Unite Education Program v10.0
Job Aid: 5792

Configure Data Suppression Settings for a FlexApp

For each FlexApp in Unite, you can add multiple settings to manage different requirements for masking ethnicity and social security numbers when Credential Assembly Service (CAS) reports and Eapp summary pages are sent electronically from LSAC to your school. The following table provides a description of each data suppression setting you can configure.

Setting	Description
SSN Masked	The **SSN Masked** read-only field shows the setting for the most recent FlexApp used in previous admissions cycles.
Electronic	The **Electronic** read-only field shows the setting for the most recent FlexApp used in previous admissions cycles.
Start Date	The **Start Date** list box determines when data suppression of SSN or ethnicity should begin for a FlexApp and CAS.
Suppress display applicant ethnicity on CAS Report	The **Suppress display applicant ethnicity on CAS Report** check box determines whether LSAC includes applicant ethnicity on CAS reports. A check mark indicates CAS reports should not include applicant ethnicity. No check mark indicates CAS report should include applicant ethnicity.

Setting	Description
Suppress display of applicant SSN on Eapp Summary page	The **Suppress display of applicant SSN on Eapp Summary page** check box determines whether LSAC displays full social security numbers on application summary pages. A check mark indicates Eapp summary pages should not include applicant social security numbers. No check mark indicates Eapp summary pages should include applicant social security numbers.

Each data suppression setting must have a unique start date. If you add multiple settings, the end date is the start date of the next sequential setting. Data suppression settings appear in a list grid that you can organize by sorting, filtering, and grouping columns. You can also export the list of settings to an .XLSX file or .PDF file. The steps for configuring a data suppression setting differ depending on whether you want to add, edit, or delete the setting.

To add a data suppression setting

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.

5. In the **Name** column, click the FlexApp you want to configure.

6. Verify you are on the *Settings* tab.

7. Click and expand the *Data Suppression* section.

8. Click **+ Add** .

9. On the *Add Data Suppression* window, specify details for the data suppression setting.

> **Note**
>
> The data suppression **Start Date** must be equal to or after the
> **Application Cycle Start Date**.

10. Click **Save** .

11. Click **Submit** .

12. Click **X** to close the *Edit FlexApp* window.

To edit a data suppression setting

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.

5. In the **Name** column, click the FlexApp you want to configure.

6. Verify you are on the *Settings* tab.

7. Click and expand the *Data Suppression* section.

8. In the **Start Date** column, click the data suppression setting you want to edit.

9. On the *Add Data Suppression* window, specify details for the data suppression setting.

> **Note**
>
> The data suppression **Start Date** must be equal to or after the
> **Application Cycle Start Date**.

10. Click **Save** .

11. Click **Submit** .

12. Click **X** to close the *Edit FlexApp* window.

To delete a data suppression setting

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.

5. In the **Name** column, click the FlexApp you want to configure.

6. Verify you are on the *Settings* tab.

7. Click and expand the *Data Suppression* section.

8. In the **Delete** column, click 🗑 for the data suppression settings you want to remove.

> **Note**
>
> You cannot delete data suppression settings with a start date prior to your current date. You will not see 🗑 for past settings.

9. Click **Yes** to confirm the deletion.

10. Click **Submit**.

11. Click **X** to close the *Edit FlexApp* window.

Related resources

- 5788 – Configure Dates for a FlexApp