


Unite Education Program v8.0

Job Aid: 5514

## Add a Standard Review Group to Unite

If you have a group of reviewers to whom you frequently assign applications for review, you can add a standard review group to Unite and then assign applications to the group as needed. You may also want to add a standard review group if you have a group of people who like to meet and decide together or if you need to facilitate part of the review process offline. Standard review groups can expedite the review process if you do not need recommendations from all the reviewers to make a decision. The steps to add a standard review group differ depending on whether you want to add a concurrent, sequential, or committee group.

### To add a concurrent review group

1. Open a browser and log on to Unite.
2. On the main menu, click **REVIEWS**.
3. Verify you are on the *My Pending Actions* tab.
4. Click **Manage Review Groups and Folders**.
5. Verify you are on the *Review Groups* tab.
6. Click  .
7. In the **Review Group Name** text box, enter a name for the new group.
8. For the **Group Type**, verify **Concurrent** is selected.
9. Drag and drop members from the **Group Members** list to the **Selected Group Members** list.
10. Add at least one condition that ends the review.

**Note**


Concurrent review groups must have at least one condition that ends the review. However, you can add up to three conditions.

**Note**

To add a condition, select the condition. Then select the number of reviewers who must meet the condition for the review to end.

11. Click  .
12. Click **X** to close the *Manage Review Groups/Reviewers/Folders* window.

**To add a sequential review group**

1. Open a browser and log on to Unite.
2. On the main menu, click **REVIEWS**.
3. Verify you are on the *My Pending Actions* tab.
4. Click **Manage Review Groups and Folders**.
5. Verify you are on the *Review Groups* tab.
6. Click  .
7. In the **Review Group Name** text box, enter a name for the new group.
8. For the **Group Type**, select **Sequential**.
9. Drag and drop members from the **Group Members** list to the **Selected Group Members** list.
10. In the **Selected Group Members** list, verify the name of the first reviewer is first in the list and that the other reviewer names follow in sequential order for review.

**Note**

If the names are not in the correct order, you can drag and drop the names to place them in the order you want.

11. Add at least one condition that ends the review.

**Note**


Sequential review groups must have at least one condition that ends the review. However, you can add up to three conditions.

**Note**

To add a condition, select the condition. Then select the number of reviewers who must meet the condition for the review to end.

12. Click  .
13. Click **X** to close the *Manage Review Groups/Reviewers/Folders* window.

**To add a committee review group**

1. Open a browser and log on to Unite.
2. On the main menu, click **REVIEWS**.
3. Verify you are on the *My Pending Actions* tab.
4. Click **Manage Review Groups and Folders**.
5. Verify you are on the *Review Groups* tab.
6. Click  .
7. In the **Review Group Name** text box, enter a name for the new group.
8. For the **Group Type**, select **Committee**.

9. Drag and drop members from the **Group Members** list to the **Selected Group Members** list.
10. Click  .
11. Click **X** to close the *Manage Review Groups/Reviewers/Folders* window.

### **Related resources**

- 5515 - Edit a Standard Review Group
- 5516 - Delete a Standard Review Group