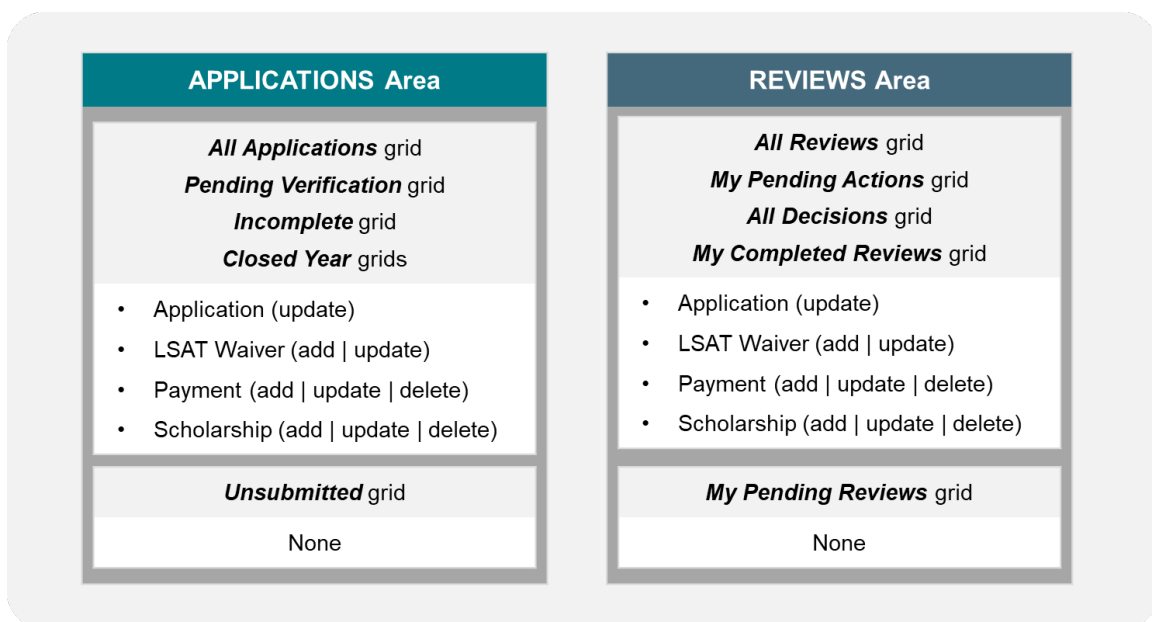


Unite Education Program v6.4

Job Aid: 5440

## Make Individual Edits to a Group of Applications

If you want to make individual edits to a group of applications, you can perform an inline edit. Inline editing allows you to add, update, and, in some cases, delete field values. As shown in the image below, you have the same inline editing options on different grids in the APPLICATIONS area and the REVIEWS area of Unite.



Options for inline editing include adding, updating, and, in some cases, deleting field values in the following sections on the application record:

- Program
- Completion Status
- Application Status
- LOR Counts

- Transfer/Visitor
- Financial Aid
- Scholarships

It is important to note you cannot use the inline edit feature to update application statuses. However, there are other fields in the *Application Status* section on an application record that you can update. You also have the option to edit just the **LSAT Waiver** field and the **LSAT Waiver Reason** field in the *Completion Status* section on an application record. You can edit just the payment fields in the *Fees* section on an application record.

Once you submit an inline edit, you cannot quickly undo your changes. If you make a mistake, you may need to perform another inline edit to make corrections. There are two key steps required to make individual edits to a group of applications.

### **Part 1: Select the applications you want to edit**

1. Open a browser and log on to Unite.
2. Navigate to the area where you want to perform the batch edit.

#### **Note**

You can perform an inline edit for a group of applications in the APPLICATIONS area and REVIEWS area of Unite.

3. Select the admissions workflow grid on which you want to perform the batch edit.

#### **Note**

In the APPLICATIONS area and REVIEWS area of Unite, you can perform an inline edit on all grids except for the *Unsubmitted* grid, the *My Pending Reviews* grid, and the *My Completed Reviews* grid.

4. Select the check box next to each application you want to edit.

#### Note

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

### Part 2: Edit the selected applications

1. At the bottom of the grid, click **Actions** .
2. Click **Edit** .
3. Click **Make individual edits to each selection.**
4. Click **Continue** .
5. In the **Available Fields** box, select the check box for each field you want to view or edit.

#### Note

Fields are organized in expandable and collapsible sections. To see the list of fields, click and expand a section.

#### Note

You can use the **Search available** text box to search for specific fields you want to update.

#### Note

To help make edits, certain fields are available in read-only format. You cannot add, update, or delete fields that have [read-only] next to the field name.

6. Click **Add** .
7. Click **Continue** .

8. Edit fields as needed.

**Note**

If you selected fields in more than one section, Unite displays the fields on separate tabs in the order they appear in the **Available Fields** box. You must complete the updates on the first tab before you can select the next tab and make updates.

9. Click **Submit** .
10. Verify your changes, and then click **Confirm** .
11. Click **X** to close the Edit window, and then click **Yes** to confirm.