LSAC Unite Essentials
Managing Applications Part II
Updated 3/19/2024

Exercise 3 – Use Batch Edit for Application Verification - JD

Task: Use Batch Edit to update a group of applications

Scenario: Applications are considered complete if there is an LSAC CAS report. You decide to process completed applications through a group edit instead of using the Application Verification Checklist.

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

The training exercise has three parts. The first part walks you through how to find the applications. The second part walks you through how to use Batch Edit to select the section to edit. The third part walks you through how to update both the Application Status and the File Completed date.

Part 1: Find the Applications

1. Click APPLICATIONS

2. Click the *Pending Verification* tab.

3. Organize the grid.

    a. Last Name, First column: Filter to show records that contain your Greek letter.

    b. CAS column: Filter to show Received.

    c. Expect about four records.

Part 2: Select the section to edit

1. Select all records containing your Greek letter.

2. Click **Actions**.

3. Click **Edit**.

4. Verify *Apply the same edits to all selections* is selected.

5. Click **Continue**.

6. Select the **Application Status** check box.

7. Click **Add**

8. Click **Continue**.

Part 3: Edit the information

1. Select Status: **Ready for Review**

2. Specify Completion Date: **TODAY**

3. Click **Submit**.

4. Click **Confirm**.