LSAC Unite Essentials
Decisions and Scholarships
Updated 3/19/2024

Exercise 1 - Create a presumptive admit view JD

Task: Organize the My Pending Action grid and save a view

Scenario: You want to create a view based on the Status *Pending Decision* and the Most Recent Confirmed Recommendation is either Admit or Admit with Scholarship. Create a Presumptive Admit view and share with others.

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 two parts. The first part walks you through how to organize the grid. The second part walks you through how to save the view.

Part 1: Organize the grid

1. From REVIEWS, verify you are on the *My Pending Actions* tab.

2. Organize the grid by specifying the columns.

   - Application Type column: Hide

   - Cumulative GPA column: Show

   - High LSAT Index column: Show

   - High LSAT Score column: Hide

   - LSAC Acct. No. column: Hide

   - Most Recent Confirmed Recommendation column: Show

   - Most Recent Confirmed Reviewer column: Show

- Program Term column: Hide

- Program Year column: Hide

- Proposed Scholarship Amount: Show

- Proposed Scholarship Type: Show

3. Click **Save**.

4. Continue organizing the grid.

   - **NOTE:** When you filter a column, there are steps that are not documented in the exercise, to include: selecting the filter to use, selecting or entering data to filter on, and clicking **Filter** to apply the changes.

   - Status column: Filter to include only **Pending Decision**

   - Most Recent Confirmed Recommendation column: Filter to include either **Admit** or **Admit with Scholarship**

Part 2: Save the view

1. Click **My Views**.

2. Click **Create New View**.

3. Enter view name – **Presumptive Admits.**

4. Click **Save**.

5. Click **Close**.