



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									u	Iniversity of	Alabama Hospital Eme	ergency Medicine
		Attributes										
General	\sim	Checkbox	Textbox	Date	D	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		>	
Attribute Name			Actions
Enter attribute name			J 🖍 🗓
			2
	с	ANCEL SAVE	Ĭ / ŵ





- 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	^
← BACK	
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	Ē
Date at Hotel	
MM/DD/YYYY	Ē

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

Dropdown Attributes		
← BACK		
Hotel		
Select	*	
Interview Score		
Select		