Unite Education Program v6.5
Job Aid: 5580

Add a Substatus to a Status

Statuses help you manage people and applications as you move through the recruiting stages, starting with a prospect, moving to an applicant, and advancing to a matriculant. Substatuses help to further classify people who are in a specific status. Unite provides a set of "starter" substatuses and you can add substatuses as needed. There are several configuration options for each substatus you add to a status. The following table provides a description of each option.

Configuration Option	Description
Export Decision	Select the appropriate export decision to ensure that decision data is reported accurately to LSAC.
LS Code	This is a unique identifier created by school. Example: Code for transferring data to school's mainframe system.
Report	This is a unique identifier created by school. Example: Code for grouping similar values together to facilitate report condition building.
Commitment	This option controls whether the **Commitment** flag is updated for an application when the substatus is added to the application.
ASO Description	Create an online description for the Applicant Status Online (ASO) page.
ASO Display	Select this check box to display the substatus on the ASO page.
Active	Deselect this check box to deactivate the substatus.

To add a substatus

1. Open a browser and log on to Unite.

2. Click and expand your username to display the system configuration menu.

3. Click **Global Settings**.

4. Click the *Status* tab.

5. Verify you are on the *Status/Substatus* tab.

6. On the SUB-STATUS grid, click **+ Add** .

   > **Note**
   >
   > If you want to focus on just the SUB-STATUS grid, click ◀ to hide the
   > STATUS grid. Click ▶ to show the STATUS grid when you are ready.

7. From the **Status** list box, select the status to which the substatus should be associated.

8. Specify configuration options for the substatus.

   > **Note**
   >
   > The configuration options that are available depend on the stage
   > associated with the status you select. For example, if you select a status
   > that is associated with the applicant or matriculant stage, then you
   > must select an **Export Decision** for the status/substatus association.

9. In the **Sub-status** text box, enter a unique name.

10. Click **Add New** .

11. On the *Sub-status* grid, verify information for the substatus you added.

> **Note**
>
> Before submitting the substatus, you can check your work on the *Overview* tab.

12. Click **Submit** .

13. When prompted to confirm you want to add the substatus, click **Confirm** .

14. Click **X** to close the *LSAC Unite Setup* page.

Related resources

- 3011 – About Stages, Statuses, and Substatuses

- 5428 – Update the Status for a Group of Applications

- 5579 – Edit a Status

- 5734 – About Status History