

Unite Education Program v6.0
Job Aid: 5238

Download Documents from a Document Assembly Job

After you add a document assembly job to Unite, you can view the assembled documents once the job is complete. The job stays in **Queued** status until all documents are assembled. Once the assembly job is complete, the status of the job changes to **Available** and there is an icon next to the job that gives you access to the assembled documents. Icons may look different depending the way the assembly job was added to Unite. If the documents are not downloaded or opened within 30 days after the documents were assembled, you must resubmit the document assembly job for processing. Unite removes document assembly jobs from the grid after 90 days.

To download .PDF or .ZIP for a document assembly job

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Documents* tab.
4. On the navigation pane, click **Download**.
5. Organize the grid to find the document assembly job.

Note

You may need to sort, filter, or increase the items per page to see all the records in the grid.

6. In the **Download Type** column, click , , or  for the document assembly job.

Note

If an icon is not available, Unite has not completed the document assembly job and the documents are not yet available to download.

7. When prompted, open the file.