

Unite Education Program v6.5

Job Aid: 5715

Add a Column to an Admissions Workflow Grid

In Unite, you can add up to 50 columns that you and other users can show and hide on admissions workflow grids in the PEOPLE, APPLICATIONS, and REVIEWS areas of Unite. When you add a column to a grid, you have the option to specify whether you want the column to show by default. Any columns that do not show by default are available for individuals to show and hide to find information. Adding a wide range of columns provides options to organize grids and see the data that is most important for your school's recruiting and admissions processes.

To add a column to the grid

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 *Grid Settings* tab.
5. Click the grid you want to edit.
6. In the **Available Columns** list, select the check box for each column you want to add to the grid.

Note

If your school added a user-defined field (UDF) that is available as a column, **UDF** appears next to the column name.

7. Click  .

Note

Unite adds the new columns you selected to the end of the *Grid Columns* list in alphabetical order.

8. For each column you want to show by default on the grid, verify that the **Show by default** check box is selected.

Note

Unless a view is set as the default for the grid, Unite shows default columns any time any user displays the grid.

9. Arrange the columns in the order from top to bottom based on how you want the columns to show on the grid from left to right.

Note

To move a column, click, drag, and drop the column to the location you want it to appear in the grid.

Note

Each column box displays a column number that indicates the order it appears on the grid when shown by default, or when a user adds it to the grid.

10. Click  .

11. Click  to close the *LSAC Unite Setup* window.

Related resources

- [5436 - About Grid Options](#)
- [5627 - About Marketing Grids](#)
- [5629 - Organize an Admissions Grid](#)
- [5716 - Add a Column to a Marketing Grid](#)