

Creating Custom Attributes

Users can create custom attributes in addition to the statuses. There is a maximum of 100 additional custom attributes that can be created. These attributes can also be filtered as well.

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

Sign In

Username

▲ Username is Required

Password

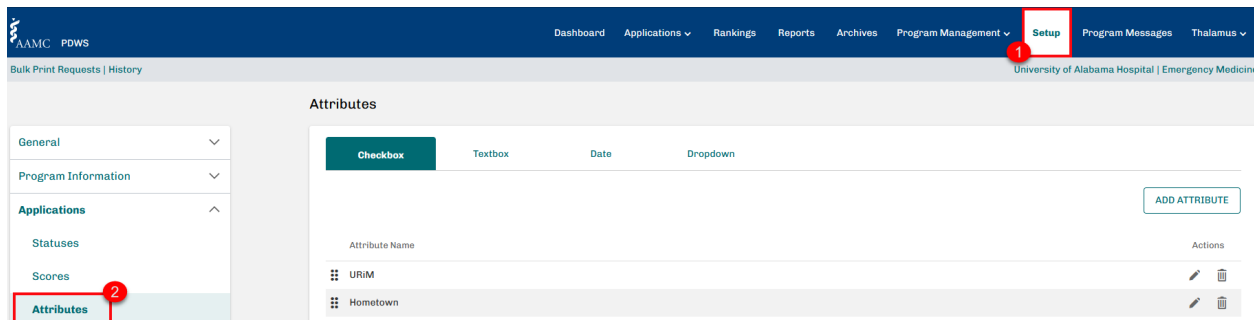
SIGN IN

[FORGOT YOUR USERNAME?](#)

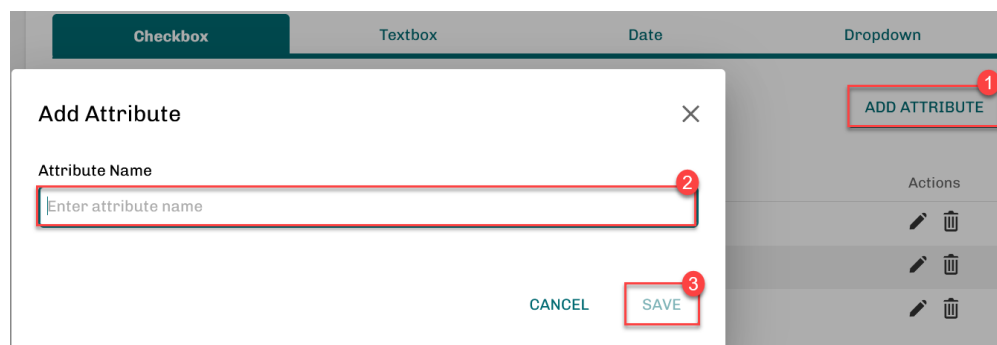
[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Click on the **Setup** tab, then **Attributes**.
 - a. Choose between Checkbox attributes, Textbox attributes, Date attributes, and Dropdown attributes.



3. To add a custom attribute, click on the **Add** button and designate a name for the attribute. Click **Save**, and the attribute will be available for use in the applicant's application attributes.



4. Attributes that have been set up can be found in the Attributes tab of the Application.
 - a. Checkboxes can be used to tag an applicant with a characteristic (similar to a status).

Checkbox Attributes

[← BACK](#)

☐ URiM

☐ Hometown

- b. Textboxes can be used to provide text descriptions of an applicant.

Textbox Attributes

[← BACK](#)

ABSITE

- c. Dates can be used to mark specific dates that are relevant to the applicant.

Date Attributes

[← BACK](#)

Date of Interviews

Date at Hotel

- d. Drop-downs can be used to categorize applicants.

Dropdown Attributes

[← BACK](#)

Hotel

Interview Score