

Unite Education Program v6.4

Job Aid: 5633

## Add a Document Assembly Job to Unite

In Unite, you can add a document assembly job to generate an output file that contains only the documents you want in the format you need. The steps to add a document assembly job differ depending on whether you want to add a job for general document assembly or add a job that assembles documents for an offline application review. Once you add a document assembly job to Unite, there may be a short delay depending on the size of the job before the output file is available for download.

### To add a general document assembly job to Unite

1. Open a browser and log on to Unite.
2. Click UTILITIES.
3. Click the *Documents* tab.
4. Verify you are on the *Search/Assemble* page.
5. Click  .
6. Specify the search criteria.

#### Note

You can search and assemble documents for one or more people in Unite by name, LSAC account number, document type, or program year.

#### Note

You can drag and drop a .TXT file with LSAC account numbers or SSN numbers to search for people on the list.

7. Click **Search** .
8. In the *Search/Assemble* grid, select the check box for each document type to include in the assembly job.

**Note**

If you want to include the entire list in the document assembly job, select the check box at the top of the grid.

**Note**

You may need to sort, filter, or increase the items per page to see all records in the grid.

9. Click **Actions** .
10. Click **Assemble Documents**.
11. Specify the job options.
12. Click **Assemble**.

**Note**

Once Unite assembles the documents, you can find the output file in the UTILITIES area on the *Documents* tab.

**To add an offline review document assembly job to Unite**

1. Open a browser and log on to Unite.
2. Click REVIEWS.
3. Verify you are on the *My Pending Actions* grid.
4. Select the check box next to each application for which you want to assemble documents.

**Note**

You may need to sort, filter, or increase the items per page to see all records in the grid.

**Note**

If you want to assemble documents for all applications in the list, select the check box at the top of the grid.

5. Click **Actions** .
6. Click **Assemble Documents**.
7. Specify the job options.
8. Click **Assemble**.

**Note**

Once Unite assembles the documents, you can find the output file in the UTILITIES area on the *Documents* tab.