 - Changes are saved automatically.
 - Use Bulk Actions to update attributes for multiple applicants.