LSAC® Unite™

LSAC Unite Essentials
Decisions
Updated 3/19/2024

Exercise 2 - Update Multiple Applications with a Decision JD

Task: Select a Decision for a group of applications.

Scenario: Use the *Presumptive Admit* view you previously created to help you render a decision and update seat deposit information for multiple applicants.

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 exercise has four parts. The first part walks you through how to retrieve a saved View and select applications. The second part walks you through how add sections for a group edit. The third part walks you through how to update application data. The fourth part walks you through how to verify the updates made.

Part 1: Retrieve a saved view to locate applications

1. Click **REVIEWS**.

2. Verify you are on the *My Pending Actions* tab.

3. From My Views, select the **Presumptive Admit** View.

4. From the grid, select all people containing your Greek letter.

Part 2: Select sections to edit

1. Click **Actions**.

2. Select **Edit**.

3. Be sure **Apply the same edit to all selections** radio button is selected.

4. Click **Continue**.

5. From Available Fields, select **Application Status**.

6. Click **Add**.

7. From Available Fields, select **Application Fees**.

8. Click **Add**.

9. Click **Continue**.

Part 3: Update application details

1. Select Status - **Admitted**. Please note the default Status Date is today so there is no need to enter a date.

2. Click **Submit**.

3. Verify your changes.

4. Click **Confirm**.

5. Select Fee Type - **First Deposit**

6. Specify Amount Due - **$500.00**

7. Specify Fee Due Date - **4/15/202x (use the current year)**

8. Click **+ Add Application Fees**

9. Select Fee Type - **Second Deposit**

10. Specify Amount Due - **$500.00**

11. Specify Fee Due Date - **6/15/202x (use the current year)**

12. Click **Submit**.

13. Verify your changes.

14. Click **Confirm**.

15. Notice the applications no longer appear in the grid because the status has changed.

Part 4: Verify the updated application status

1. Click the *All Decisions* tab.

2. Organize the grid.

   - Status column: Filter to include only **Admitted**

   - Show either Application Status Date or Admit Date column: Filter is equal to **Today**

   - Last Name First column: Filter Contains **your Greek letter**

3. Notice the applications with your Greek letter admitted today.