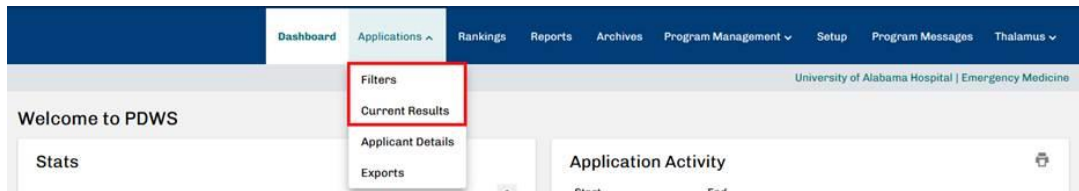


## Update Applicant Attributes in Bulk

1. Navigate to the [ERAS® Program Director’s WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Under the Applications tab, click **Filters** to run a filter or click **Current Results** to pull results from the most recently used filter.



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.
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	<input type="radio"/> Assign <input type="radio"/> Unassign
URIM	<input checked="" type="radio"/> Assign <input type="radio"/> Unassign
Hotel Booked	<input type="radio"/> Assign <input type="radio"/> Unassign
Hometown	<input type="radio"/> Assign <input type="radio"/> Unassign

CANCEL