

Unite Education Program v6.2

Job Aid: 5272

## Assign an Application to a Standard Review Group

When an application is ready for review, you can assign the application to a single reviewer, multiple reviewers, or a standard review group. A standard review group is a review group that has been added to Unite and may have conditions associated with the review. After you assign an application to a standard review group, you can reassign or unassign the application.

### To assign an application to a standard review group

1. Open a browser and log on to Unite.
2. On the main menu, click REVIEWS.
3. Verify you are on the *My Pending Actions* tab.
4. Organize the grid to find the applications that are ready for review.

#### Note

Applications that are ready for review have a **Ready for Review** status.

#### Note


You may need to sort, filter, or increase the items per page to see all the records in the grid.

5. Select the check box next to each application you want to assign for review.

#### Note

If you want to assign applications on all pages in the grid, select the check box in the table header.

6. At the bottom of the grid, click **Actions**.

7. Click  **Assign** .
8. From the **Select a Reviewer Group** list box, click the review group.
9. In the **Due Date** text box, enter or select a date from the calendar.



**Note**

If you do not specify a due date, Unite automatically sets the due date to five days from the current date.

10. In the **Notes** text box, enter a shared note if desired.

**Note**

You can add a shared note with up to 5,000 characters for all reviewers to see.

11. Click  .
12. When prompted to confirm the review assignment, click  .