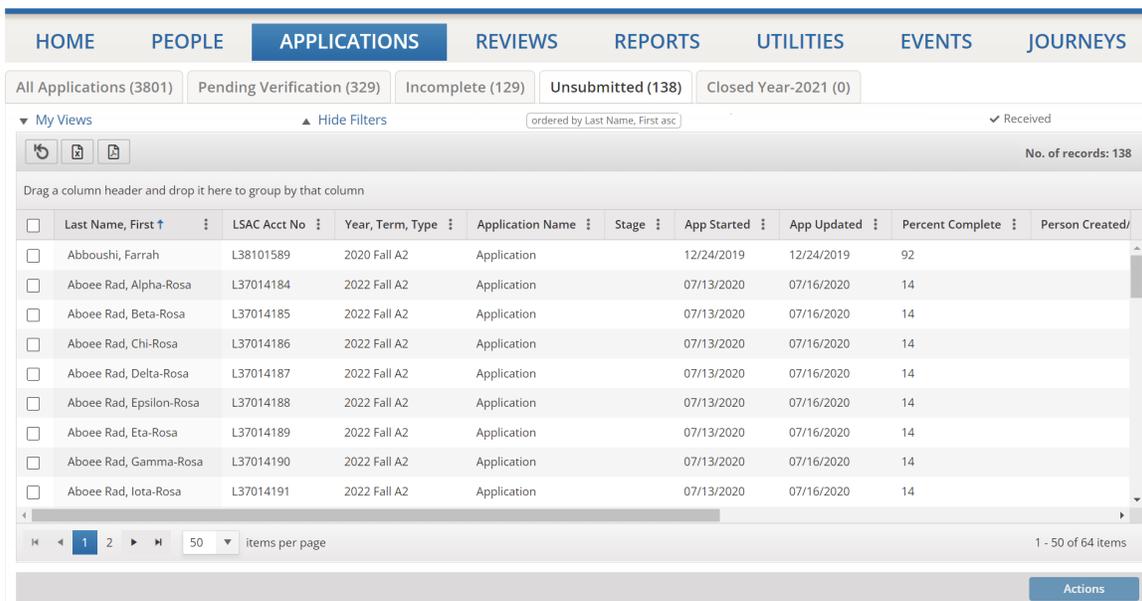


Unite Education Program v6.4  
 Job Aid: 5607

## About Unsubmitted Applications

An unsubmitted application is an online application that has been started but not yet submitted for consideration. In Unite, you can see unsubmitted applications only for people who agree to share their information when they sign up for the LSAT. As shown in the following image, Unite tracks unsubmitted applications in the APPLICATIONS area on the *Unsubmitted* tab.



<input type="checkbox"/>	Last Name, First ↑	LSAC Acct No	Year, Term, Type	Application Name	Stage	App Started	App Updated	Percent Complete	Person Created/
<input type="checkbox"/>	Abboushi, Farrah	L38101589	2020 Fall A2	Application		12/24/2019	12/24/2019	92	
<input type="checkbox"/>	Aboee Rad, Alpha-Rosa	L37014184	2022 Fall A2	Application		07/13/2020	07/16/2020	14	
<input type="checkbox"/>	Aboee Rad, Beta-Rosa	L37014185	2022 Fall A2	Application		07/13/2020	07/16/2020	14	
<input type="checkbox"/>	Aboee Rad, Chi-Rosa	L37014186	2022 Fall A2	Application		07/13/2020	07/16/2020	14	
<input type="checkbox"/>	Aboee Rad, Delta-Rosa	L37014187	2022 Fall A2	Application		07/13/2020	07/16/2020	14	
<input type="checkbox"/>	Aboee Rad, Epsilon-Rosa	L37014188	2022 Fall A2	Application		07/13/2020	07/16/2020	14	
<input type="checkbox"/>	Aboee Rad, Eta-Rosa	L37014189	2022 Fall A2	Application		07/13/2020	07/16/2020	14	
<input type="checkbox"/>	Aboee Rad, Gamma-Rosa	L37014190	2022 Fall A2	Application		07/13/2020	07/16/2020	14	
<input type="checkbox"/>	Aboee Rad, Iota-Rosa	L37014191	2022 Fall A2	Application		07/13/2020	07/16/2020	14	

In order to access information on the *Unsubmitted* tab, Unite users must be assigned a user role with permissions and must agree to the legal notice.

The *Unsubmitted* grid provides insights to help you take action as part of your overall recruiting strategy. For example, you can sort and filter the grid to see applications based on completion percentage, and you can see the dates on which each application was started and last updated. Unite automatically updates information on the *Unsubmitted* grid daily.

Just like with other admissions workflow grids in Unite, you can add and manage different views to access immediate insights for unsubmitted applications.

Actions you can take for selected applications on the *Unsubmitted* grid include:

- Add a person record to Unite
- Add a fee waiver to an application
- Send an email message to a person

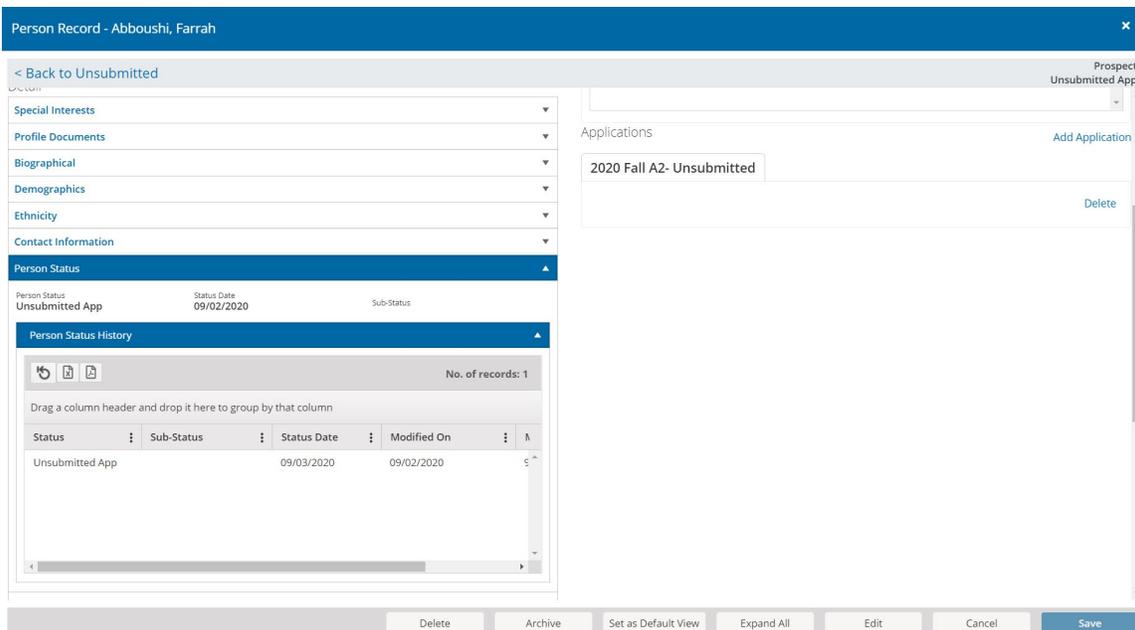
In order to add a fee waiver to an unsubmitted application or send an email message to a person from the *Unsubmitted* grid, you must first add a person record with the unsubmitted application to Unite or add the unsubmitted application to an existing person record in Unite. A hyperlink in the **Last Name, First** column indicates the unsubmitted application has been added to a person record in Unite. By clicking the hyperlink, you can open the person record.

On the *Unsubmitted* grid, you may see  next to a person name. This means there is a matching person record that is archived in Unite. If you add an unsubmitted application to a person record that is archived, Unite automatically unarchives the person record and adds the unsubmitted application so that you can start updating information and engaging with the person.

Once an unsubmitted application is added to Unite, the **Stage** column on the *Unsubmitted* grid tells you if a person has any open or closed application records already in Unite. If a person already has an open application in Unite, the stage is **Applicant**. If a person does not have any open applications in Unite, the stage is **Prospect**.

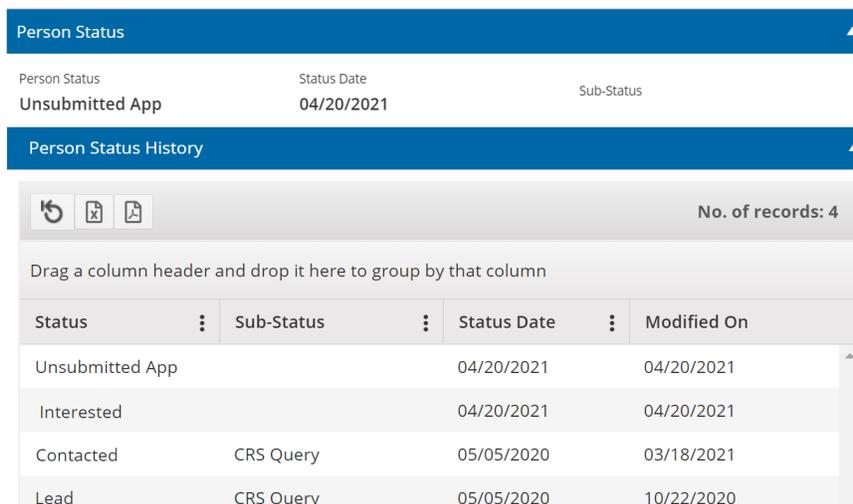
If you add a person record with an unsubmitted application or add an unsubmitted application to an existing person record in the **Prospect** stage, Unite automatically imports the latest contact information from LSAC onto the person record. If the person status for an existing record is **Lead, Contacted, or Interested**, Unite also updates the person status to **Unsubmitted App**.

As illustrated in the image below, unsubmitted applications appear on person records with “Unsubmitted” on the tab name.



Once a person submits an application, Unite updates the “Unsubmitted” application record and sets the application status to **Pending Verification**.

Use different sections on the person record to gain insights about people who have or have had unsubmitted applications. As illustrated in the image below, the *Person Status* section includes a *Person Status History* grid that may give you insight into how a person is progressing through the different levels of recruiting.



On the person record, the *Source of Data* section gives you insight into where information about the person is coming from and how often the information is being updated.

Source of Data	
<b>UNSUBMITTED APP</b>	
Recruit Event	Date
-	04/20/2021
File Association	Date Flex App First Started
-	11/16/2020
QueryId	Date Flex App Last Updated
-	11/16/2020
File/Form Name	
-	
<b>CRS QUERY</b>	
Recruit Event	Date
November 2019 LSAT	12/20/2019
File Association	Date Flex App First Started
November 2019 LSAT	-
QueryId	Date Flex App Last Updated
514661	-
File/Form Name	
.0000514661_F_191220_071717.crs	