LSAC® Unite™

Unite Education Program v6.5
Job Aid: 5428

Update the Status for a Group of Applications

In Unite, you can update status information for a group of applications as long as the status is the same for all applications in the group.

To update the status for a group of applications

1. Open a browser and log on to Unite.

2. Navigate to the grid from where you want to update the application status.

Note

   You can update the application status from the following Unite admissions workflow grids: APPLICATIONS (except for the *Unsubmitted* grid), and REVIEWS (except for the *My Pending Reviews* and *My Completed Reviews* grid).

3. Find the application or group of applications for which you want to update the status.

Note

   You may need to sort, filter, or increase the items per page to find the applications.

4. Select the check box next to each person name.

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

6. On the pop-up menu, click **Edit**.

7. When prompted, select **Apply the same edit to all selections**.

8. Click **Continue** .

9. Select the check box next to **Application Status**.

10. Click **Add** .

11. Click **Continue** .

12. From the **Status** drop down, select a new status for the selected applications.

13. Select any other values you would like to apply.

14. Click **Submit** .

15. Click **Confirm** .

Related resources

- 3011 – About Stages, Statuses, and Substatuses

- 5440 – Make Individual Edits to a Group of Applications

- 5620 – Export Status History

- 5734 – About Status History