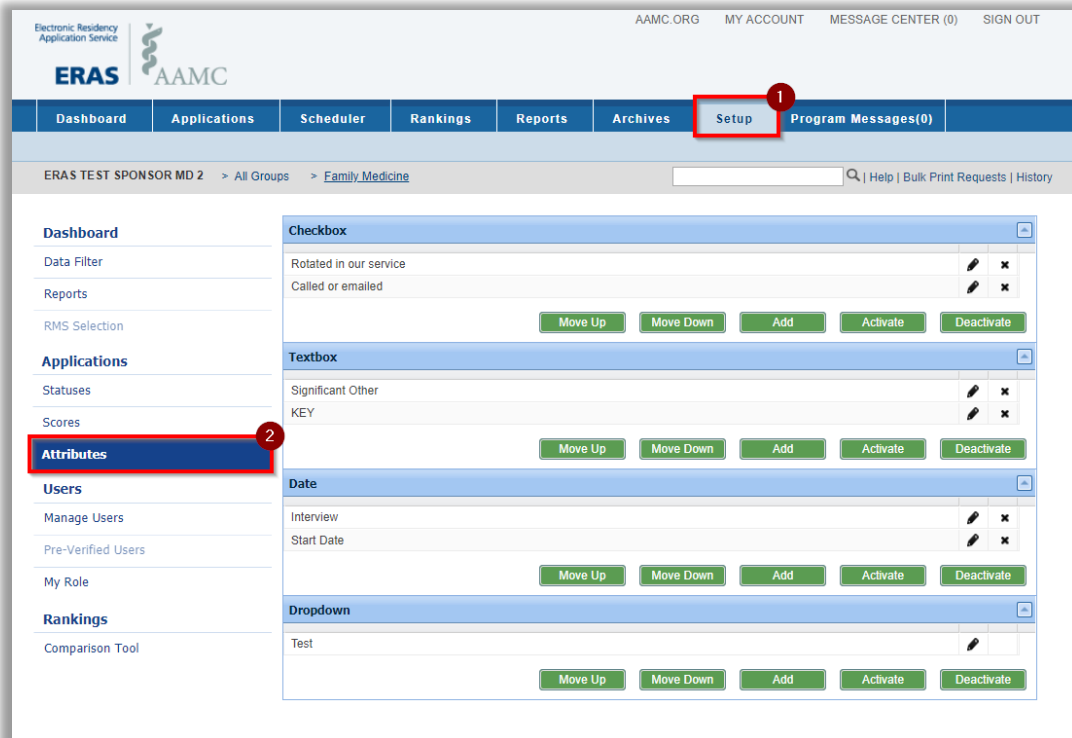
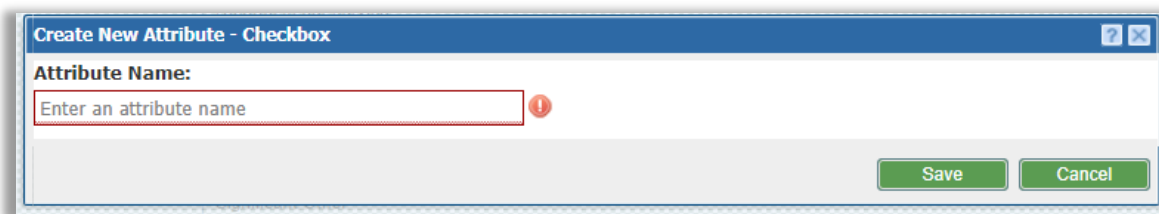


Users can create custom attributes in addition to the statuses. There is a maximum of 100 additional custom attributes that can be created. These attributes can also be filtered for as well.

1. Click on the Setup Tab, then Attributes. There are Checkbox attributes, Textbox attributes, Date attributes, and Dropdown attributes.



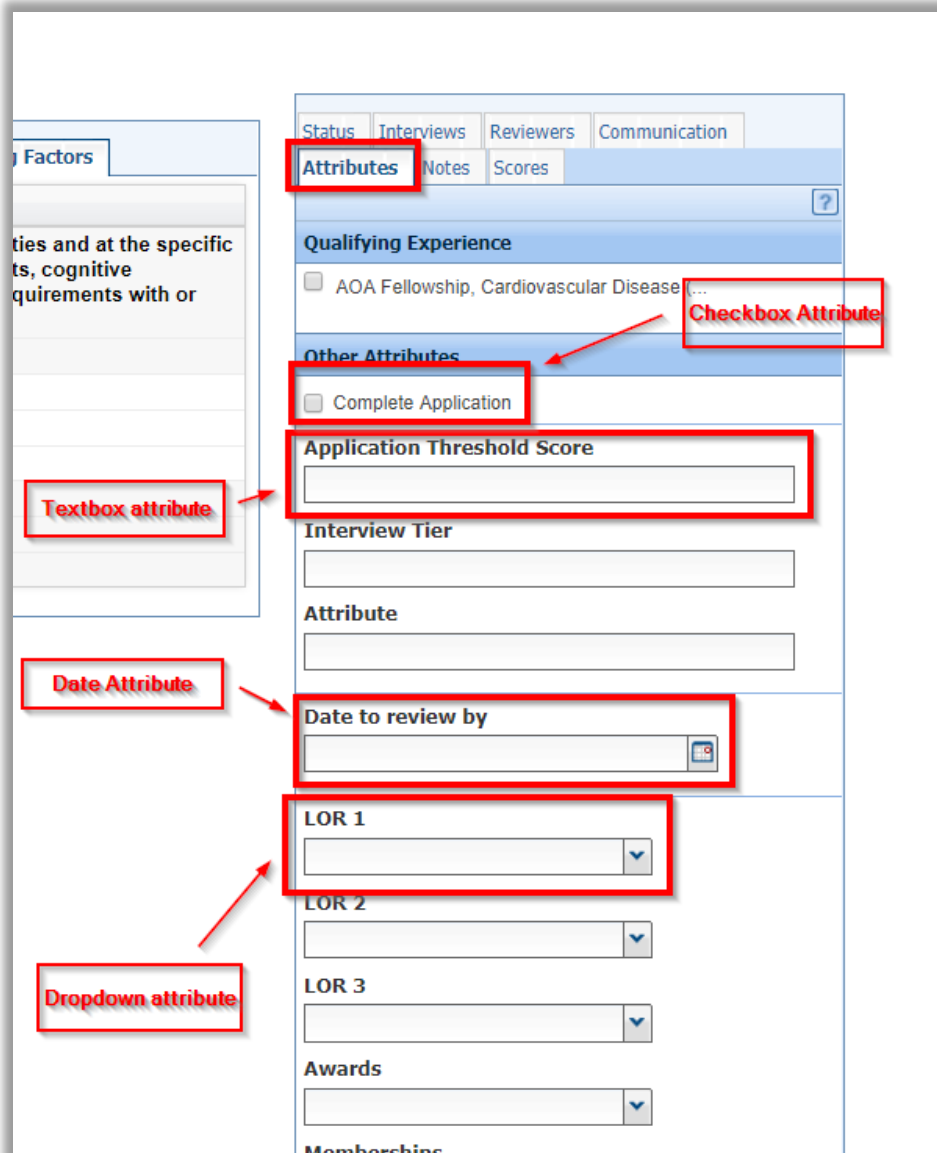
2. To add a custom attribute, click on the Add button and designate a name for the attribute. Click Save, and the attribute will be available for use in the applicant’s application attributes



3. Attributes that have been setup can be found in the Attributes tab of the Application.

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- a. Checkboxes can be used to tag an applicant with a characteristic (similar to a status)
- b. Textboxes can be used to provide text descriptions of an applicant
- c. Dates can be used to mark specific dates that are relevant to the applicant
- d. Dropdowns can be used to categorize applicants



The screenshot displays a web interface for creating or editing applicant attributes. The interface is divided into several sections, each with a red callout box identifying a specific attribute type:

- Attributes:** A red box highlights the 'Attributes' tab at the top of the main content area.
- Checkbox Attribute:** A red box highlights a checkbox labeled 'AOA Fellowship, Cardiovascular Disease ...' under the 'Qualifying Experience' section.
- Textbox attribute:** A red box highlights a text input field labeled 'Application Threshold Score' under the 'Other Attributes' section.
- Date Attribute:** A red box highlights a date input field labeled 'Date to review by' with a calendar icon.
- Dropdown attribute:** A red box highlights a dropdown menu labeled 'LOR 1'.

Other visible fields include 'Complete Application' (checkbox), 'Interview Tier' (text), 'Attribute' (text), 'LOR 2', 'LOR 3', 'Awards', and 'Memberships'.

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