

Unite Education Program v9.0
 Job Aid: 5790

Configure LOR Settings for a FlexApp

For each FlexApp in Unite, you can add multiple settings to manage different requirements for letters of recommendation. Each LOR setting must have a unique start date. If you add multiple settings, the end date is the start date of the next sequential setting. LOR 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 an LOR setting differ depending on whether you want to add, edit, or delete the setting.


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

Setting	Description
Start Date	The Start Date list box determines... [TBD] <u>the specific date that corresponds with that line of settings</u>
Minimum of Number LORs Required	The Minimum of Number LORs Required list box determines... [TBD] <u>the minimum number of LORs the school requires</u>
Maximum Number of LORs Accepted	The Maximum of Number LORs Required-Accepted list box determines... [TBD] <u>the maximim number of LORs the schooo will accept</u>

Setting	Description
1st Time Report Options	The Collect Signatures Electronically <u>First Time Report Options</u> list box determines... [TBD] <u>how you want the CAS report to generate regarding the LORs</u> . If you select Do not send any letters ,... [TBD] <u>. No LORs will be sent to the school</u> . If you select Hold until the required number of LORs are received ,... [TBD] <u>The CAS report will not generate until the Miminim number of LORs Required have been assigned to the school and received</u> . If you select All available letters ,... [TBD] <u>the first CAS report will generate with any available letters assigned to the school</u> .
Letters of Recommendations Instructions	The Letters of Recommendations Instructions text box presents instructions to ... [TBD] <u>the applicants regarding the LORs</u>




To add an LOR 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 *Letters of Recommendation* section.
8. Click .
9. On the *Add LOR* window, specify details for the LOR setting.

Note

Candidates can see the LOR instructions. You can enter up to 250 characters.

10. Click the Save button .
11. Preview the FlexApp and verify your changes.
12. Click the Submit button .
13. Click the Close button  to close the *Edit FlexApp* window.




To edit an LOR 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 *Letters of Recommendation* section.
8. In the **Start Date** column, click the date of the LOR setting you want to edit.


9. On the *Edit LOR* window, specify details for the LOR setting.

Note

Candidates can see the LOR instructions. You can enter up to 250 characters.




10. Click the Save button .
11. Preview the FlexApp and verify your changes.
12. Click the Submit button .
13. Click the Close button  to close the *Edit FlexApp* window.

To delete an LOR 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 *Letters of Recommendation* section.
8. In the **Delete** column, click the Delete button  for the LOR setting you want to remove.

Note

You can delete settings that have future start dates, but not settings with start dates prior to your current date. For settings prior to the current date, there is no delete option.

9. Click the Yes button  to confirm.
10. Preview the FlexApp and verify your changes.
11. Click the Submit button .
12. Click the Close button  to close the *Edit FlexApp* window.

Related resources

- [5788 - Configure Dates for a FlexApp](#)