


Unite Education Program v6.5
Job Aid: 5716

Delete a Column from an Admissions Workflow Grid



In Unite, you can delete columns from an admissions workflow grid at any time. When you delete a column, the column is not available for users to show on a grid. Deleting a column does not delete the field from Unite, it simply makes the field unavailable on the grid. At any time after you delete a column, you can add the column so that users are able to find the information in the column.

To delete a column from a grid

1. Open a browser and log on to Unite.
2. Click and expand your username to display the system configuration menu.
3. Click **Global Settings**.
4. Verify you are on the *Global Settings* tab.
5. Click the *Grid Settings* tab.
6. Click the grid you want to edit.
7. For each column you want to delete, click  in the **Grid Columns** list.

Note

Deleting a column does not delete the field from Unite, it simply makes the field unavailable on the grid.

8. Click .
9. Click  to close the *LSAC Unite Setup* window.

Related resources

- [5436 - About Grid Options](#)
- [5627 - About Marketing Grids](#)
- [5629 - Organize an Admissions Grid](#)
- [5715 - Add a Column to an Admissions Workflow Grid](#)