

Unite Education Program v9.0
 Job Aid: 5792

Configure Data Suppression Settings for a FlexApp


For each FlexApp in Unite, you can add multiple settings to manage different requirements for masking ethnicity and social security numbers when Credential Assembly Service (CAS) reports and Eapp summary pages are sent electronically from LSAC to your school. Each data suppression setting must have a unique start date. If you add multiple settings, the end date is the start date of the next sequential setting. Data suppression settings appear in a list grid that you can organize by sorting, filtering, and grouping columns. You can also export the list of settings to an .XLSX file or .PDF file. The steps for configuring a data suppression setting differ depending on whether you want to add, edit, or delete the setting.

The following table provides a description of each data suppression field and setting.

Setting	Description
SSN Masked	The SSN Masked read-only field shows the previous social security number display setting of FlexApp for a previous application cycle. [true?yes]
Electronic	The Electronic read-only field shows the previous ethnicity display setting of FlexApp for a previous application cycle [true?yes]
Start Date	The Start Date list box determines when data suppression of SSN or ethnicity should begin for a FlexApp <u>and CAS</u> . [true?yes]
Suppress display applicant ethnicity on CAS Report	The Suppress display applicant ethnicity on CAS Report check box can hide or show ethnicity on a CAS report. [true?yes]




Setting	Description
Suppress display of applicant SSN on Eapp Summary page	The Suppress display of applicant SSN on Eapp Summary page check box can hide or show ethnicity on an CAS report EApp . [true?]

To add a data suppression setting

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Form Design* tab.
4. Verify you are on the *FlexApp* grid.
5. In the **Name** column, click the FlexApp you want to configure.
6. Verify you are on the *Settings* tab.
7. Click and expand the *Data Suppression* section.
8. Click the Add button .
9. On the *Add Data Suppression* window, specify details for the data suppression setting.

Note

The data suppression **Start Date** must be equal to or after the **Application Cycle Start Date**.




10. Click the Save button .
11. Click the Submit button .
12. Click the Close button  to close the *Edit FlexApp* window.

To edit a data suppression setting

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Form Design* tab.
4. Verify you are on the *FlexApp* grid.
5. In the **Name** column, click the FlexApp you want to configure.
6. Verify you are on the *Settings* tab.
7. Click and expand the *Data Suppression* section.
8. In the **Start Date** column, click the data suppression setting you want to edit.
9. On the *Add Data Suppression* window, specify details for the data suppression setting.


Note

The data suppression **Start Date** must be equal to or after the **Application Cycle Start Date**.

10. Click the Save button .
11. Click the Submit button .
12. Click the Close button  to close the *Edit FlexApp* window.




To delete a data suppression setting

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Form Design* tab.

4. Verify you are on the *FlexApp* grid.
5. In the **Name** column, click the FlexApp you want to configure.
6. Verify you are on the *Settings* tab.
7. Click and expand the *Data Suppression* section.
8. In the **Delete** column, click the Delete button  for the data suppression settings you want to remove.

Note

You cannot delete data suppression settings with a start date prior to your current date. You will not see the delete button for past settings.

9. Click the Yes button  to confirm the deletion.
10. Click the Submit button .
11. Click the Close button  to close the *Edit FlexApp* window.

Related resources

- 5788 - Configure Dates for a FlexApp