

Unite Education Program v6.1

Job Aid: 4138

## What's Changing

When talking with schools about Unite, one of the first questions we are asked is what is changing. Aside from the obvious differences in the user interface and web-based platform, there are a number of features that are quite different and may change the way you think about your recruiting, admissions, and administrative processes. To help prepare you for the transition, this document provides a summary of some of the key differences between ACES<sup>2</sup> and Unite.

### Admissions Workflow

One of the biggest differences between ACES<sup>2</sup> and Unite is that in ACES<sup>2</sup> you had to run reports to see the most current information and determine next steps for application processing. In Unite, the most current information is available to you immediately on home page dashboards and admissions workflow grids. The following table lists some of the key differences that change the way you manage your applicants and process applications.

ACES <sup>2</sup>	Unite
Manage applicant pool by running reports	Log on and navigate to a home page dashboard or grid to manage your applicant pool
Check multiple places in the system to determine if an application is complete	Set up and use a verification checklist for each application type
Enter conditions and run a report to see applications by status	See current applications by status on different workflow grids

## Emails and Events

Unite makes it easy to engage with people and manage events without having to schedule a report and with minimum number of events to create. The following table lists some of the key differences between ACES<sup>2</sup> and Unite.

ACES <sup>2</sup>	Unite
Run an email report to send emails	Select people and send an email
Schedule an email report	Design automated, interactive email campaigns
Incorporate limited design in email messages	Use pre-built templates to quickly design attractive and effective messages
Associate people with events in order to group them	Add and associate people to groupings when events are not applicable

## Group Actions and Edits

In Unite, you can perform group actions and edits from multiple grids rather than jumping around the system to complete different tasks. The following table lists some of the key differences between ACES<sup>2</sup> and Unite with regards to group actions and edits.

ACES <sup>2</sup>	Unite
Jump around to different areas to perform a single group update	Access an <b>Actions</b> menu on every workflow grid
Multiple steps to perform a batch update	Select the records, then make the edits
Data edit grid	Inline edit grid

ACES <sup>2</sup>	Unite
Identify deferred applications by current and/or decision status	Identify deferred applications by substatus

## Insights and Trends

Rather than running reports to see insights and trends, Unite provides insights and trends on different dashboards and grids that you can organize for more focused views. You can even save different views on grids to see the latest information without having to organize the grid each time. The following table lists some of the key differences between ACES<sup>2</sup> and Unite capabilities for viewing insights and trends.

ACES <sup>2</sup>	Unite
Schedule a report based on conditions	Organize grids and dashboards (filtering, sorting, grouping), and save custom views
Run export reports to see current information about prospects and applicants	Navigate to a workflow grid to see current information
Run Crystal reports to see current and historical trends	See current and historical trends on dashboard
Integrate with SAP Crystal Reports	Build custom, interactive dashboards with the information that is most important to you
Run an email report to send an email	Email and report functionality are completely separate

## Prospects and Applicants

Instead of having a prospect record and potentially multiple applicant records for the same person, Unite allows you to manage everything about a person in a single record. Fewer clicks mean more efficient record keeping for prospects, applicants, and matriculants. The following table lists some of the key differences between ACES<sup>2</sup> and Unite when it comes to managing details about people and applications.

ACES <sup>2</sup>	Unite
Prospect records and applicant records	Person records with application records included
Archived records for applicants	Archived records for prospects, applicants, and matriculants
-	Closed applications
Fast edit	Contact card
Application documents	Person profile documents and application documents
Open and close records when reviewing from a grid	Browse through records currently showing on a grid

## Review Administration

Unite has new features to help you manage applications that are ready for review and in review. The following table lists some of the key differences between ACES<sup>2</sup> and Unite.

ACES <sup>2</sup>	Unite
Use review process administration (RPA) reports to assign applications for reviews	Select applications from a grid, and assign them for review

ACES <sup>2</sup>	Unite
Facilitate sequential or concurrent reviews with multiple reviewers	Facilitate sequential, concurrent, and committee reviews with multiple reviewers
Select multiple reviewers to create an ad-hoc review group	Add and work with standard review groups or create ad-hoc review groups
Look at a standard Concat score to assess summary reviewer recommendations	Build your own reviewer recommendation summary view on the workflow grids

## Statuses

Unite offers a standard admissions workflow that uses stages, statuses, and substatuses to organize people and applications. Where current statuses and decisions statuses were unique to each school in ACES<sup>2</sup>, statuses in Unite are more consistent across schools and are used much differently to manage people and applications. The following table lists some of the key differences between how statuses work in ACES<sup>2</sup> and Unite.

ACES <sup>2</sup>	Unite
Prospect record and applicant record	Stages to identify whether a person is a prospect, applicant, or matriculant
Custom statuses that are unique to every school	Standard statuses that every school uses
Decision reporting to LSAC at the end of each admissions cycle	Integrated and streamlined status reporting throughout the admissions cycle
Current / decision status to categorize applications	Status / Substatuses to further categorize both people and applications
One current / decision status per application	One status, multiple substatuses to categorize both people and applications

## System Settings

Unite automates and consolidates system settings and fields, making system administration easier and quicker. The following table lists some of the key differences between ACES<sup>2</sup> and Unite regarding system configuration settings.

ACES <sup>2</sup>	Unite
27 general settings	Ten general settings
Matching settings	Automatic matching
Configure data flow settings for CAS reports	Configure data flow settings for CRS queries, applications, and CAS reports
System fields, user-defined fields, and default values managed in multiple places	One area to manage system fields, user-defined fields, and default values

## User Administration

Instead of each user account having a unique set of permissions, Unite uses role-based security to manage access rights. With role-based security, users acquire permissions through assigned user roles. The following table lists some of the key differences between ACES<sup>2</sup> and Unite user accounts and permissions.

ACES <sup>2</sup>	Unite
Assign permissions to a user account	Assign permissions to a user role
Copy permissions from one user account to another user account	Assign a user role to a user account
-	Optionally customize user accounts and override user role permissions