Update Applicant Attributes in Bulk

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

Sign In

Username

Enter Username

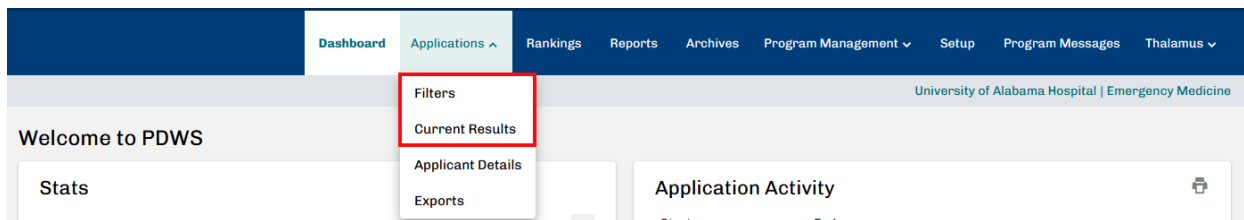⚠ Username is Required

Password

Enter Password

SIGN IN

FORGOT YOUR USERNAME?

FORGOT YOUR PASSWORD?

NEED HELP?

2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.

| Dashboard | Applications ⌄ | Rankings | Reports | Archives | Program Management ⌄ | Setup | Program Messages | Thalamus ⌄ |

University of Alabama Hospital | Emergency Medicine

Filters
Current Results
Applicant Details
Exports

Welcome to PDWS

Stats

Application Activity

3. Select the applicant(s) you wish to make changes to.
   a. Select a bulk action to perform on selected applicants at the bottom of the table.
   b. Select Update Attributes from the dropdown list.

Current Results

🔍 Search by last name

ACTIONS (3 APPLICANTS) ⌄

	Applicant Name ⬍	AAMC ID ⬍	Most Recent Medical School ⬍
☐	Barksdale, Avon	21001858	Oakland University William Beaumont School of Medicine
☐	Burley, Kahedja	21310386	Oakland University William Beaumont School of Medicine
☑	Garcia, Taylor	21310435	Oakland University William Beaumont School of Medicine
☑	Gilbert, Tyler	21310390	Oakland University William Beaumont School of Medicine
☑	Gray, Kamille	21310385	Oakland University William Beaumont School of Medicine
☐	Hendricks, Anastasia	21310389	Oakland University William Beaumont School of Medicine
☐	Henson, Jessica	21310393	Oakland University William Beaumont School of Medicine

Add Note
Assign Applicants
Bulk Messages
CSV Export
Update Attributes
Update Status
View/Print Application
View/Print Reports

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4. Choose the appropriate type of attribute (Checkbox, Textbox, Date, or Drop-Down) to make the appropriate changes and click **Save.**

    a. The Assign option will check the box for the desired status.

    b. The Unassign option will uncheck the box for the desired status. The Clear option will reset any entered attributes back to the default.

Update Attributes

Checkbox	Text Box	Date	Dropdown

Name	Action	
Language Proficiency	○ Assign	○ Unassign
URiM	● Assign	○ Unassign
Hotel Booked	○ Assign	○ Unassign
Hometown	○ Assign	○ Unassign

CANCEL   SAVE

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