Unite Education Program v10.0
Job Aid: 5782

About Grid Actions

The admissions workflow grids in Unite have an **Actions** menu that provides access to functions that you can perform with one or more selected records. Depending on the grid, the functions available on the **Actions** menu differ. Use the following tables to find the actions you want to perform.

Actions for grids in the PEOPLE area

The following table provides a description of the actions you can perform on grids that display in the PEOPLE area of Unite.

Grid	Description	Actions
Recents	The *Recents* grid is where recently opened person records display. You can also add a person record on this grid.	• Add Fee Waiver • Archive • Delete • Edit • Promote Deferral • Send Communication
Search Criteria	The *Search Criteria* tab is where you enter the criteria to search for people. On this tab, you can also upload LSAC account numbers and email addresses to use for search criteria.	None

Grid	Description	Actions
Search Results	The *Search Results* grid is where you and your team members work with specific person and application records that you find using search criteria or that you see from a saved view. You can also add a person record on this grid.	• Add Fee Waiver • Archive • Delete • Edit • Promote Deferral • Send Communication • Unarchive

Actions for the grids in the APPLICATIONS area

The following table provides a description of the actions you can perform on each grid that displays in the APPLICATIONS area of Unite.

Grid	Description	Grid Actions
All Applications	The *All Applications* grid is where you and your team members work with all open applications in Unite.	• Assign • Close • Edit • Send Communication
Pending Verification	The *Pending Verification* grid is where you and your team members work with open applications that need to be verified.	• Edit • Send Communication
Incomplete	The *Incomplete* grid is where you and your team members work with open applications that are either missing information or have documents with errors.	• Edit • Send Communication

Grid	Description	Grid Actions
Closed Year – [YYYY]	The *Closed Year – [YYYY]* grid is where you and your team members track the applications that were closed in previous years.	• Edit • Send Communication
Unsubmitted	The *Unsubmitted* grid is where you and your team members work with applications that have been started, but not yet submitted for consideration.	• Create/Update Person • Add Fee Waiver • Send Communication
Search Criteria	The *Search Criteria* tab is where you enter the criteria to search for applications. On this tab, you can also upload LSAC account numbers and email addresses to use for search criteria.	None

Actions for the grids in the REVIEWS area

The following table provides a description of the actions you can perform on each grid that displays in the REVIEWS area of Unite.

Grid	Description	Grid Actions
All Decisions	The *All Decisions* grid is where you and your team members work with open applications that have been reviewed and a decision has been made or were withdrawn during the review process.	• Assemble Documents • Assign • Edit • Send Communications

Grid	Description	Grid Actions
All Reviews	The *All Reviews* grid is where you and your team members work with open applications that have been verified and moved to the review process.	• Assemble Documents • Assign • Edit • Send Communication
My Pending Actions	The *My Pending Actions* grid is where you and your team members work with open applications that are ready for review, currently in review, have a review on hold, or are pending a decision.	• Assemble Documents • Assign • Edit • Send Communication
My Completed Reviews	The *My Completed Reviews* grid is where you see the applications you reviewed for as long as the application is open in Unite.	• Assemble Documents • Assign • Edit • Send Communication
My Pending Reviews	The *My Pending Reviews* grid is where you work with applications that have been assigned to you for review.	• Assemble Documents • Assign • Confirm • Edit • Send Communication

Related resources

- 5436 – About Grid Options

- 5733 – About Grid Columns