Unite Education Program v9.0
Job Aid: 5386
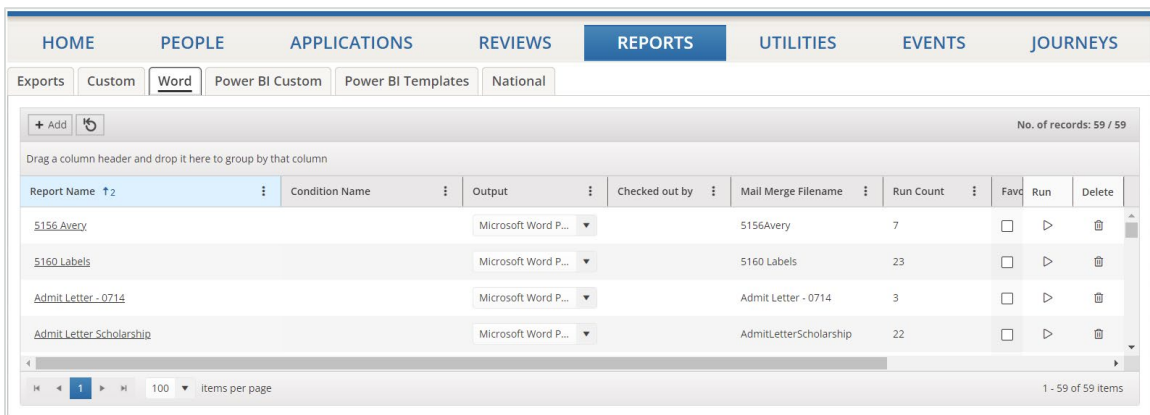
About Grids

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.
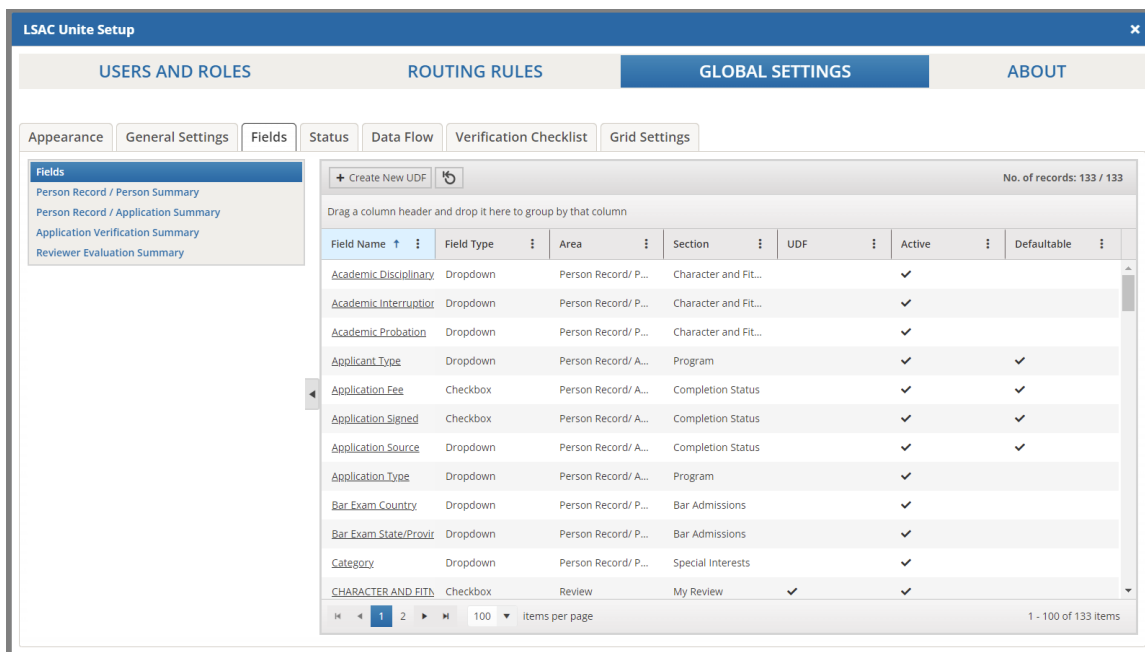
In the REPORTS area of Unite, there are main grids for the different types of reports you can manage. For example, the following image shows the main grid where you manage Word reports.
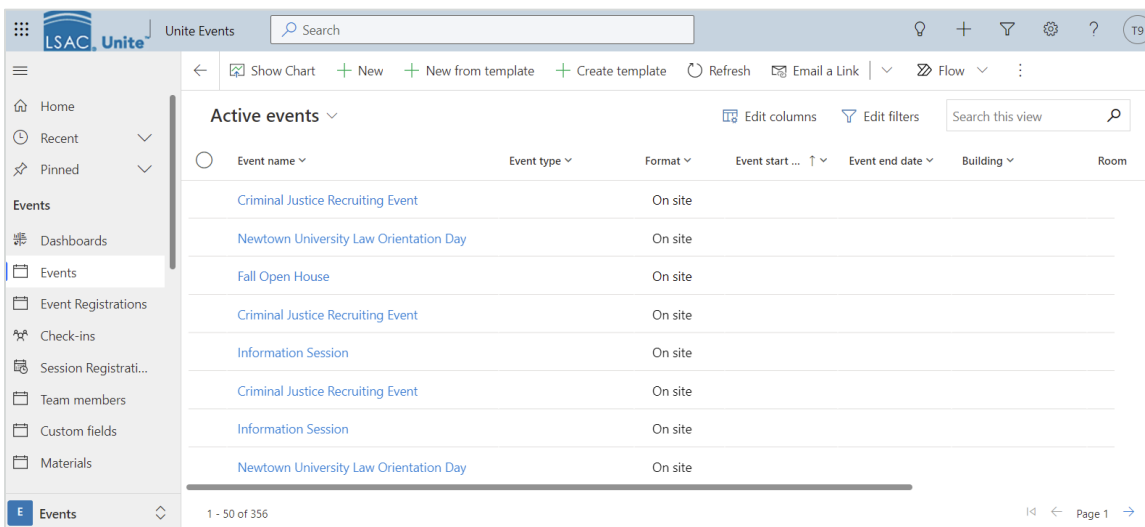
There are also main grids to help manage system settings and system records. For example, the following image shows the main grid where you manage user-defined fields.

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.
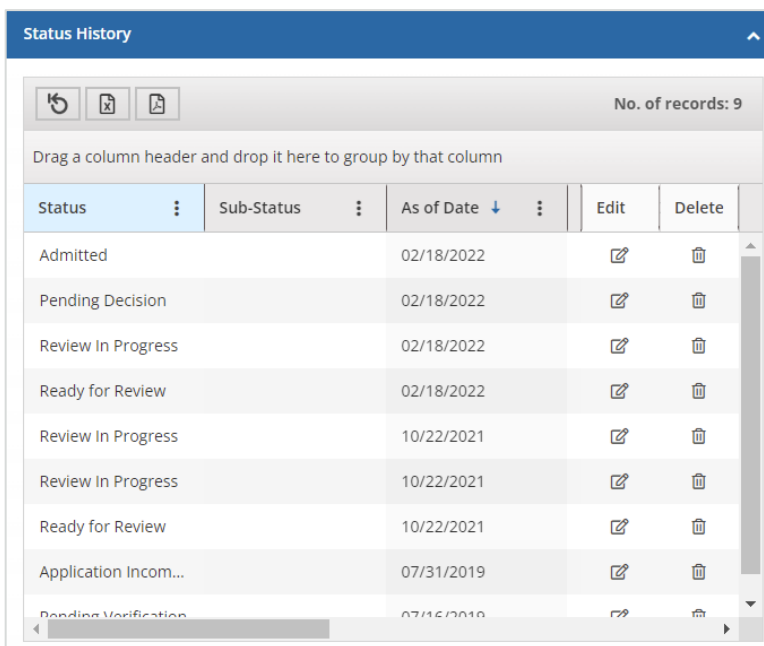
Different grids provide insights and access to different records.

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.

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.

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