


Unite Education Program v9.0

Job Aid: 5721

## Add a Review Folder to Unite


If you plan to assign a reviewer an application to evaluate from different perspectives, you should add a review folder for each perspective you want to manage. Once a folder is added to Unite, you and other review administrators can select the folder when assigning applications to individual reviewers. There is no limit to the number of folders you can add to Unite, and there is no limit to the number of folders you can select when making a review assignment. To get you started, there is a “starter” folder named *default*. Activate and rename this folder before adding a new one. If you do not want to use folders, keep the *default* folder inactive.

### To add a review folder

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.
4. Click **Manage Review Groups and Folders**.
5. Click the *Folders* tab.
6. Click  .
7. In the **Folder Name** text box, enter a unique name for the review folder.

#### Note

The folder name is visible to reviewers, so they know how to approach their evaluations.

8. Verify the **Active** check box is selected.
9. Click  .

10. Click  to close the *Manage Review Groups/Reviewers/Folders* window.

### **Related resources**

- [5720 - About Review Folders](#)
- [5722 - Edit a Review Folder](#)
- [5723 - Assign an Application with Folders to One or More Reviewers](#)