Unite Education Program v10.0
Job Aid: 5441

Edit an Application Record

In Unite, each person has a record that includes all the application records associated with the person. Even if a person record is archived and an application is closed, you can edit application records. If you edit a closed application, Unite saves the changes, but the application remains closed. If the person record is archived, the record remains archived.

To edit an application record

1. On the main menu, click PEOPLE.

2. Find and open the person record.

   Note

   You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

3. Click the tab for the application you want to edit.

4. Click **Edit** .

   Note

   If you want to make changes only to application documents, you do not need to click **Edit** to unlock the person record.

5. Click ▼ to expand the section where you want to make changes.

6. Apply your changes.

7. Click **Save** .

8. Click **X** to close the person record.

Related resources

- 5433 – Perform a Person Search

- 5743 – Open a Person Record

- 5439 – Make the Same Edits to a Group of Applications

- 5440 – Make Individual Edits to a Group of Applications

- ASO15 - Override an Individual Checklist