Unite Education Program v9.0
Job Aid: 5773

Configure Attachments for a FlexApp

For each FlexApp in Unite, you can add multiple attachments you want to require or suggest that candidates include with the application. Each attachment must have a unique name. Example attachments are personal statements and writing samples. You can associate attachments with custom and converted questions, or you can add a general attachment that is not associated with a question. Candidates can upload attachments in PDF or DOC file format. Attachments appear in a list grid that you can organize by sorting, filtering, and grouping columns. You can also export the list of attachments to an .XLSX file or .PDF file. The steps for configuring an attachment differ depending on whether you want to add, edit, reorder, or delete the attachment.

To add an attachment

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.

5. In the **Name** column, click the FlexApp you want to configure.

6. Click the *Application* tab.

7. Click and expand the *Attachments* section.

8. Click **+ Add** .

9. In the **Attachment Name** text box, enter a unique name that identifies the attachment.

> **Note**
>
> The maximum number of characters for the **Attachment Name** is 150 characters, and the only special characters you can use are the forward slash (/), the dash (-), the underscore (_), the acute e (é), and spaces.

10. If the attachment is associated with a question, select the section on the FlexApp where the question is configured from the **Flex Section** list box.

11. If the attachment is associated with a question, select the question from the **Question** list box.

> **Note**
>
> You can associate attachments with questions that have the **Yes/No – Radio Button** answer type.

12. In the **Attachment Text** editor, enter and format a description of the attachment for the candidate to see.

> **Note**
>
> The maximum number of characters for the attachment description is 4,000 characters.

13. If you want the attachment to be required for the candidate to submit the application, select the **Required** check box.

14. Click **Save** .

15. Preview the FlexApp and verify your changes.

16. Click **Submit** .

17. Click **X** to close the *Edit FlexApp* window.

To edit an attachment

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.

5. In the **Name** column, click the FlexApp you want to configure.

6. Click the *Application* tab.

7. Click and expand the *Attachments* section.

8. Specify the attachment details.

9. Click **Save** .

10. Preview the FlexApp and verify your changes.

11. Click **Submit** .

12. Click **X** to close the *Edit FlexApp* window.

To reorder attachments

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.

5. In the **Name** column, click the FlexApp you want to configure.

6. Click the *Application* tab.

7. Click and expand the *Attachments* section.

8. In the **Reorder** column, click ▬ to drag and drop each attachment into the preferred position.

9. Click **Save Order** .

10. Click **Submit** .

11. Click **X** to close the *Edit FlexApp* window.

To delete an attachment

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.

5. In the **Name** column, click the FlexApp you want to configure.

6. Click the *Application* tab.

7. Click and expand the *Attachments* section.

8. In the **Delete** column, click 🗑 for the attachment you want to remove.

9. Click **Yes** to confirm the deletion.

10. Preview the FlexApp and verify your changes.

11. Click **Submit** .

12. Click **X** to close the *Edit FlexApp* window.