

Unite Education Program v9.0

Job Aid: 5722

Edit a Review Folder

Once you add a review folder to Unite, the only items you can change are the folder name and the status. If you edit a review folder while there is a review in process, reviewers continue to see the original folder details until the review process is complete.

To edit 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. In the **Folder** column, click the name of the review folder you want to edit.
7. Update folder details.

Note

If there is a review in progress and you change the folder name, reviewers who are assigned the folder see the updated name immediately. If you deactivate a folder, reviewers who are assigned the folder continue to have access to the evaluation until the review process is complete.

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

Related resources

- [5720 - About Review Folders](#)
- [5721 - Add a Review Folder to Unite](#)
- [5723 - Assign an Application with Folders to One or More Reviewers](#)