

Unite Education Program v9.0

Job Aid: 5787

Configure Main Settings for a JD FlexApp

Main settings differentiate FlexApps in Unite and should not be changed once an application cycle start date passes. Once the application cycle start date passes, do not edit the academic term and year. If you want to create a FlexApp for the next admissions cycle, copy and add a new FlexApp that you can edit. The following table provides a description of each field you can configure.

Field	Description
Application Description	The Application Description text box is optional if you want to communicate information to help candidates validate that they chose the appropriate application. The maximum number of characters for the application description is 150 characters.
Application Link Name	The Application Link Name allows you to convert the long URL into a shorter URL that is more user friendly for candidates to see. Do not include the term and year in the name. These automatically appear in the application link name. Make sure the name is distinct so applicants can determine the appropriate application to choose.
Application Year	The Application Year indicates the year for which the application applies. Unite automatically adds the year to the application link name so that candidates can select the appropriate academic year for which they want to apply.

Field	Description
Do Not Submit Application	The Do Not Submit Application check box allows you to generate a FlexApp that is not posted on LSAC.org for candidates to use. If you select the check box, do not add questions to the application. Because the application is a placeholder, the application is active only for your school to help manage people during the admissions cycle.
Generate TS1 File for Import to Another System	The Generate TS1 File for Import to Another System check box allows you to generate a TS-189 .TXT file for importing candidate data into other university systems. If you select the check box, your school receives files daily that you can download from Unite.
Published E-App Interest Level	The Published E-App Interest Level list box indicates how your school accepts applications from candidates. There are three options. If you select Accept , candidates have the option to submit electronic or paper applications. If you select Prefer , your school prefers electronic applications but accepts paper ones. If you select Require , your school only accepts electronic applications.
Term	The Term list box indicates the academic term for which the application applies. Unite automatically adds the term to the application link name so that candidates can select the term for which they want to apply.
Previous Selection	The Previous Selection read only field is available for you to see the option selected for Published E-App Interest Level list box the last time the FlexApp was active in a previous admissions cycle.

To configure main settings

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. Verify you are on the *Settings* tab.
7. Click and expand the *Main* section.
8. Click .
9. Specify the main settings.

Note

If you want to create a FlexApp for the next admissions cycle, do not edit the academic term and year for the existing FlexApp. Instead, copy and add a new FlexApp that you can edit.

10. Click .
11. Preview the FlexApp and verify your changes.
12. Click .
13. Click  to close the *Edit FlexApp* window.