

Unite Education Program v6.1

Job Aid: 5274

## Unassign an Application from Reviewers

At any time while an individual reviewer is assigned an application, you can unassign the application from the reviewer. If an application is currently assigned to an ad-hoc or standard review group, you can only unassign the application provided no one in the group has submitted a recommendation. When you unassign an application, Unite ends the review and discards any evaluations that are in progress.

### To unassign an application

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 application you want to unassign.

#### Note

Applications that can be unassigned have a **Review in Progress** 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 unassign.

#### Note

If you want to unassign 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. Click **Unassign**.
9. Click  .
10. When prompted to confirm, click  .