

Unite Education Program v9.0

Job Aid: 5700

## Customize the Application Summary on the *Application Verification* Window

On the *Application Verification* window, there is a section with read-only fields to provide quick insights about the person and application. Your school can configure the fields that display - allowing Unite users to quickly see details that may be important to consider while verifying applications are ready for review. Based on the information that is most important, you can add up to 12 read-only fields in one column. The read-only fields are from expandable and collapsible sections on the person record and application record.

### To customize summary fields for the *Application Verification* window

1. Open a browser and log on to Unite.

#### Note

If this is the first time you are changing the read-only fields, consider taking a screenshot of the summary area first. Once you apply your changes, the summary area cannot be reset to the default layout.

2. Click and expand your username to display the system configuration menu.
3. Click **Global Settings**.
4. Click the *Fields* tab.
5. Click **Application Verification Summary**.
6. In the *Available Fields* list, select the check box for each field you want to add to the column.

**Note**

You can click and expand **Person Record/Person** and **Person Record/Application** to see available fields or search for a field by name.

**Note**

You can select up to 12 fields to add to the column.

7. Click **Add To Column 1**.
8. Once all fields you want are added, drag and drop the fields in the order you want them to display from top to bottom.

**Note**

Select the red **X** next to the field name to remove a selected field from a column.

9. If you want to see what the section will look like with your current selections, click **Preview**, and then click **X** to close the *Preview Summary for Application Verification* window. Otherwise, skip this step.
10. Once you are satisfied with the configuration, click **Save**.
11. When prompted to save your changes, click **Yes**.
12. Click **X** to close the *LSAC Unite Setup* window.

**Related resources**

- 4034 - About Application Verification
- 5703 - Set Up an Application Verification Checklist
- 5712 - Considerations for Application Verification Checklists