

LSAC Unite Essentials

Assigning and Reviewing Files Part III

Updated 5/06/2024

## Exercise 1 - Create a View in My Pending Reviews JD

**Task:** Organize the *My Pending Reviews* grid and save the view.

**Scenario:** You would like to expedite your review process by evaluating the applications with the strongest credentials first. Organize a grid and save a view for future reviews.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

### Guided Practice

This training exercise has four parts. The first part walks you through how to organize a grid. The second part walks you through how to save a view and set it as a default view. The third part walks you through how to access the view. The fourth part walks you through how to edit a view.

#### Part 1: Organize the grid

1. Click **REVIEWS**. Note if you have a Reviewer only role, you will only have access to the **REVIEWS** tab and so you will not need to click **REVIEWS**.
2. Select or ensure you're on the *My Pending Reviews* tab.
3. Organize the grid.
  - a. High LSAT Score column: Show and move to the right of the Review Notes column.
  - b. Cumulative GPA column: Show and move to the right of the High LSAT Score column.
  - c. Sort in descending order: High LSAT Score column first and then Cumulative GPA column second.

- d. Remove the sort order from the Last Name, First column.
4. The High LSAT column header should show a downward arrow and the number ↓ 1.  
The Cumulative GPA column header should show ↓ 2.

### **Part 2: Save a View**

1. Click **My Views**.
2. Click **Create New View**.
3. Enter View Name: **LSAT/GPA**.
4. Click the check box **Set as Default View**.
5. Click **Save**.
6. Click **Close**.
7. Click My Completed Reviews. Note this is simply to click off My Pending Reviews tab.

### **Part 3: Open the View**

1. Click the *My Pending Reviews* tab.
2. Notice the **LSAT/GPA** view loads instantly on your page. That is because it is a default view.

### **Part 4: Edit a View to remove the default**

1. Click **LSAT/GPA** view.
2. Click **Update Current View**.
3. Deselect the **Set as Default View** check box.
4. Click **Save**.
5. Click **Close**.