RADIUS
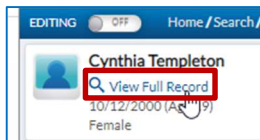
FAQ: Decisions

How do I change a decision?

In this example our Prospect has declined acceptance, we will change their decision to Declined.
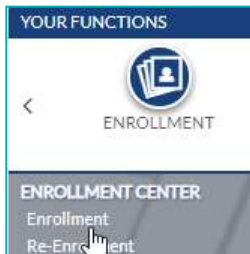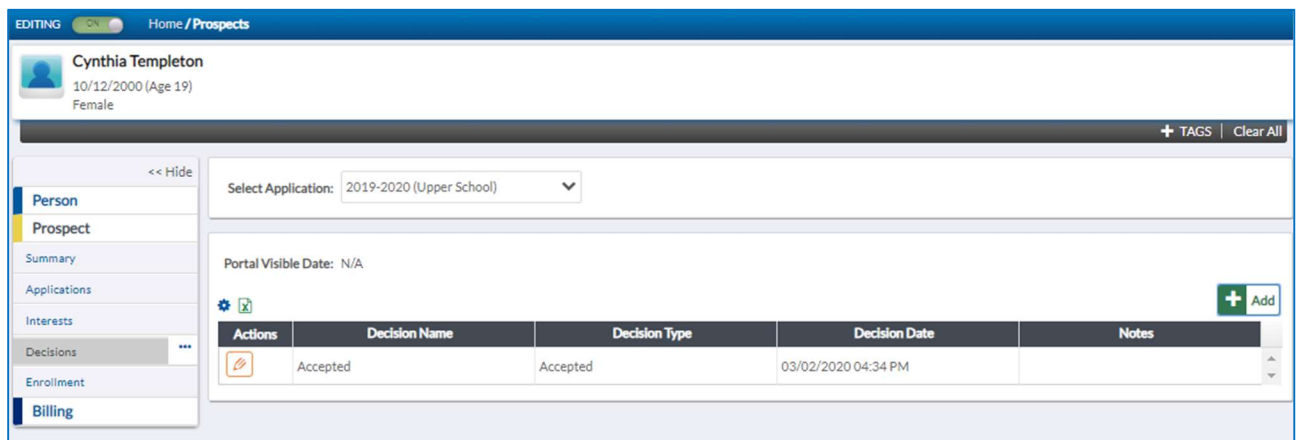

- Go to the Enrollment search screen
  ENROLLMENT CENTER | Enrollment

- Select your Prospect name from the search screen
- Select View Full Record (under the Prospect name)

- Select **Prospect | Decisions** menu on the left
- Turn Editing to On
- Select Add button

- Select a Decision Name, i.e. Declined, from the drop down list
- Enter a Decision Date; the Decision type will auto populate
- Optional:
  - Grade Type
  - Notes
- Select Save

Add/Edit Decision

Decision Name*: Declined

Decision Type: Rejected

Decision Date*: 03/16/2020 02:35 PM

Grade Type:

Notes: Will not be transferring

Save   Cancel

- The decision will be added to the Prospect's record

Select Application: 2019-2020 (Upper School)

Portal Visible Date: N/A

+ Add

Actions	Decision Name	Decision Type	Decision Date	Notes
✎	Declined	Rejected	03/16/2020 02:35 PM	Will not be transferring
✎	Accepted	Accepted	03/02/2020 04:34 PM	

- Return to Enrollment Search screen and see that the Prospect is no longer visible on search window.
  - The decision of Declined was not selected to be Included in ENR

Why can't I see a Prospect on the Enrollment search screen?

Only records with decision selection of **Include in Enrollment** will be visible in Enrollment search screen.

All Decisions need to be set up before you can apply a decision to a Prospect. This two-step process is discussed in the document *How to Setup and Apply Decisions*.
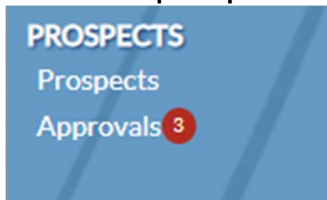

In this example our Prospect has been awarded Financial Aid and is ready for an enrollment contract
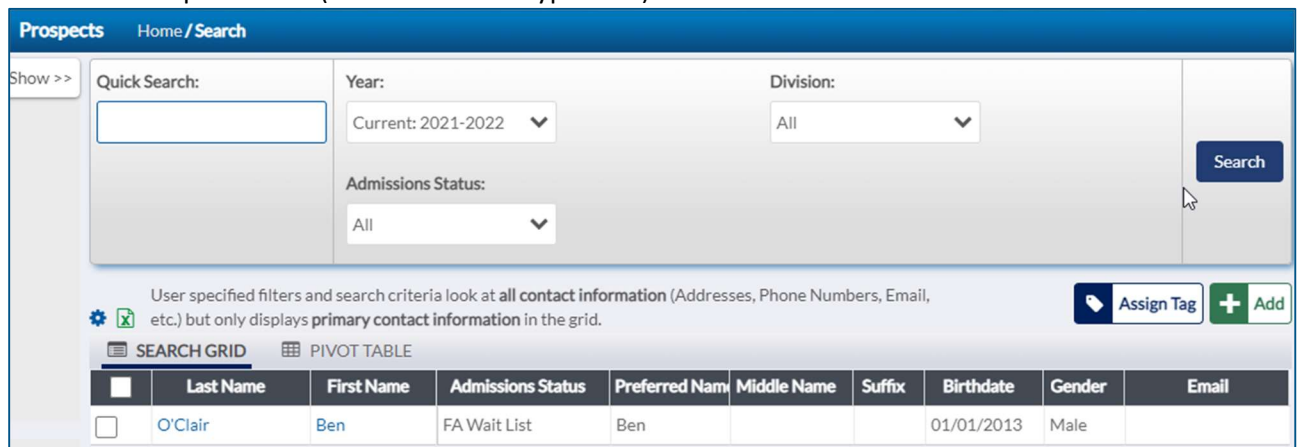

To find prospects open the Prospects menu.

PROSPECTS | Prospects

Select the Prospect Name (blue indicates a hyperlink!)

From the Prospect menu
- Select Decisions

- Turn Editing to On
- Select Add button
- Add decision of Accepted

- Return to Enrollment Center | Enrollment
- The Prospect name will be available for processing a contract.

Can I remove a name from Enrollment search screen? I only want to see Prospects who will be issued contracts.

In this example we will delay sending a contract to an accepted student who is waiting on Financial Aid.
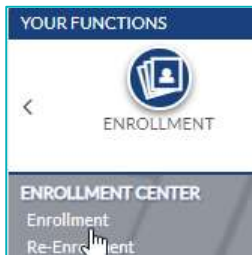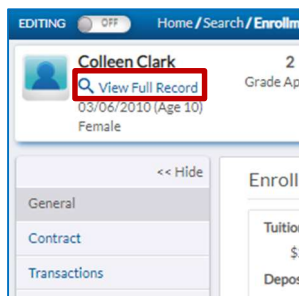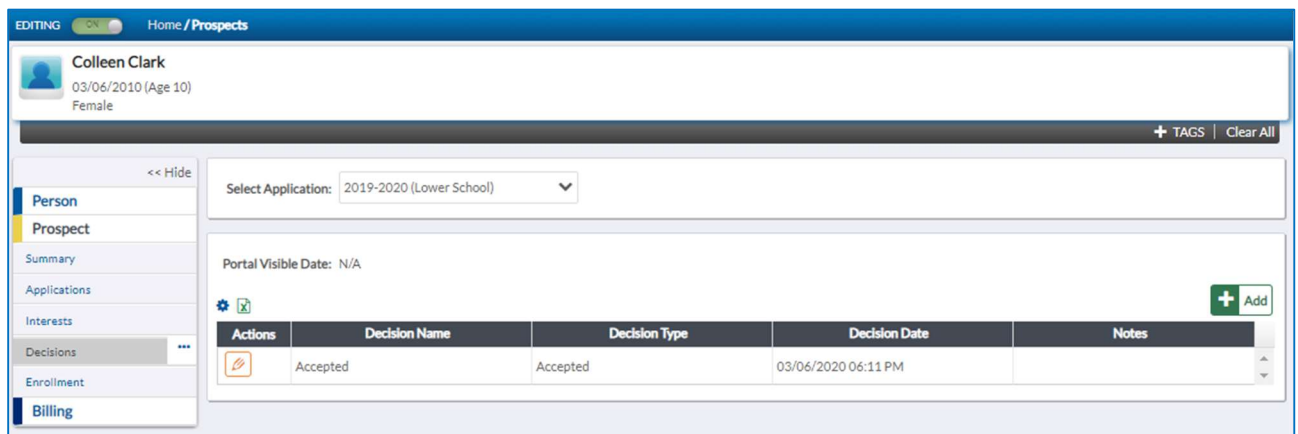

- Go to Enrollment search screen
  ENROLLMENT CENTER | Enrollment

- Select your Prospect name from the search screen
  - Select View Full Record (under the Prospect name)

- Select **Prospect | Decisions** menu on the left
- Turn Editing to On
- Select Add button

- Select a Decision Name (FA Wait List) from the drop-down list
- Enter a Decision Date; the Decision type will auto populate
- Optional to add Grade Type and notes
- Select Save

- The decision will be added to the Prospect's record

Actions	Decision Name	Decision Type	Decision Date
✎	FA Wait List	Wait Listed	03/13/2020 03:07 PM
✎	Accepted	Accepted	03/06/2020 06:11 PM

- Return to Enrollment Search screen and see that the Prospect is no longer visible on search window because the decision of FA Wait List was not selected to be Included in ENR.

Why don't I see the decision I need in drop down menu?

When a decision is on Master Decision List but not visible on your decision choices then the decision needs to be activated. Decisions need to be activated for each division.
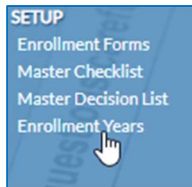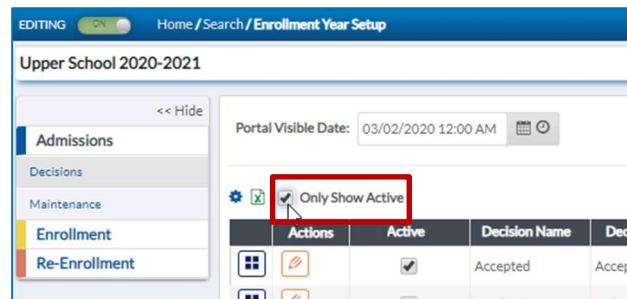

- Go to Enrollment Years menu
  SETUP | Enrollment Years

- Decisions are set for each division
  o Select your division(s) if applicable

- From **Admissions | Decisions** search screen
  o Deselect check box
    for Only Show Active

- Select Active box for each decision you want to have available for processing contracts

Portable Visible Dates, Portal and Checklist Visible fields do not apply to Radius;
a selection here has no impact on contracts.

- For this example, we will activate FA Wait List

- Select Save
- Continue to activate decisions for all divisions, as needed.
- Return to **Prospect | Decision**
  - Add a decision

How do I see Prospects who have FA Accepted decision on the search screen?

To see Prospects with a decision of FA Accepted on the search screen the decision must be set to be included in Enrollment.

Got to **SETUP | Master Decision List**
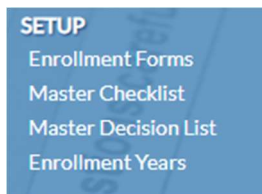
From Master Decision List

- Turn Edit Mode to On

- Select Include in ENR

Actions	Decision Name ▲	Decision Type	Abbreviation	Usage Count	Include in ENR
✎	Accepted	Accepted	A	128	☑
✎	Declined	Rejected	D	43	☐
✎	Enrolled	Enrolled	E	77	☑
✎	FA Wait List	Wait Listed	WL1	28	☑