

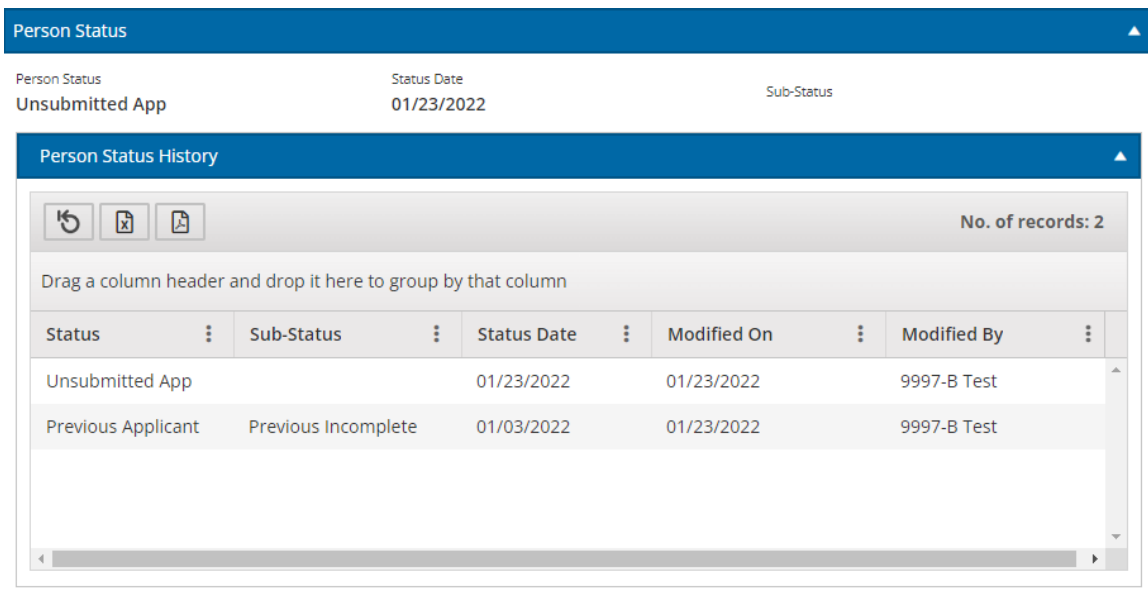
Unite Education Program v6.5  
 Job Aid: 5734

## About Status History

Any time the status or a substatus changes for a person or application, Unite logs the change so that you have a record of how your relationships evolve and how applications move through the admissions workflow. Status history information appears on a list grid that you can organize to focus on specific information. Specifically, you can sort, filter, group, hide, and show columns on the grid. Plus, you can export information on the grid to an Excel (.XLSX) file or a .PDF document. In Unite you have access to person status history and application status history.

## About Person Status History

Each person record has an expandable and collapsible section called *Person Status*. In this section, there is the *Person Status History* grid. As shown in the image below, the *Person Status History* grid provides specific information about each change to the person status or substatus.



Person Status					
Person Status	Status Date	Sub-Status			
Unsubmitted App	01/23/2022				
Person Status History					
No. of records: 2 Drag a column header and drop it here to group by that column					
Status	Sub-Status	Status Date	Modified On	Modified By	
Unsubmitted App		01/23/2022	01/23/2022	9997-B Test	
Previous Applicant	Previous Incomplete	01/03/2022	01/23/2022	9997-B Test	

The following table provides a description of the information you can see about status and substatus changes in the *Person Status History* grid.

Column	Description
Status	The <b>Status</b> column indicates the updated person status. Person statuses might be <b>Lead, Contacted, Interested, Unsubmitted App, Current Applicant, Previous Applicant, Pending Matriculation, or Matriculated.</b>
Sub-Status	The <b>Sub-Status</b> column indicates any change to the substatuses for the person record. Person records can have more than one substatus, which is reflected in this column.
Status Date	The <b>Status Date</b> column indicates the date on which the change takes effect. This may not always be the same date the change was made to the record.
Modified On	The <b>Modified On</b> column indicates the date the change was made to the record.
Modified By	The <b>Modified By</b> column indicates the Unite user that made the status change.

### About Application Status History

Each application record has an expandable and collapsible section called *Application Status*. In this section, there is the *Status History* grid. As shown in the image below, the *Status History* grid provides specific information about each change to an application status or substatus.

**Application Status**

Application Status  
**Admitted**

Application Status Date  
**11/16/2020**

Application Sub-Status  
**1st Deposit**

Updates To Be Sent To University

Export Decision  
**Deposit Paid**

Commitment Date  
-

Data Sent to University

Sent to University Date  
**02/23/2010**

Update to Mainframe Date  
**06/07/2010**

Waitlist Confirmed

Waitlist Confirmed Date  
-

**Status History**

No. of records: 5

Drag a column header and drop it here to group by that column

Status	Sub-Status	Status Date ↓	Modified On	Expo	Edit	Delete
Admitted	1st Deposit	11/16/2020	02/18/2021	Depo		
Admitted		07/23/2019	07/23/2019	Admi		
Admitted		07/15/2019	07/15/2019			
		09/07/2016	09/07/2016	Admi		
		09/07/2016	09/07/2016	Admi		

The *Status History* grid also has options to edit status history and delete status history in case a change needs to be modified on a record.

The following table provides a description of the information you can see about status and substatus changes in the *Status History* grid.

Column	Description
Status	The <b>Status</b> column indicates the updated application status. Application statuses might be <b>Pending Verification, Application Incomplete, Ready for Review, Review in Progress, Review On Hold, Pending Decision, Withdraw during Review, Waitlist, Denied, Admitted, Pending Matriculation, or Matriculated.</b>

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Column	Description
Sub-Status	The <b>Sub-Status</b> column indicates any change to the substatuses for the application record. Application records can have more than one substatus, which is indicated in this column.
Status Date	The <b>Status Date</b> column indicates the date on which the change takes effect. This may not always be the same data the change was made to the record.
Modified On	The <b>Modified On</b> column indicates the date the change was made to the record.
Export Decision	The <b>Export Decision</b> column indicates the default export decision that was applied as a result of the change, if any.
Year	The <b>Year</b> column indicates the year for the application when the change was made.
Term	The <b>Term</b> column indicates the term for the application when the change was made.
Notes	The <b>Notes</b> column indicates any notes that were added to Unite at the time the change was made.
Modified By	The <b>Modified By</b> column indicates the Unite user that made the status change.

### Related resources

- 3011 - About Stages, Statuses, and Substatuses
- 5620 - Export Status History Information