

Unite Education Program v10.0

Job Aid: ASO9


Configure Unite Applicant Status Online (ASO) Fees Section



The Fees section allows you to display information about application-related fees such as the E-app fee and the deposits. You can choose to show the fee type, the amount due, the date due, the amount paid, and the date paid.

You control how the fees display online. For example, for Fee 2, you might wish to display it online as First Deposit and Fee 4 as Full Tuition. That is possible.




You can rename the Fees section name as well as change its text and background colors. The information displays in a grid. Choose the columns you wish to display on ASO and set their display order.

To edit the Fees section

1. Open a browser and log on to Unite.
2. Click **UTILITIES**.
3. Click the *Form Design* tab.
4. Click *Applicant Status Online*.
5. Expand the Fees section.
6. Enter a name in the Section Text field if you wish to change the name of this section.
7. Choose the colors for the Section Text Color and the Section Background Color. You can select the color from the color panel. In addition, you can enter in either the RGB or the Hexadecimal (Hex) code to set your desired color. Use  to toggle the RGB and Hex codes.

8. From the Available Columns area, select the column you wish to display and drag it to the desired location.
9. If you wish to remove a field from a column, select the field and drag it back to the Available Fields area.
10. To reorder the selected columns, simply drag a column and drop it into place.
11. Click  .
12. Click  to collapse the Fees section.

To set up the Fees Online Descriptions

1. Open a browser and log on to Unite.
2. On the system configuration menu, select **Global Settings**.
3. Click the *Fields* tab.
4. Locate and select the *Fee Type* field.
5. Click the Field Value you wish to change.
6. Enter text in the Display Description textbox.
5. Click the Display Flag checkbox.
6. Click  .
7. Repeat Steps 4-6 until you complete the updates.
8. Click  .
13. Click  to close the *LSAC Unite Setup* page.

Related Resources

- [5668 - Add a Lookup Value to a Field](#)