

RADIUS

Approving Contracts

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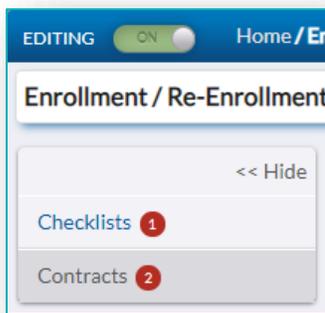
Home Screen: Enrollment Center notifications

- A red badge will appear next to the submenu item **Approvals** when a contract has been submitted. The number indicates the number of items waiting to be approved.
 - Select **Approvals**

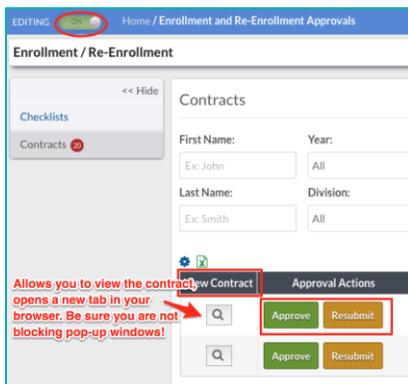
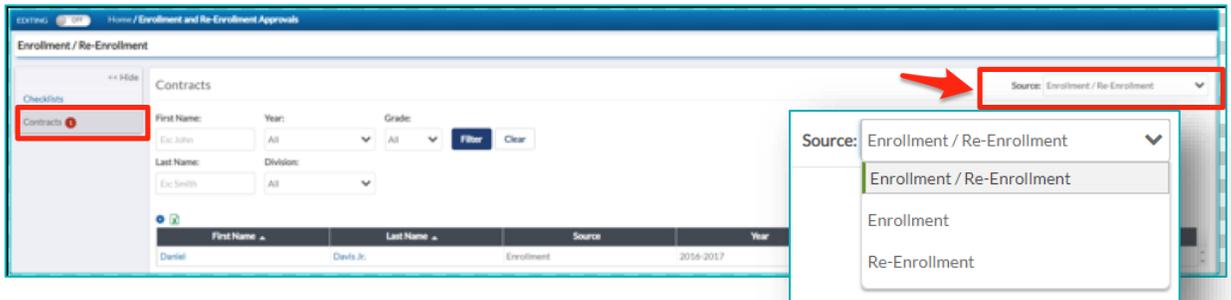


Enrollment/Re-Enrollment Search Screen

- Turn Editing mode to ON
- Select the Contracts link (left menu) to open list of Contracts awaiting approval



- Use the Source (on right) to refine the type of Contracts you will be working with, Enrollment or Re-Enrollment specifically, if you would like.



- You will see a list of Students.
- You can view a specific child's contract by clicking on the magnifying glass under View Contract. NOTE: Contract will open in a new tab in your browser. Enable pop-up windows, to see the contract.
- Under Approval Actions, you can **Approve** the contract or ask the parent to **Resubmit**. The Resubmit button can be used if a signature is illegible or missing.

- If you choose **Resubmit**, a new window, “Clear Signature(s)”, will appear. This screen will clear the signature of the contract signatory selected, then you will be prompted to send signatories an email that states they need to login and resign the contract and resubmit.

- Choose **Approve**, an “Approval” window will open for your review

Contract mapping and field choices vary from school to school

- **General Information**
 - View Contract: to open contract
 - NOTE: Viewing the contract from this window is much faster than viewing from the approvals grid.
 - Decision type: (i.e. enrolled or re-enrolled)
 - Grade Type: (i.e. number of after-school days, full/half day, etc.)
- **A/R Information**
 - Set the Account Type as needed
 - Set Tuition Plan as needed
 - Tuition Refund Insurance and Accident Insurance will be selected based on choices made on contract.

- **Additional Fields**

- Contract selections may be listed in the Additional Fields table
- Example: A contract offers choices on after-school and TRI. Based on values set to true we know that the family has selected:
 - 3 days of after-school care on Tuesday, Wednesdays, Thursday
 - Tuition Refund Insurance

Additional Fields	
Label	Value
3Day-Thurs	true
3Day-Tues	true
3Day-Wed	true
TRI	true

Example: Contract ready for Approval

EDITING ON Home / Enrollment and Re-Enrollment Approvals

General Information

Contract Name: enrollment_ASP Received Date: 04/17/2020 09:08 AM [View Contract](#)

Division Applying: Lower Applying for Financial Aid: Yes Repeating: No Board/Day: D Decision*: Enrolled

Year Applying: 2020-2021 Mid Year: No Faculty/Staff Child: Yes Applicant Origin: Grade Type: 3 Day

Grade Applying: SMP

A/R Information

Account Type: Faculty Tuition Refund Insurance: Accident Insurance:

Tuition Plan: MONTHLY

Custom Fields

Label	Value
No data available.	

Additional Fields

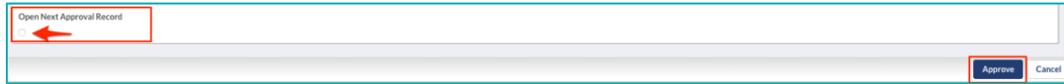
Label	Value
3Day-Thurs	true
3Day-Tues	true
3Day-Wed	true
TRI	true

Open Next Approval Record

Approve **Cancel**

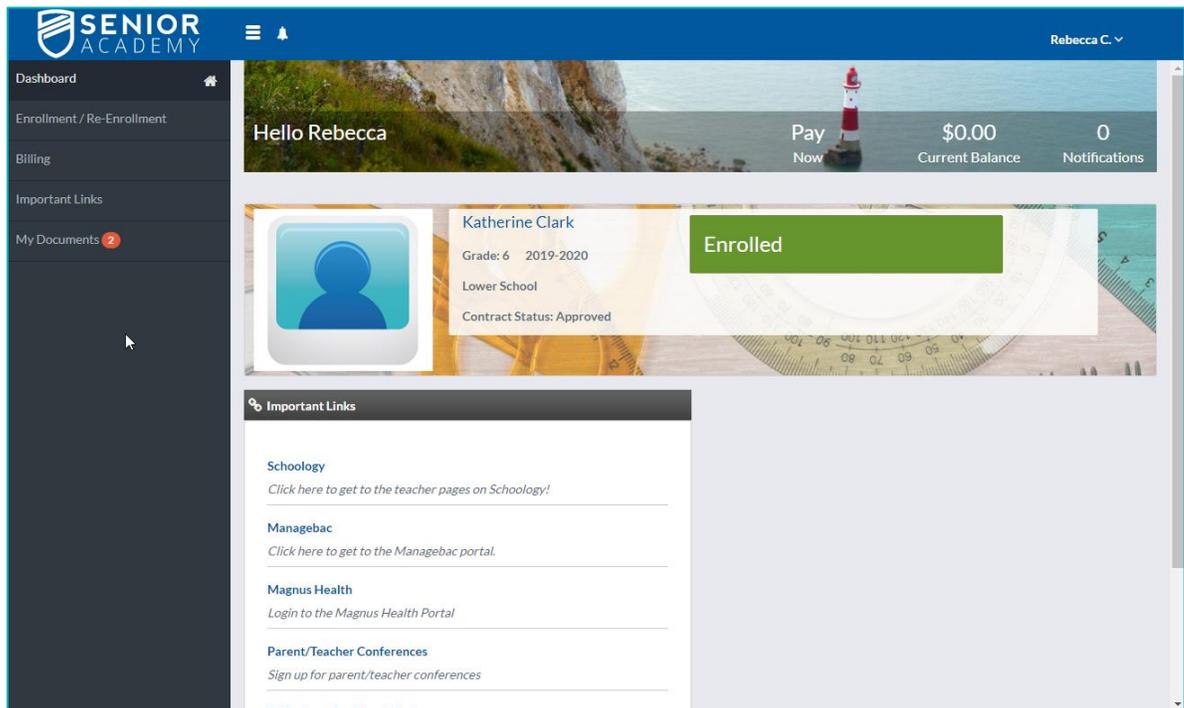
- Select Approve button when you have completed the review of contract data.
 - The “Decision” is required, as indicated by red asterisk

- You can move to the next record to review by selecting the checkbox at the bottom left of the screen without returning to the approvals grid or list of children requiring approval.

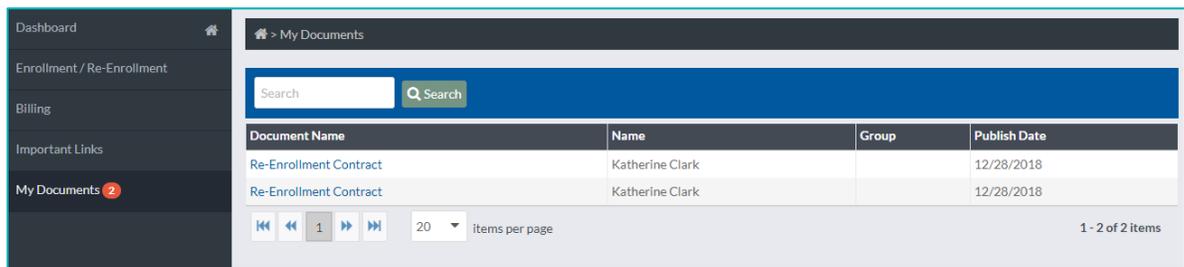


The **Parent Portal** will automatically update.

- The Enrolled box will appear
- Contract Status is “Approved”
- My Documents will show a notification badge



If there are multiple signatories, there will be multiple docs listed.



Make sure pop up blocker is not on!