

RADIUS

Ravenna-to- Radius AE Workflow

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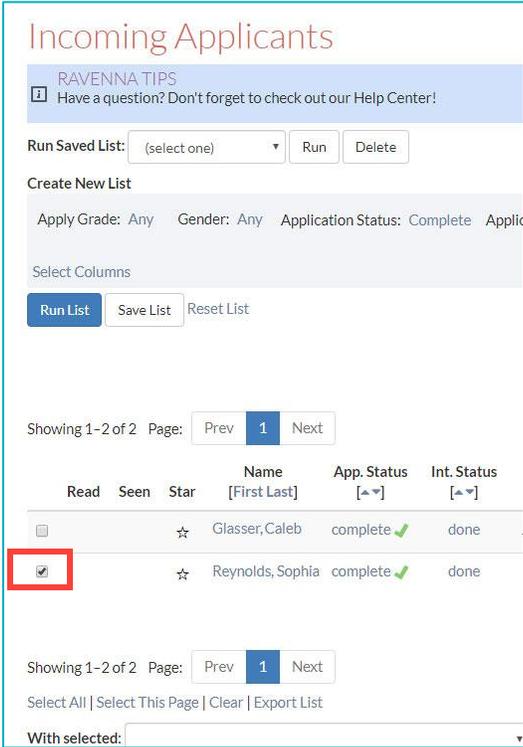
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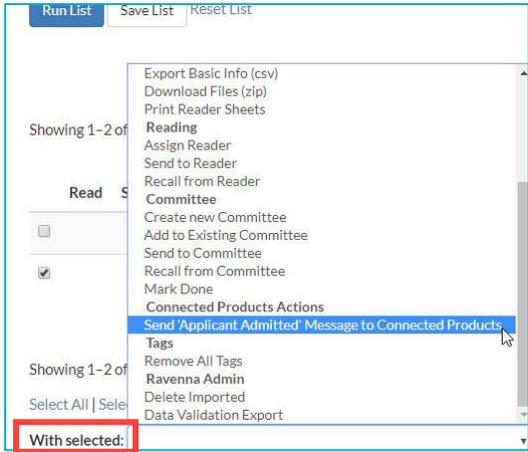
3 Ravenna fields transferred to Radius [→](#)

Ravenna ADMIT Workflow

1. School uses the 'All Applicants' list to select 'Accepted' applicants who are ready for enrollment contracts.



2. In the **With Selected** drop-down, select *Send 'Applicant Admitted' Message to Connected Products* option to initiate push of applicant data to Radius.



This is a one way integration.

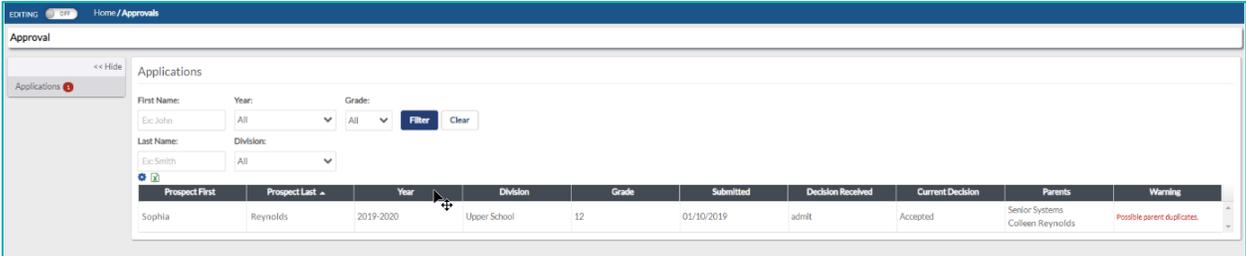
The 'Is Matriculating' field is the only field that updates back to Ravenna when an applicant is marked "Enrolled" in Radius. For this reason, applicants are only pushed to Radius AE when you are ready to offer a student an enrollment contract.

Radius Prospects

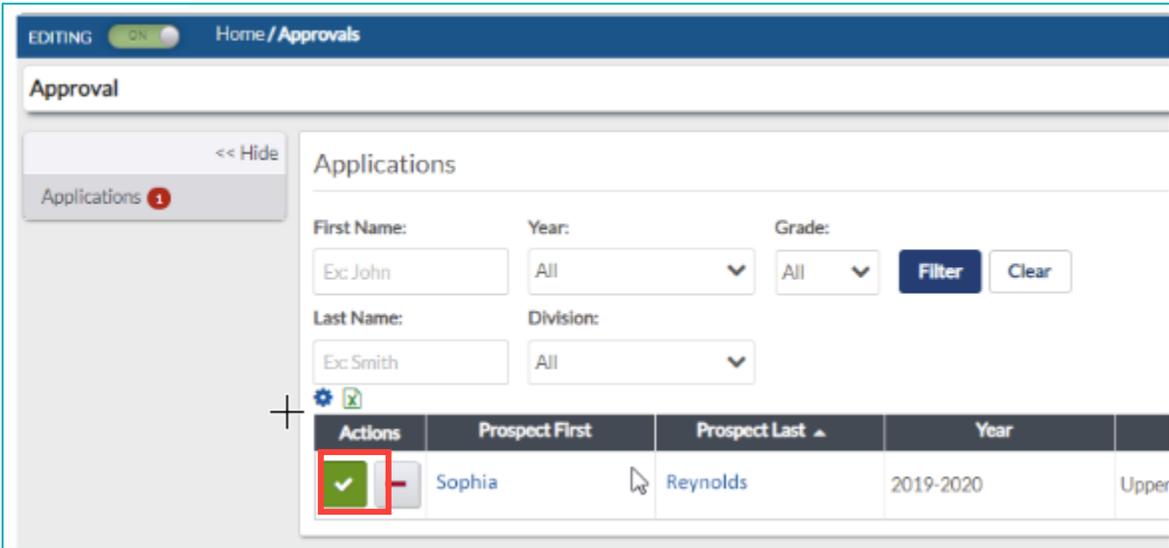
- Students initially appear in Radius under the Prospects menu. The red badge next to Approvals indicates there is a record that needs to be reviewed.



- Select Approvals to see table of applicants



- Turn Editing mode to on and note the change to the table below
- The name is now blue, indicating a hyperlink to record details
- Note the red warning: Possible parent duplicates
- Select the green Checkmark icon to begin review of incoming information



- Note the breadcrumb navigation for **Duplicate Search**
- Prospect info is reviewed first
- Select Not a Duplicate Create New

EDITING Home / Approvals

Approval

Approving Application For: Sophia Reynolds Year: 2019-2020 Division: Upper School Grade: 12

Duplicate Search:
Prospect > Household > Current School > Sibling Duplicates

Incoming Prospect

Prospect Info		Primary Address	Parent Info
NAME	Sophia Reynolds	PRIMARY ADDRESS	PRIMARY PARENT 1
DOB	10/10/2002	201 Boston Post Road Marlborough, MA 01752	Mr. Senior Systems
GENDER	Female		(508) 888-0101 (Home) PRIMARY
			(777) 777-7777 (Cell)
			(888) 888-8888 (Work)
			PRIMARY PARENT 2
			Mrs. Colleen Reynolds
			(508) 888-0101 (Home) PRIMARY
			(777) 777-7777 (Cell)
			(888) 888-8888 (Work)

No Duplicates Found! **Not a Duplicate Create New** Not finding what you are looking for? [Advanced Search](#)

- Household information appears next (Note the breadcrumb navigation)
- If there is a possible duplicate a panel will appear at the bottom of the screen
- Select Not a Duplicate Create New you know this is not a duplicate family
- Select “Merge With Parent ...” link if applicable

EDITING Home / Approvals

Approval

Approving Application For: Sophia Reynolds Year: 2019-2020 Division: Upper School Grade: 12

Duplicate Search:
Prospect > Household > Current School > Sibling Duplicates

Incoming Application

PRIMARY PARENT 1	PRIMARY PARENT 2
NAME	NAME
Mrs. Colleen Reynolds	Mr. Senior Systems
GENDER	GENDER
Female	Male
RELATIONSHIP TO PROSPECT	RELATIONSHIP TO PROSPECT
Mother	Father
PHONE NUMBER	PHONE NUMBER
(508) 888-0101 (Home) PRIMARY	(508) 888-0101 (Home) PRIMARY
EMAIL ADDRESS	EMAIL ADDRESS
(Personal) PRIMARY	(Personal) PRIMARY
Not a Duplicate Create New	Not a Duplicate Create New

PRIMARY ADDRESS
201 Boston Post Road Marlborough, MA 01752

Possible Duplicates Found! Not finding what you are looking for? [Advanced Search](#)

MERGE WITH PARENT 2

NAME	Senior Systems
GENDER	
PHONE NUMBER	
EMAIL ADDRESS	@senior-systems.com (Work) PRIMARY
PRIMARY ADDRESS	

Cancel

- The **Duplicate Search Screen** offers a clear view of data with an opportunity to update before writing to Radius database
- Blue panes (left) = **Incoming** data
- Beige panes (center) = **Existing** data stored in Radius
- Green panes (right) = **Auto-Merged** values that will be written to database

*Do NOT use **Swap Parent Order** if incoming data aligns, left to right, with Existing Parent Data. In the instance below we would NOT use swap feature; Mom is new and Dad is correctly matching up across bottom panel.*

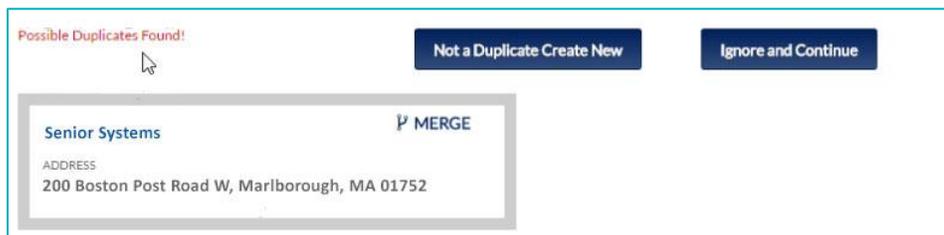
- Note the pencil icons that allow you to edit values
- When you are satisfied with Auto-Merged Data Selections select Record Merge Complete button (bottom)

Duplicate Search:
Applicant > Household > Current School > Sibling Duplicates

Incoming Parent Data	Existing Parent Profile	Auto-Merged Data Selections
<p>PRIMARY PARENT 1</p> <p>NAME Mrs. Colleen Reynolds</p> <p>GENDER Female</p> <p>RELATIONSHIP TO PROSPECT Mother</p> <p>PHONE NUMBER (508) 888-0101 (Home) PRIMARY</p> <p>EMAIL ADDRESS [Redacted] (Personal) PRIMARY</p> <p>Mother</p>	<p>PRIMARY PARENT 1</p>	<p>PRIMARY PARENT 1</p> <p>NAME Mrs. Colleen Reynolds </p> <p>GENDER Female </p> <p>PHONE NUMBER (508) 888-0101 (Home) PRIMARY </p> <p>EMAIL ADDRESS [Redacted] (Personal) PRIMARY </p> <p>RELATIONSHIP TO PROSPECT </p> <p>Mother</p>
<p>PRIMARY PARENT 2</p> <p>NAME Mr. Senior Systems</p> <p>GENDER Male</p> <p>RELATIONSHIP TO PROSPECT Father</p> <p>PHONE NUMBER (508) 888-0101 (Home) PRIMARY (777) 777-7777 (Cell) (888) 888-8888 (Work)</p> <p>EMAIL ADDRESS [Redacted] (Personal) PRIMARY</p> <p>Father</p>	<p>PRIMARY PARENT 2</p> <p>NAME Mr. Senior Systems</p> <p>GENDER Male</p> <p>PHONE NUMBER</p> <p>EMAIL ADDRESS</p>	<p>PRIMARY PARENT 2</p> <p>NAME Mr. Senior Systems</p> <p>GENDER Male</p> <p>RELATIONSHIP TO PROSPECT Father</p> <p>PHONE NUMBER (508) 888-0101 (Home) PRIMARY (777) 777-7777 (Cell) (888) 888-8888 (Work)</p> <p>EMAIL ADDRESS [Redacted] (Personal) PRIMARY</p> <p>Father</p>
<p>PRIMARY ADDRESS 201 Boston Post Road Marlborough, MA 01752</p>	<p>PRIMARY ADDRESS 201 Boston Post Road Marlborough, MA 01752</p>	<p>PRIMARY ADDRESS 201 Boston Post Road Marlborough, MA 01752 </p>
	Use All Existing Primary Parent 1 Data	
	Use All Existing Company Data	<p><input checked="" type="checkbox"/> Record Merge Complete</p> <p>Cancel Merge</p>

The Approval process will step you through Company Information, Current Schools and Sibling screens if the Ravenna record collected that information.

Company Information: If the record has parent work information you will see the Incoming Company window. You will have multiple options:



- When no duplicate warning appears you have two options:
- Select Not a Duplicate Create New to add a company
- Select **Ignore and Continue** to skip adding details

- When a possible duplicate exists use the **Merge** pane.
- You may be prompted to select a street address to confirm that the address matches the value in the database. Select Finish.



- The **Duplicate Search Screen** will appear for company info
- Select Record Merge Complete button 

Current School: If there is a possible duplicate you will have the opportunity to merge

Duplicate Search:
Applicant > Household > Current School > Sibling Duplicates

Incoming Application Data	Existing School Profile	Auto-Merged Data Selections
School Info NAME The House at Pooh Corner PHONE NUMBER 508-000-0000 PRIMARY ADDRESS 21 Main St, Hudson, MA 01752	School Info NAME The House at Pooh Corner PHONE NUMBER ADDRESS Use All Existing Data	School Info NAME The House at Pooh Corner PHONE NUMBER 508-000-0000 PRIMARY ADDRESS 21 Main St, Hudson, MA 01752 Record Merge Complete Cancel Merge

Siblings: If there is not a possible duplicate you will select the Not a Duplicate Create New button.

Duplicate Search:
Applicant > Household > Current School > Sibling Duplicates

Incoming Sibling
Sibling Info NAME Juliette Reynolds DOB 12/14/2013 GENDER Female

No Duplicates Found! [Not a Duplicate Create New](#) Not finding what you are looking for? [Advanced Search](#)

Confirm: Once all incoming data has been reviewed the confirmation screen will appear (all green panes). The pencil icons are available to correct any information to be written to the student record in Radius.

- Select the Confirm button



- **Summary** the final screen will appear (all beige panes) displaying the values that now exist in the database.

- Select the Return to Approvals button



The following information is transferred from Ravenna.

Applicant

- First, middle, last name, suffix
- Preferred name
- Current school
- Current grade
- Gender
- DOB

Application

- Radius - Org ID for schools same grade two different schools/divisions
- Applying for - school and grade
- Admissions year
- Board/Day
- Current Decision
- Apply Grade Override

Parents

- First, middle, last name, suffix
- Address - P1 and P2, home and work
- Relationships
- Phones
- Emails

The following information is NOT transferred from Ravenna.

- Grade Type
- Parent Employer details
- Custom Fields
- Repeating Grade not in Ravenna
- Mid Year Not in Ravenna
- Applying for FA

