

Unite Education Program v9.0

Job Aid: 5809

Customize a Standard Section for a FlexApp

Each FlexApp in Unite contains sections that have questions for candidates to answer. There are standard sections that contain questions common to most law schools that you can add to a FlexApp. If there is a standard section you want to use but prefer to customize some of the questions, you may be able to convert the section into a template that you can configure for a specific FlexApp. Converted sections are not available for you to add to other FlexApps.

To convert a standard section

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. Click the *Application* tab.
7. Click and expand the *Sections* section.
8. In the **Section Name** column on the *Selected Sections* list, click the standard section you want to convert.

Note

You can convert the following standard sections: Biographical, Contact Information, Military Service, Family, Financial Information, and Bar Admission.

Note

If the standard section is not in the list, select the check box for the section in the *Available Sections* list. Click **Add** . Then click **Save** .

9. Click **Create Template** .
10. Click **Yes** to confirm.
11. Click **Save** .

Note

Unite adds a converted section with the same name as the standard section. To tell the difference between sections with the same name, look at the **Section Type** column.

12. In the **Section Name** column, click the converted section you added.
13. Configure questions for the section.
14. Click **Save** .
15. Click **X** to close the questions window.
16. Preview the FlexApp and verify your changes.
17. Click **Submit** .
18. Click **X** to close the *Edit FlexApp* window.

Related resources

- [5804 - Add a Section to a FlexApp](#)
- [5802 - Edit a Section for a FlexApp](#)
- [5807 - Reorder Sections for a FlexApp](#)