Registration Details Grid

The registration details grid is located on the bottom right-hand side of the dashboard. This grid displays to staff important details about the selected registration, including the name of the student and the timestamp.

1. **Student Name** - The name of the registering student, which is a link to the registration form in a pdf format, downloadable at any time. It is important to note that a red pdf icon also appears to the right of the name, to denote this.

2. **Time of Registration** - The timestamp of the registration, accurate to the second.

3. **Grade** – This is the grade the registrant selected during registration.

4. **Email** - This is the email address of the parent account that submitted the registration request. By clicking on the email, staff can communicate directly with the registrant, however, these emails will not be sent through the Parent Portal and will come directly from the staff member using their outlook client. This feature should be used with increased awareness.

5. **Siblings** - If the registrant has siblings at their first-choice school, they can be viewed here. The link will read View Siblings if they are present and clicking on it will launch a popup displaying the information. This can be identified on the enrolment grid visually, with the presence of the purple dot.

6. **Duplicate PHN** - Should the PHN used in the selected registration appear more than once across any registration periods in the school year, clicking this link, View Duplicates, will launch a popup describing where those duplicates appear. This can be identified on the enrolment grid visually, with the presence of the red dot.

7. **Daycare Used** - If a daycare was used to perform the catchment lookup, the name of the daycare will appear here. This can be identified on the enrolment grid visually, with the presence of the orange dot.

8. **Special Needs** - If there are special needs noted on the registration form, staff can view the note from this section by clicking on the <u>View Note</u> link. This can be identified on the enrolment grid visually, with the presence of the green dot.

9. **Life Threatening** - If there are any life-threatening conditions mentioned on the registration form, staff can view the note from this section by clicking on the <u>View Note</u> link. This can be identified on the enrolment grid visually, with the presence of the yellow dot.

The Manage Registration button launches a popup to manage the selected registration, view documentation, and contact the registrant. We take a deeper dive into this functionality in a separate guide.

The second button, Delete Form, serves a very specific purpose; to delete the registration. This action should not be taken lightly, as it <u>absolutely cannot be undone</u>.

Should you require any further assistance, or have any questions, please reach create an IT Helpdesk ticket, or reach out to the Help Desk directly.