Unite Education Program v10.0
Job Aid: ASO10

Configure Unite Applicant Status Online (ASO) Mailings Section

The Mailings section allows you to display a list of mailings for the applicants. You can choose to show the mailing description and the date the mailing was sent. All delivered emails display online. The email description displays the email Subject Line.

You can modify the Mailings section name as well as change its text and background colors. The information displays in a grid. Choose the columns you wish to display on ASO and set their display order.

Note: All historical mailings from ACES[2] display. After conversion, only delivered emails appear.

To edit the Mailings section

1. Open a browser and log on to Unite.

2. Click **UTILITIES**.

3. Click the *Form Design* tab.

4. Click *Applicant Status Online*.

5. Expand the Mailings section.

6. Click **Edit**.

7. Enter a name in the Section Text field if you wish to change the name of this section.

8. Choose the colors for the Section Text Color and the Section Background Color. You can select the color from the color panel. In addition, you can enter in either the RBG or the

Hexadecimal (Hex) code to set your desired color. Use ♦ to toggle the RGB and Hex codes.

9. From the Available Columns area, select the column you wish to display and drag it to the desired location.

10. If you wish to remove a field from the columns, select the field and drag it back to the Available Columns area.

11. To reorder the selected columns, simply drag a column and drop it into place.

12. Click **Save** .

13. Click [∧] to collapse the Mailings section.