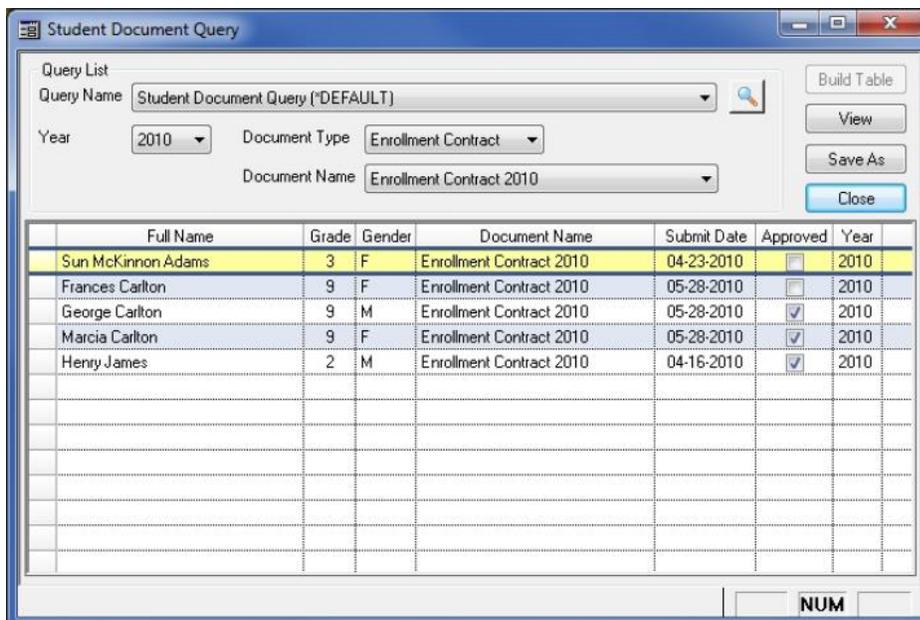


Quick Reference: How to View Submitted Documents

The Enrollment Management application provides an easy way for you to review documents that have been submitted by parents.

To View Submitted Documents:

1. Open the Enrollment Management application, and click **View > Submitted Documents**.



Full Name	Grade	Gender	Document Name	Submit Date	Approved	Year
Sun McKinnon Adams	3	F	Enrollment Contract 2010	04-23-2010	<input type="checkbox"/>	2010
Frances Carlton	9	F	Enrollment Contract 2010	05-28-2010	<input type="checkbox"/>	2010
George Carlton	9	M	Enrollment Contract 2010	05-28-2010	<input checked="" type="checkbox"/>	2010
Marcia Carlton	9	F	Enrollment Contract 2010	05-28-2010	<input checked="" type="checkbox"/>	2010
Henry James	2	M	Enrollment Contract 2010	04-16-2010	<input checked="" type="checkbox"/>	2010

2. Set up or change the parameters for the list. Use the **Query Name** drop-down menu to select an existing query (or click the **Search** icon to create a new query, edit a query, or manage the query list). You can also use the **Year**, **Document Type**, and **Document Name** drop-down menus to set additional filters.

3. Click **Build Table** to create the list using the selected parameters. You can change any of the parameters and click **Build Table** again to modify the list.

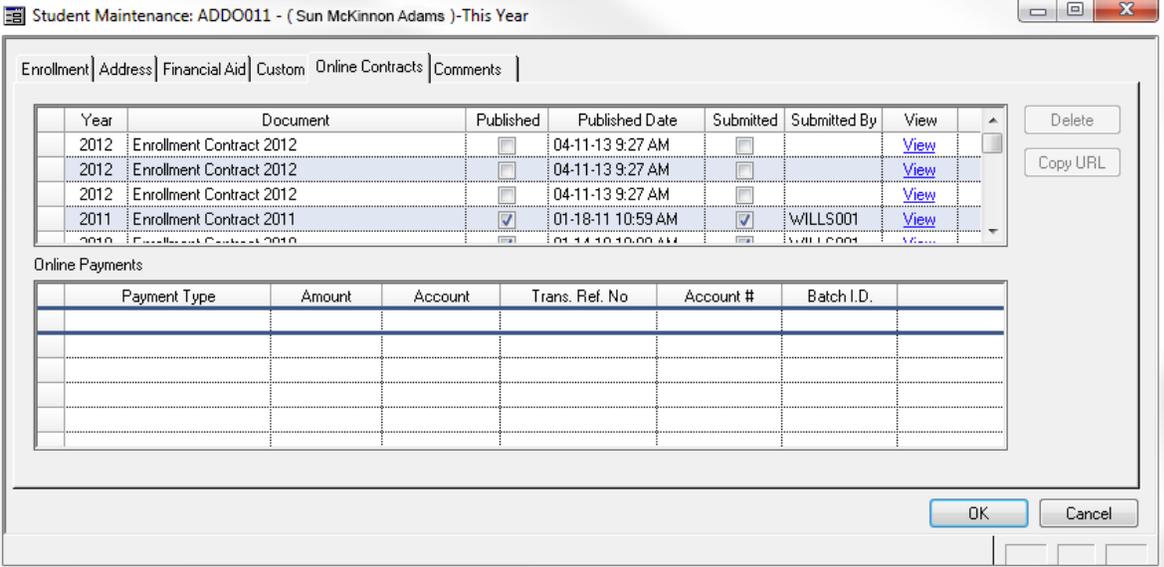
4. To view a contract or document, click on the document to select it, and then click **View**. You can then print or save the PDF file that is displayed, if desired.

5. To save a copy of the contract or document on your computer, click on it to select and then click **Save As**. Navigate to the desired location, type a name for the file, and click **Save**.

6. To export a copy of the list, place your cursor anywhere in the title bar for the table, right-click the selected title, and click **Excel Export**. Navigate to the desired location, type a name for the file, and click **Save**. Then click **Yes** if you want to view the exported file immediately.

7. When you are finished, click **Close** to exit.

8. You can also print all submitted documents from Enrollment Management. Click **Maintenance > Students > Online Contracts** tab, and then click **View**. The submitted contract appears as a PDF. You can then print or save the PDF file that is displayed, if desired.



Year	Document	Published	Published Date	Submitted	Submitted By	View
2012	Enrollment Contract 2012	<input type="checkbox"/>	04-11-13 9:27 AM	<input type="checkbox"/>		View
2012	Enrollment Contract 2012	<input type="checkbox"/>	04-11-13 9:27 AM	<input type="checkbox"/>		View
2012	Enrollment Contract 2012	<input type="checkbox"/>	04-11-13 9:27 AM	<input type="checkbox"/>		View
2011	Enrollment Contract 2011	<input checked="" type="checkbox"/>	01-18-11 10:59 AM	<input checked="" type="checkbox"/>	WILLS001	View
2010	Enrollment Contract 2010	<input type="checkbox"/>	01-14-10 10:00 AM	<input type="checkbox"/>	WILLS001	View

Payment Type	Amount	Account	Trans. Ref. No	Account #	Batch I.D.