



RADIUS

Why can't I
approve
submitted
contract?

Visibility dates for Enrollment contracts can affect the Approval process. In the instance below the default Contract Visible dates were set to start in January and end in October.

Enrollment Years | [Division] | Enrollment | Settings

Lower School 2020-2021

<< Hide

Admissions

Enrollment

Settings

Contracts

Checklists

Enrollment Custom Fields

Enrollment Contract HTML

Re-Enrollment

Senior Academy Settings

The following settings apply to all divisions in Senior Academy:

Open for Enrollment:

Contract Visible Dates:

Visible From: 01/07/2020 12:00 AM

Visible To: 10/01/2020 12:00 AM

Current Year:

CASE: A student applies in December for a January start.

- The school manually set the Visible From/To dates
- The parents submitted on time
- On January 4, 2021 school has trouble approving
- See next screen

Contract Information

Contract Name:
AcademicProgram

Published Date:
12/21/2020 11:41 AM

Received Date:
12/27/2020 11:45 AM

Contract Portal Visibility:

Visible From:
12/21/2020 12:00 AM

Visible To:
12/31/2020 12:00 AM

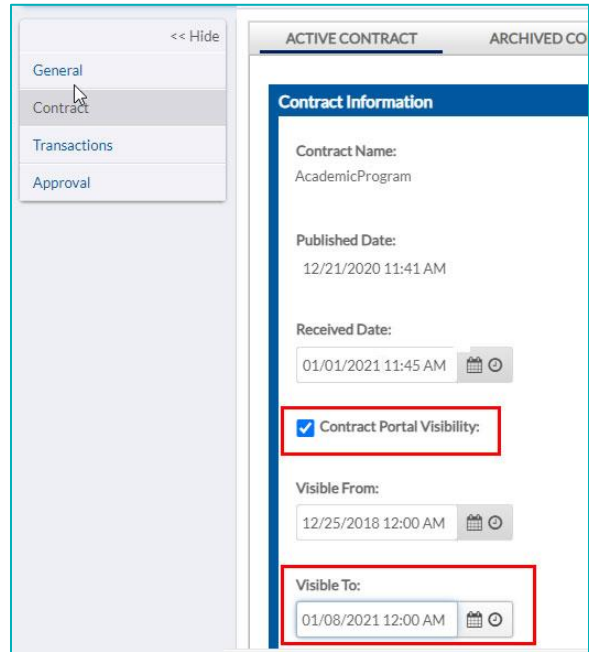
- There is a red message across the top of screen
- “Not Ready” even though we see all proper check marks
- The Decsion field is disabled

Enrollment contract is not ready for approval.

General Information

Contract Name: AcademicProgram	Deposit Paid: ✔ Yes	View Contract
Received Date: 12/27/2020 05:45 PM	Signature Complete: ✔ Yes	Approved By: Approved Date:
	Checklist Complete: ✔ Yes	
Division Applying: Lower School	Applying for Financial Aid: No	Repeating: No
Year Applying: 2020-2021	Mid Year: No	Faculty/Staff Child: No
	Board/Day: Day	Applicant Origin: Domestic
		Grade Type: Mandarin
		Decision*: <div style="border: 1px solid red; padding: 2px;"> <input style="width: 100%;" type="text"/> </div>

- Select Contract submenu
- Turn Edit On
- Contract Portal Visibility is checked
- Change Visible To date
- Save



- Select Approval sub menu
- Turn Edit On
- Now Message is Green and you can process the approval

