

Unite Education Program v10.0

Job Aid: ASO6


## Configure Unite Applicant Status Online (ASO) Status Section

The Status section allows you to display information about the applicant's application such as the application status, the substatuses and their dates, the term, year, degree, and applicant type. You can also show the LSAC CAS report status detail.




You control how application status and substatus information displays online. For example, for the Admitted status, you might wish to display it online simply showing a decision has been made and not the actual status. That is possible.

You can rename the Status section name as well as change its text and background colors. You can set the information to display in one, two or three columns and add a spacer element to organize the information within each column.

### To edit the Status 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 Status section.
6. Click . The button is a blue rectangle with the word "Edit" in white text.
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 RGB or the

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

9. From the Available Fields area, select the field you wish to display and drag it to the desired column.
10. Click  to populate the Spacer field in the Available Fields area. Drag and drop it to the desired location. You can add as many spacers as you need.
11. If you wish to remove a field from a column, select the field and drag it back to the Available Fields area.
12. Click .
13. Click  to collapse the Status section.

### To set up the Status and Substatus Online Descriptions

1. Open a browser and log on to Unite.
2. On the system configuration menu, select **Global Settings**.
3. Click the *Status* tab.
4. Verify you are on the *Status/Sub-status* tab.
5. In the STATUS pane, click on a Status you wish to edit.
6. Enter and/or select the following:
  - a. an ASO Description
  - b. the ASO Display checkbox to show online
  - c. the Display Date in ASO to show the status date
7. Click **Update**.

8. In the SUB-STATUS pane, click the Substatus you wish to edit.
9. Enter or select the following:
  - a. the ASO Description
  - b. the ASO Display checkbox to show online
10. Click Update.
11. Click  when you are done updating.
12. Click  to verify the update you are making.
13. Click  to close the *LSAC Unite Setup* page.

### Related Resources

- 3011 - About Stages, Statuses, and Substatuses
- 5579 - Edit a Status
- 5580 - Add a Substatus to a Status