

Unite Education Program v9.0

Job Aid: 5386

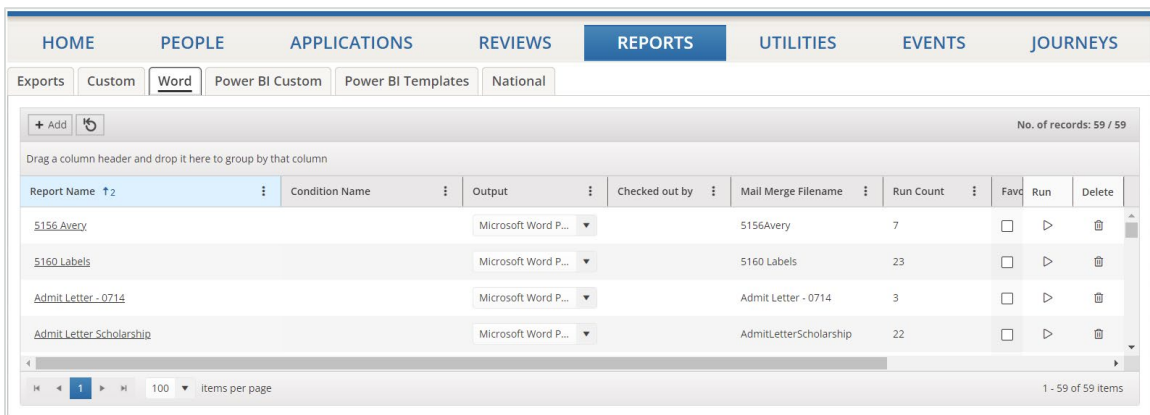
## About Grids

Throughout Unite, there are many grids with different features, options, and data to help manage your admissions and recruiting activities. A grid is a table that displays real-time data in columns and rows. Grids can provide immediate insights, or they may need to be organized to focus on specific details.

### About main grids

Main grids are large tables with options for you to organize data and act on selected records. Many main grids have the options to save and manage different views. There are main grids in both the admissions and marketing areas of Unite. For example, the admissions workflow grids are main grids. They are the grids you see in the PEOPLE, APPLICATIONS, and REVIEWS areas of Unite. The admissions grids are the only grids for which you can customize columns that are available to show.

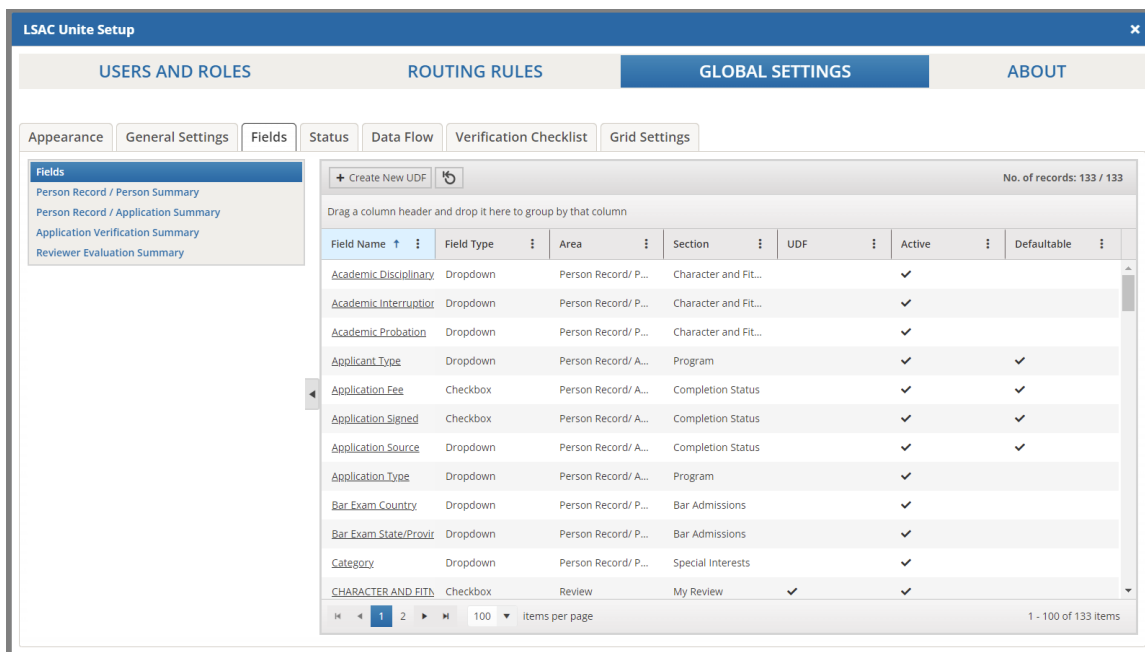
In the REPORTS area of Unite, there are main grids for the different types of reports you can manage. For example, the following image shows the main grid where you manage Word reports.



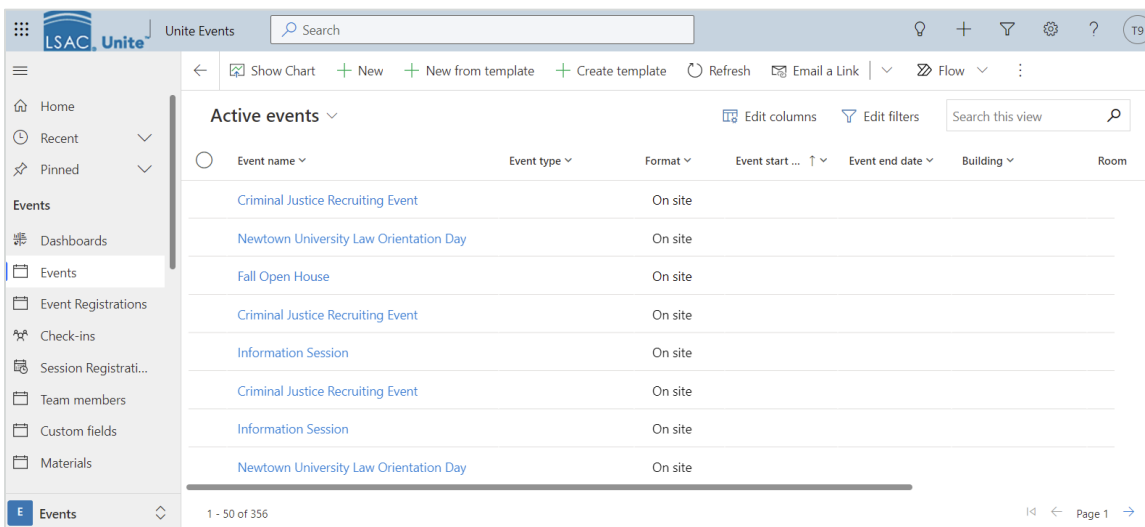
Report Name	Condition Name	Output	Checked out by	Mail Merge Filename	Run Count	Fav	Run	Delete
S156 Avery		Microsoft Word P...		S156Avery	7	<input type="checkbox"/>	<input type="button" value="▶"/>	<input type="button" value="🗑"/>
S160 Labels		Microsoft Word P...		S160 Labels	23	<input type="checkbox"/>	<input type="button" value="▶"/>	<input type="button" value="🗑"/>
Admit Letter - 0714		Microsoft Word P...		Admit Letter - 0714	3	<input type="checkbox"/>	<input type="button" value="▶"/>	<input type="button" value="🗑"/>
Admit Letter Scholarship		Microsoft Word P...		AdmitLetterScholarship	22	<input type="checkbox"/>	<input type="button" value="▶"/>	<input type="button" value="🗑"/>

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There are also main grids to help manage system settings and system records. For example, the following image shows the main grid where you manage user-defined fields.



Marketing grids are in the EVENTS and JOURNEYS area of Unite. The main grids in the marketing area of Unite look and function differently from the main grids in the admissions area. The following image shows the main grid where you manage events.

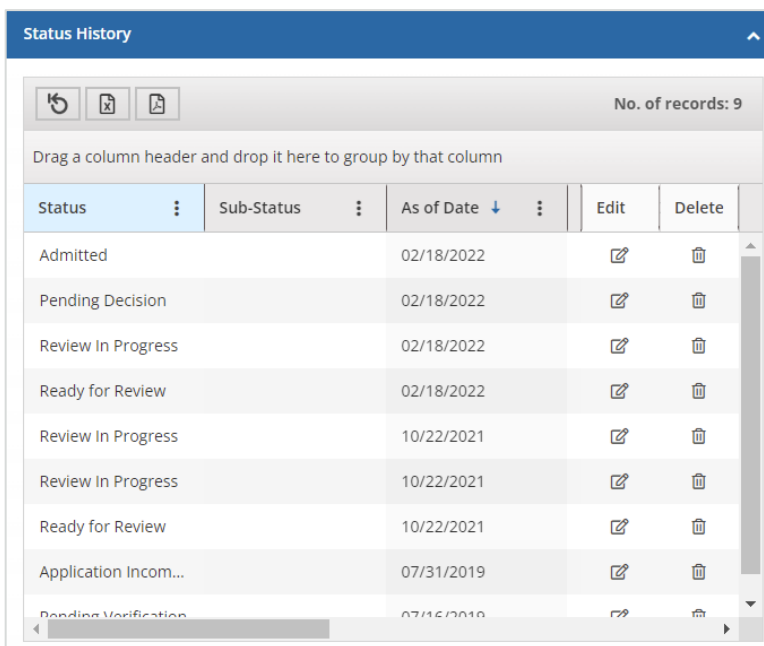


Different grids provide insights and access to different records.

## About list grids

List grids are smaller tables that provide data within a section or area of a page. List grids have fewer options to organize data, and in most cases, show less but more focused information than what you see on main grids. List grids do not have the option to save and manage views.

Like main grids, list grids in the admissions area look and function differently from list grids in the marketing area of Unite. The following image shows an example list grid in the admissions area of Unite where you can see status history for an application.



The screenshot displays a 'Status History' list grid. At the top, there is a blue header with the title 'Status History' and an upward arrow. Below the header, there is a toolbar with three icons (refresh, print, and export) and a label 'No. of records: 9'. A instruction 'Drag a column header and drop it here to group by that column' is present. The table has the following columns: 'Status', 'Sub-Status', 'As of Date', 'Edit', and 'Delete'. The data rows are as follows:

Status	Sub-Status	As of Date	Edit	Delete
Admitted		02/18/2022		
Pending Decision		02/18/2022		
Review In Progress		02/18/2022		
Ready for Review		02/18/2022		
Review In Progress		10/22/2021		
Review In Progress		10/22/2021		
Ready for Review		10/22/2021		
Application Incom...		07/31/2019		
Pending Verification		07/15/2019		

List grids in the EVENTS and JOURNEYS area of Unite provide marketing details. The following image shows an example list grid that provides a list of people registered to attend an event.

Event registration					
Event registrations				+ New Event Registration	Refresh
Contact	Registration ID	Primary Email (Contact)	Recruit Event Notes		
McGee, Christopher	ER 23UG2NWWJ7LJEZG...	qa1282@qatesting.org			
Reed, Erika	ER 23UZQL7KGN42W4G...	qa1519@qatesting.org			
Jackson, Pi-Malcolm	ER 23X4T3QCBLJUW78G...	qa152423@qatesting.org			
Kloter, Dylan	ER 248PGB2QGTDDWWVY...	qa1656@qatesting.org			

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Many list grids have options to organize and export table data, group columns, and reset the grid to remove any sorting or filtering you apply. In some instances, there may also be options to act on a specific row.

### Related resources

- 5782 – About Grid Actions
- 5436 – About Grid Options
- 5629 – Organize an Admissions Grid
- 5241 – Organize a Marketing Grid
- 5715 – Add a Column to an Admissions Workflow Grid