

Unite Education Program v6.0

Job Aid: 5425

## About Permissions for Applications and Reviews

There are a number of permissions that control access to features and functionality associated with applications and reviews. These permissions are grouped into three sections.

### ***Person Application Details Section***

Permissions that are grouped in the *Person Application Details* section control access to application features and functionality on a person record. The following table provides a description for each permission.

Permission	Description
Application Documents	Modify and add application documents
Completion Status	Modify and add completion status information
Employment	Modify and add employment information
Fees	Modify and add fees information
Financial Aid	Modify and add financial aid information
Program	Modify and add program information
Recommendations	Modify and add recommendations information
Scholarships	Modify and add scholarships information
Application Status	Modify and add status information
Transfer/Visitor	Modify and add transfer/visitor information
Application-Add Application	Create a new application on existing person's record
Application-Close	Close an application

Permission	Description
Application-Copy	Copy existing application to create a new application
Application-Delete	Delete a specific application

### **Applications Section**

Permissions that are grouped in the *Applications* section control access to application features and functionality on the grids in the APPLICATIONS area of Unite. The following table provides a description for each permission.

Permission	Description
Applications-All Applications	Access grid of all applications received
Applications-Pending Verification	Access grid of all applications not yet verified
Applications-Incomplete	Access grid of all incomplete applications
Applications-Unsubmitted	Access grid of all unsubmitted applications
Application Verification	Access to the Application Verification area of the system
Application Verification-Send Communication	Send email to an individual
Actions-Close	Close selected applications
Actions-Assign	Assign selected applications for review
Actions-Edit	Edit selected data in groups (formerly batch edit)
Actions-Send Communication	Send email for selected applications or unsubmitted applications
Actions-Create/Update Person	Add or update person record with an unsubmitted application
Actions-Add Fee Waiver	Create application fee waivers for selected records

## Reviews Section

Permissions that are grouped in the *Reviews* section control access to application features and functionality on the grids in the REVIEWS area of Unite. The following table provides a description for each permission.

Permission	Description
Reviewer	Access to My Pending Reviews and My Completed Reviews
Review Administrator	Access to All Reviews, My Pending Actions and All Decisions
Reviewer Documents Grid	Access to Reviewer Documents grid
Actions–Assemble Documents	Create sets of documents for printing
Actions–Assign	Assign selected applications for review
Actions–Edit	Edit selected data in groups (formerly Batch Edit)
Actions–Send Communication	Send email to selected applicants
Manage Review Groups	Access to Review Group
Other Reviews	Access to Other Reviews