

LSAC Unite Essentials

Assigning and Reviewing Files Part I

Updated 3/19/2024

Exercise 2 – Add a Reviewer to a Standard Sequential Review Group JD

Task: Add a reviewer to a standard sequential review group

Scenario: Corista Parbins is a new admissions counselor who will start reviewing applications next week. Add Corista to the Early Admissions sequential review group as the second reviewer.

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

1. Click **REVIEWS**.
2. Verify you are on the *My Pending Actions* tab.
3. Click **Manage Review Groups and Folders**.
4. Verify you are on the **Review Groups** tab.
5. Click group name: **Early Admissions-[Greek]**
6. Add **Corista Parbins**.
 - **Tip:** Use Ctrl+F to find Corista
7. Use the gripper tool to move Corista Parbins to the second reviewer place.
8. Update the **Group Review Ends When...** condition:
 - Number of Admit Recs: **2**
 - Number of Deny Recs: **1**

9. Click **Save**.
10. Click **X** to close the **Manage Review Groups/Reviewers/Folder** window.