1. Under the *Applications* tab, click *View Current Results*.
2. Select the applicant(s).
3. Select a bulk action to perform on selected applicants at the bottom of the table.
4. Select *Update Attributes* from the dropdown list.
5. Click the Go button.
6. Choose the appropriate type of attribute (Checkbox, Textbox, Date, or Drop-down), and make the appropriate changes.

- The No Change option incurs no changes
- The Check option will check the box for the desired status
- The Uncheck option will uncheck the box for the desired status. The Clear option will reset any entered attributes back to the default.

7. Click the Apply button.