

Unite Education Program v9.0

Job Aid: 5804

Add a Section to a FlexApp

To help with FlexApp design, there are standard sections that contain questions common to most law schools that you can add to a FlexApp. If there is not a standard section you want to use, you can add a custom section that you can configure to meet your needs. If you add a custom section, the section is available for you to add to other FlexApps. However, the questions must be independently configured for each FlexApp. There is no limit to the number of sections you can add to a FlexApp.

To add a section

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 *Sections* section.
8. In the *Available Sections* list, select the check box for the section you want to add.

Note

The *Available Sections* list includes standard sections as well as custom sections that have been added to Unite either by converting a standard section to a template or by adding from scratch.

Note

You can select multiple sections if you want to add them to the FlexApp at the same time.

9. Click **Add** .
10. Click **Save** .
11. In the **Section Name** column on the *Selected Sections* list, click the section you added.
12. If the section is a standard section, review the questions and configure question options as needed. If the section is a custom section, configure questions for the section as needed.
13. Click **Save** .
14. Click **X** to close the section window.
15. Preview the FlexApp and verify your changes.
16. Click **Submit** .
17. Click **X** to close the *Edit FlexApp* window.

Related resources

- 5809 – Customize a Standard Section for a FlexApp
- 5802 – Edit a Section for a FlexApp