



## **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 <u>ERAS® Program Director's WorkStation (PDWS)</u> 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. Click on the **Setup** tab, then **Attributes**.
  - a. Choose between Checkbox attributes, Textbox attributes, Date attributes, and Dropdown attributes.

AAMC PDWS					Dashboard	Applications 🗸	Rankings	Reports	Archives	Program Management 🗸	Setup	Program Messages	Thalamus 🗸
Bulk Print Requests   History											University of	Alabama Hospital   Eme	ergency Medicir
		,	Attributes										
General	~		Checkbox	Textbox	Date	Dr	opdown						
Program Information	$\sim$												
Applications	^											ADD	ATTRIBUTE
Statuses			Attribute Name										Actions
Scores			URIM										1
Attributes			Hometown										1
			· · · · · ·										

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.

Checkbox	Textbox	Date	Dropdown
Add Attribute		>	ADD ATTRIBUTE
Attribute Name			Actions
Enter attribute name			J 🖍 🗓
			a 🖉 🖉
	с	ANCEL SAVE	Ĩ





- 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).

Check	oox Attributes	^
← ва	ск	
	URiM	
	Hometown	

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

Textbox Attributes	^
← ВАСК	
ABSITE	
Enter response	
	11.

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

Date Attributes	^
← ВАСК	
Date of Interviews	
MM/DD/YYYY	
Date at Hotel	
MM/DD/YYYY	<b></b>

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

Dropdown Attributes	^
← ВАСК	
Hotel	
Select	•
Interview Score	
Select	