

Unite Education Program v6.5

Job Aid: 5687

Select a Decision for a Group of Open Applications

If there are open applications that have been reviewed and a group of them needs to be updated with the same decision, batch edit allows you to add the same decision for all applications in the group. The decision can be a final application status or another status to indicate next steps. For example, you can change the application status to **Ready for Review** if you decide the applications should go through another review process, or you can change the application status to **Waitlist** if you decide you want to look at evaluations for other applications before making a final decision. There are two main parts to select a decision for a group of open applications.

Part 1: Select the applications

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.

Note

You can select applications on the *My Pending Actions* grid or, if you prefer, on the *All Reviews* or *All Decisions* grid.

4. Organize the grid to find the applications for which you want to select a decision.

Note

You may need to sort, filter, or increase the items per page to find the applications.

Note








To see only applications that are pending a decision, filter the **Status** column to show **Pending Decision**.

5. Select the check box next to each application for which you want to select a decision.

Note

To select all records, select the check box in the grid table header.

Part 2: Update the application status for selected applications

1. Click  .
2. Click  .
3. Verify **Apply the same edit to all selections** is selected.
4. Click  .
5. In the *Available Fields* section, select the check box for **Application Status**.
6. Click  .
7. Click  .
8. From the **Status** list box, select the application status that represents your decision.
9. If you want to further classify the application or provide further context about your decision, select the applicable substatus from the **Sub-Status** list box.
10. Specify additional details related to the application status as needed.
11. Click  .
12. Verify your updates to the selected applications.
13. Click  .

Related resources

- 5281 - Select a Decision for an Open Application