

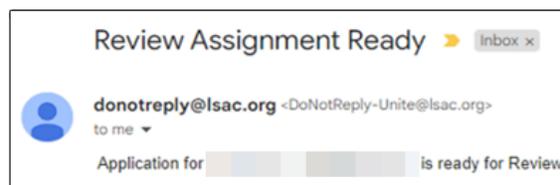
LSAC Unite
Updated June 10, 2024

Notifying Reviewers that Files Have Been Assigned to Them

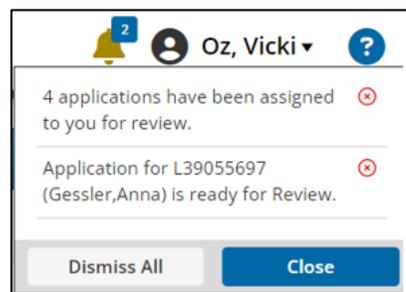
It is possible to configure alerts that let people who review files know that they have been assigned files. There are three different formats for these alerts: Email, text, and a message in Unite. You can choose to use any or all of them. Whichever you choose, the alert applies to all individuals who read files; it is not possible to select specific reviewers to receive alerts or to specify different alert formats for different users. Note that the ability to set up alerts is based on user role permissions: Super Users have access to this function.

To Set Up a Reviewer Alert

1. In Unite, navigate to the **UTILITIES** area.
2. Select Alerts.
3. Select Reviewer Assigned from the list of alert options.
4. Choose which format(s) for the alert: Email, text, or message in Unite.
 - a. Email alerts come from a “Do Not Reply LSAC” email address.



- b. Messages in Unite are indicated with a bell next to the Unite username.



- c. Texts work normally.
5. Select Save.

6. The alert takes effect immediately.
7. When reviewers are assigned multiple files at once, they will receive one notification that indicates the number of files assigned.