




Unite Education Program v10.0

Job Aid: ASO3

## Configure Unite Applicant Status Online (ASO) Targeted Messages

Targeted Messages allow you to create a broadcast message based on an applicant's application status and substatus. These are displayed prominently at the top of the screen under the Header. You can incorporate hyperlinks in these messages. There are two ways to add or edit Targeted Messages.

### To add a Targeted Message

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 Targeted Messages section.
6. Click . The button is a light gray rectangle with a dark gray border, containing a plus sign and the word 'Add'.
7. Select a Status. You can select one or more Substatuses. Substatuses are optional.
8. Enter a Message Description.
9. In the message area, type your targeted message. The message is limited to no more than 8,000 characters.
10. Click . The button is a dark blue rectangle with the word 'Save' in white.
11. Click  to collapse the Targeted Message section. The button is a dark blue square with a white upward-pointing arrow.

## **Related Resources**

- [3011 - About Stages, Statuses, and Substatuses](#)
- [5579 - Edit a Status](#)
- [5580 - Add a Substatus to a Status](#)