Unite Education Program v10.0
Job Aid: ASO8

Configure Unite Applicant Status Online (ASO) Letters of Recommendation (LOR) Section

The Letters of Recommendation section allows you to display the recommender's name, the date the recommendation was processed and whether or not the recommendation was signed.

You can modify the Letters of Recommendation section name as well as change its text and background colors.

To edit the Letters of Recommendation 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 Letters of Recommendation 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 column 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 fields within a column, simply drag the field and drop it into place.

12. Click **Save** .

13. Click ^ to collapse the Letters of Recommendation section.