

Unite Education Program v8.0

Job Aid: 5516

## Delete a Standard Review Group



At any time after you add a standard review group to Unite, you can delete the group. If there are applications assigned to the group, the review process ends if you delete the group. Unite discards any evaluations that are in progress, and the reviewers in the review group can no longer access the application.

### To delete a standard 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. In the **Group Name** column, click the name of the review group you want to delete.

#### Note

You may need to sort or filter to find the review group name.

7. Click  .
8. When prompted to confirm, click  .
9. Click **X** to close the *Manage Review Groups/Reviewers/Folders* window.

### **Related resources**

- 5514 - Add a Standard Review Group to Unite
- 5515 - Edit a Standard Review Group