

Unite Education Program v6.5
 Job Aid: 5733

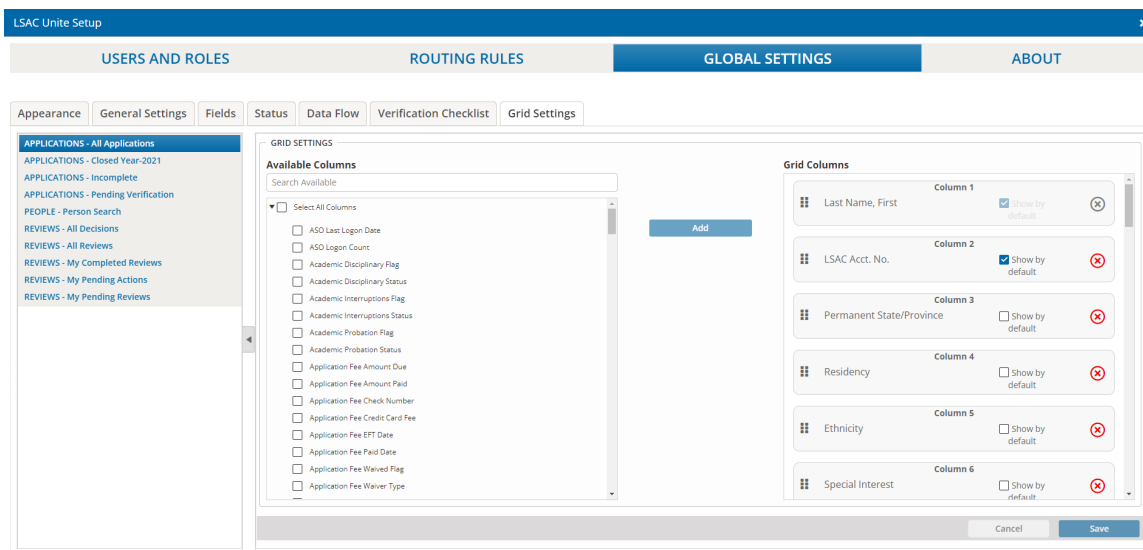
About Grid Columns

Having the right information on each grid is key to efficiency and productivity. In Unite, you can configure columns on admissions workflow grids and marketing grids to make information available to the right users at the right time.

Columns for admissions workflow grids

In Unite, admissions workflow grids are designed to help you manage relationships and process applications. Each grid supports a function in the admissions process and, for that reason, is configured by default to include specific columns with specific information. For example, the *Incomplete* grid in the APPLICATIONS area of Unite is designed to help you process applications that have outstanding items. By default, the columns that are available on the *Incomplete* grid are specific to this process.

As illustrated in the image below, you can configure columns for most admissions workflow grids in Unite.



The *Available Columns* list is where you choose columns you want to add to the selected grid. If your school added a user-defined field (UDF) that is available as a column, **UDF** appears next to the column name. Adding a column to a grid does not mean the column automatically displays on the grid. When you add a column, you add the column to the list of available columns that users can show and hide on the grid.

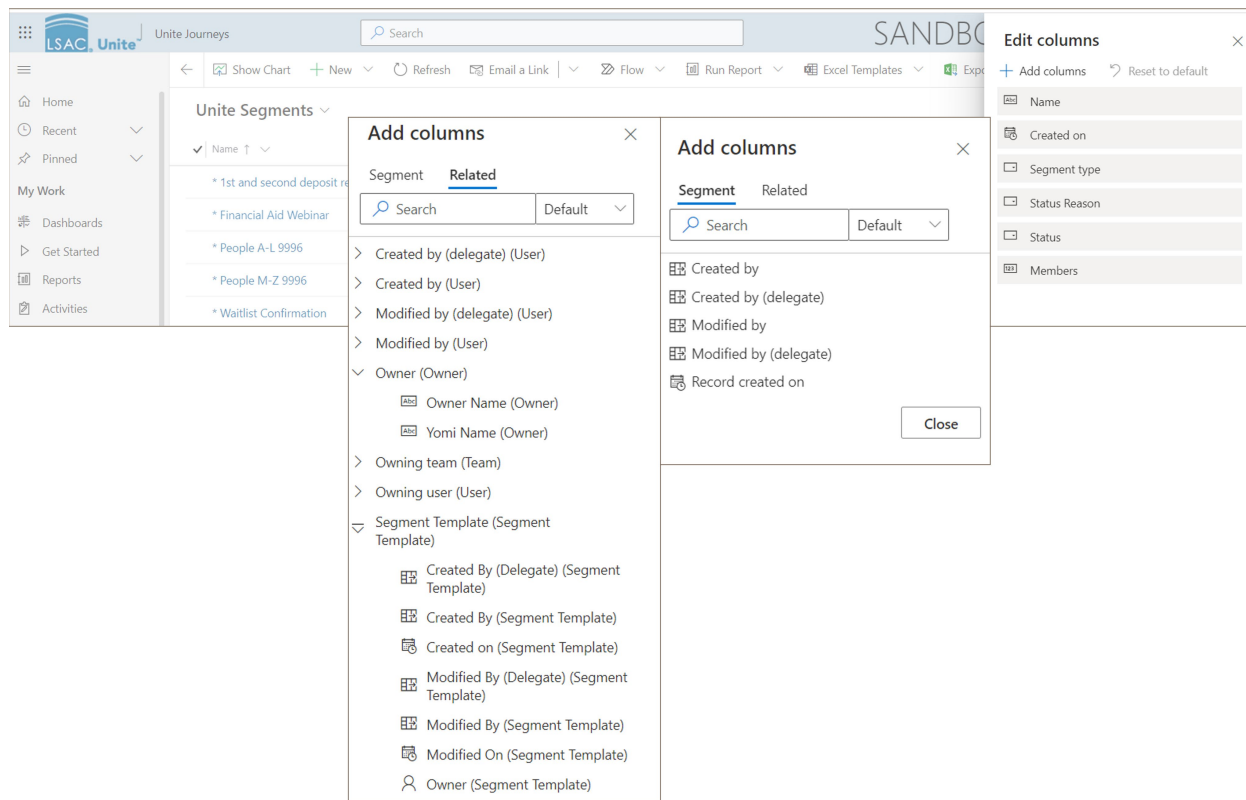
The *Grid Columns* list shows each column added to the grid and the order the columns display on the grid. Here you can choose which of the available columns you want to show by default. Unite places new columns you add to the end of the *Grid Columns* list. However, you can drag and drop columns to different locations. Each column on the *Grid Columns* list displays a number that indicates its place when shown on the grid from left to right.

Deleting a column from a grid removes the column from the list of columns that users can show and hide on the grid. The configuration you design is the configuration that users see by default unless they save a default view.

Columns for marketing grids

In Unite, marketing grids are designed to help you manage events and email communications. Each grid is designed to help you manage a specific type of record. For example, you manage email records on the *Marketing emails* grid. You manage records for segments on the *Segments* grid, and you manage event records on the *Events* grid.

As illustrated in the image below, you can configure columns for most marketing grids in Unite.



In the example, the *Edit Columns* window shows the current columns that display on the *Segments* grid. The *Add Columns* window enables you to select additional columns to display on the grid. You can add all the columns available to display on the grid, add custom columns to display, or opt to display just the columns designated as default columns for the grid. You can also add columns that are related to the column data. For example, related columns for the *Segments* grid include segment template information and the names of people who modified the segment.

Related resources

- [5436 - About Grid Options](#)
- [5629 - Organize a Grid](#)
- [5715 - Add a Column to an Admissions Workflow Grid](#)
- [5716 - Delete a Column from an Admissions Workflow Grid](#)