

Unite Education Program v8.0

Job Aid: 5515

Edit a Standard Review Group

At any time after a standard review group is added to Unite, you can change the name of the group, update the members, and change conditions that determine when review assignments end. Your changes take effect immediately after you save the edits, even if a review is in progress and regardless of whether a reviewer in the group has submitted a recommendation.

To edit a standard review group

1. Open a browser and log on to Unite.
2. On the main menu, click **REVIEWS**.
3. Verify that you are on the *My Pending Actions* tab.
4. Click **Manage Review Groups and Folders**.
5. Verify you are on the *Review Groups* tab.
6. In the **Group Name** column, click the name of the review group you want to edit.

Note

You may need to sort or filter to find the review group name.

7. Edit the review group as needed.

Note

If you are editing a sequential review group, be sure selected group members are listed in the order you want members to review applications from start to end.

Note

Concurrent and sequential review groups must have at least one condition that ends the review for the group. You can add up to three conditions.

8. Click  .
9. Click **X** to close the *Manage Review Groups/Reviewers/Folders* window.

Related resources

- 5514 - Add a Standard Review Group to Unite
- 5516 - Delete a Standard Review Group