

## 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

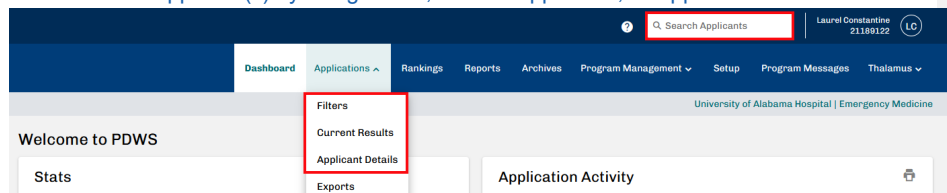
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

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

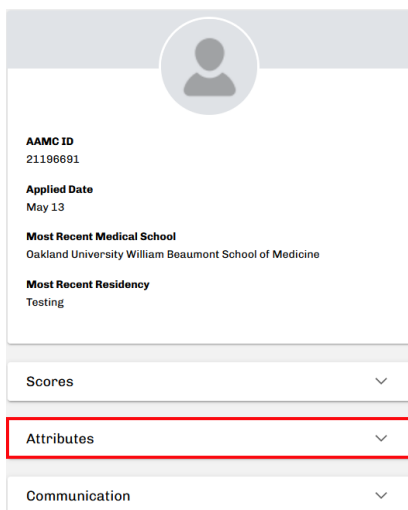


The screenshot shows the PDWS dashboard with a dark blue header. In the top right, there is a search bar labeled "Search Applicants" and a user profile for "Laurel Constantine 21189122". The main navigation menu includes "Dashboard", "Applications", "Rankings", "Reports", "Archives", "Program Management", "Setup", "Program Messages", and "Thalamus". The "Applications" menu is expanded, showing "Filters", "Current Results", and "Applicant Details". The "Filters" option is highlighted with a red box. Below the navigation, the page says "Welcome to PDWS" and "University of Alabama Hospital | Emergency Medicine". There are sections for "Stats" and "Application Activity".

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"/>	<a href="#">Simmons, Flora</a>	21196691	Oakland University William Beaumont School of Medicine

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



**AAMC ID**  
21196691

**Applied Date**  
May 13

**Most Recent Medical School**  
Oakland University William Beaumont School of Medicine

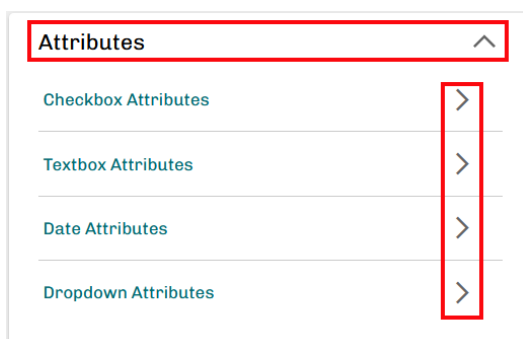
**Most Recent Residency**  
Testing

Scores ▾

**Attributes** ▾

Communication ▾

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



**Attributes** ▴

Checkbox Attributes >

Textbox Attributes >

Date Attributes >

Dropdown Attributes >

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

**Commented [K(1):** Should we say something here like "tab" or "option"? Or does deleting "the" make it clear enough?