

LSAC Unite

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Make Individual Edits to a Group of Person Records

In Unite, you can use the inline edit function to apply different edits to a group of person records. Specifically, you can add or update field values; and you can add, update, and delete sub-records on selected person records. Sub-records include addresses, phone numbers, emergency contacts, and groupings.

In the PEOPLE area it is possible to make individual edits to person-related information in the following categories:

- Person (Update)
- Address (Add | Update | Delete)
- Phone (Add | Update | Delete)
- Emergency Contacts (Add | Update | Delete)
- Academic Summary (Add | Update | Delete)
- Grouping (Add | Update | Delete)
- Fee Waiver (Update)
- Gender (Add | Update | Delete)
- Sexual Orientation (Add | Update | Delete)

It is also possible to make individual edits to application-related fields in the following categories. **IMPORTANT:** It is not possible to use the inline edit feature to update application statuses.

- Application (Update)
- Application Fees (Add | Update | Delete)
- Scholarship (Add | Update | Delete)

- LSAT Waiver (Add | Update)
- Financial Aid (Add | Update | Delete)

Edit

What would you like to edit?
Select the sections you want to edit. You can edit multiple sections.

Search available

Available Fields

▶ ☐ Person (UPDATE)

▶ ☐ Address (ADD | UPDATE | DELETE)

▶ ☐ Phone (ADD | UPDATE | DELETE)

▶ ☐ Emergency Contacts (ADD | UPDATE | DELETE)

▶ ☐ Academic Summary (ADD | UPDATE)

▶ ☐ Grouping (ADD | UPDATE | DELETE)

▶ ☐ Fee Waiver (UPDATE)

▶ ☐ Gender (ADD | UPDATE | DELETE)

▶ ☐ Sexual Orientation (ADD | UPDATE | DELETE)

▶ ☐ Application (UPDATE)

▶ ☐ Application Fees (ADD | UPDATE | DELETE)

▶ ☐ Scholarship (ADD | UPDATE | DELETE)

▶ ☐ LSAT Waiver (ADD | UPDATE)

▶ ☐ Financial Aid (ADD | UPDATE | DELETE)

When you use the inline edit function, there are several tools that you can use to apply edits efficiently. Like grid functionality throughout Unite, you can sort and filter specific columns. Plus, there is a command bar with functions to control what you see on the grid as well as actions you want to take on selected records.

There are two steps required to make individual edits to a group of applications: selecting the person records you want to edit and making the edits.

Part 1: Identify the person records you want to edit





1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Use the Search tab to find the person records you want to update.

4. On the Search Results tab, organize the grid (filter, sort, show or hide columns) to find the applications you want to edit. If you have saved views, you can open the view on the Search Results tab.
5. Select the check box next to each person you want to edit.

Part 2: Edit the selected person records

1. Click **Actions**.
2. Click **Edit**.
3. Select **Make individual edits to each selection**.
4. Click **Continue**.
5. In the **Available Fields** box, select the check box for the fields you want to update. Note that you can select the check box for a section to include all fields in the section; or you can expand a section and select only the fields you want to update. Some fields are available as read-only to assist with updates you may want to make to other fields.
6. Click **Add**.
7. If you commonly edit the same fields, you can save the set of fields using the “Saved selections” box. See the job aid entitled “Saving Selections When Making Individual Edits to Groups of People or Applications” for more information about this.
8. Click **Continue**.
9. For the first section, edit fields for each selected record as needed.

Note: If you selected fields in more than one section, Unite displays the fields on separate tabs in the order they appear in the Available Fields box. You must complete the updates on the first tab before you can select the next tab and make updates.

10. It is possible to make the same edits to multiple records and/or multiple fields while working in the inline edit function. To do this:
 - a. Select the check boxes next to the names of the people whose information you want to edit
 - b. From the toolbar select Add, Update, or Delete, depending on the edit you want to make. If the applicants have no information in a field, there will be an asterisk next to their name. Select Add to enter new information. If the field has information that you want to change, select Update. If the field has information that you want to remove, select Delete.
11. By default, only active field values are available for selection. If you want inactive field values to be available, select the **Show Inactive filter options** checkbox. Inactive field values remain in Unite for historical purposes and should not be used for forward-looking work.
12. Click  .
13. Verify your updates. Then click  .
14. If you selected fields in more than one section, click the tab for the next section you want to update.
15. After you make updates, click  to close the *Edit* window.
16. Click  to confirm.

Related resources

- [Perform a Person Search](#)
- [Open a Person Record](#)
- [Apply the Same Edits to a Group of Person Records](#)
- [Saving Selections When Making Individual Edits to Groups of People or Applications](#)