

Version 5.01 Release Notes

Over the weekend a minor update to your version of RegistrationWerks was released. Below is a recap of the 5.01 Update.

Attendance Screen for Contract Priced Classes

The **Attendance Screen** now has a calendar selector to allow you to move between weeks of attendance easily. Click on the calendar icon next to the date field. From there select a day in the week desired to update the Attendance Screen.

♦ 06/19/2017											
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Student	Mon	Min.	Tue	Min.	Wed	Min.	Thr	Min.	Fri	Min.	•
Nbertson, Albert - Before School Child Care		0		0		0		0		0	ľ
nderson, Ben - Before School Child Care		0		0		0		0		0	1
Anderson, Jared - Before School Child Care		0		0		0		0		0	
Anderson, Jerry - Before School Child Care		0		0		0		0		0	1
Cox, Clancy - Before School Child Care		0		0		0		0		0	
Deer, Joe - Before School Child Care		0		0		0		0		0	1
Geurts, Andy - Before School Child Care		0		0		0		0		0	
Holte, Jennifer - Before School Child Care		0		0		0		0		0	1
Johnson, Maddie - Before School Child Care		0		0		0		0		0	ľ
Katterson, Peter - Before School Child Care		0		0		0		0		0	1
King, Troy - Before School Child Care		0		0		0		0		0	1
Legend, Jon - Before School Child Care		0		0		0		0		0	1
Manson, Kailie - Before School Child Care		0		0		0		0		0	1
Substad, Jonathan - Before School Child Care		0		0		0		0		0	1
Substad, Kai - Before School Child Care		0		0		0		0		0	
Substad, Kyle - Before School Child Care		0		0		0		0		0	1
Substad, Luisa - Before School Child Care		0		0		0		0		0	Ľ.

Changes to Refunding a Registration

RegistrationWerks now allows you to give a credit card/epayment refund without cancelling a registration. To issue a refund, click on the green plus sign on the Payments tab of a registration. Select the credit card/e-payment from the drop down menu for the payment type. Leave the reference number blank. It will automatically fill in with the RevTrak order id once the refund has processed. Enter the dollar amount as a negative number in the Amount field. Click on the **Process Refund Now** button to refund the amount to the customer.

🏰 Name	Anderson, Ben	Enrolle	d v
Class	B/A School Program Before A	And/Or After School Program-BE	2
icing:	Contract Current Co Payment - [NEW] Additional Student	After School Child Care, Before School Chil	d Care 🔀
Payment	Payment Type:	Credit Card 🛛 🔻	nails
Registered:	Payment Date: Reference:	05/10/2017	eted
Price:	Amounts	-15.55 Process Refund Now	Amount
Adjust:	, inconce		\$598.00
Total:	Note:		\$398.54
			\$10.00
Paid:			\$-20.00
Balance:		🗶 Cancel 🔲 Save	\$-200.00
	Update		\$-38.00
Pay Type, Last 4 Exp. Date:	4 Digits: Visa: 1111		

Ability to Inactivate Managers and Instructors

To Inactivate a manager or instructor, go into the manager or instructor's record and check the inactive checkbox. Once a manager or instructor has been inactivated, you can filter out the inactive managers or instructors using the drop down menu in the upper right hand corner.

Manager - [212936	9]	linda@noemail.com kvie.substad@revtrak.com				
First, Last: *	Jerry		Flores			
Email: *	Jerry.flores@rev	rtrak.com				
Address:						
City, State, Zip:	✓ Inactive Piro P	ermission				
	•	Phone Type	Number			
	Ī					
			(X Cancel		

Instructor - [2756412]		caitey.bennett@revtr	ak.com	
Pre, First, Last, Suffix: *		Jason	Herlache	
Email: *	jason.herla	che@revtrak.com		
Address:				
City, State, Zip:	✓ Inactive	Profile Pay		
		Phone Type	Number	
		Work	(888) 847-9470	
Print				X Cancel

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Ma	ain Setup						Manager - 9 🕜
C	Add 📋 Delete		[Manager]Last Name	▼	M		Select One
lain		First Name	Last Name	Email			Select One
	Schedule	Alex	Johnson	alex.johnson@revtrak.com	n		All
	Schedule	Amy	Scoop	amy.scoop@revtrak.com			Inactive
Ð	Reservation	Caitey	Bennett	caitey.bennett@revtrak.co	m		
	Building	Cassandra	Skraba	cassie.skraba@noemail.co	m		
	Space	Jerry	Flores	Jerry.flores@revtrak.com			
6	Group	Kyle	Substad	kyle.substad@revtrak.cor	n		
	Quantize Deafile	Linda	Baranowski	linda@noemail.com			
	Question Profile	Melissa	Will	mwill@regwerks.com			
F	Course	Rico	Dynamite	eric.satterfield@revtrak.c	om		
Ŭ1	Class						
6	Manager						
0	Instructor						
	Person						
	reison						

Additional Information on Drop-In Adjustments

By clicking into the details of an existing adjustment, the days that an adjustment impacts the purchased attendance is now displayed.



EZ Help KnowledgeBooks

To access the KnowledgeBooks for the support documents for RegistrationWerks click on the question mark icon in the upper right hand corner.

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Main	Name		Address	City	State	Zip
Schedule Bailding Bailding Space Topo Group Course Cass Anager Instructor Frison	Adams Elementary Carve: ECA ESD Community Center HIGHSCHOOL Kennood Elementary Olsen Park ESD Peak-to-Pack Charter School Prevood Elementary School RevTrak RevTrak School Sieger Jean South Gerogi ESD South Gerogi ESD South Charter School South Carter School Carter School Carter School South Carter School		8989 Sycamore St NW 1456 George Street 1234 Main Street 4545 Ist Avenue N 4545 Happy Lane 4567 John Street	Coon Rapids Rosemount Minneapolis Eagan Burnsville Minneapolis Apple Valley	MN MN MN MN MN MN MN MN MN	55433 55068 55014 555123 555121 555124 555124
Setup						

Waitlist Registrations

In previous versions of RegWerks, if a person was registered on the waitlist and then attempted to re-register, the system allowed the user to continue through the waitlist process. It previously updated the registration's position on the waitlist to the later date and time. Now the system will not accept a duplicate waitlist registration.

Update to Cancelling a Registration

When you cancel a registration, you can now leave a balance due on the registration.

Reports

Attendance Report Monthly by AM PM Other - Located under the Attendance Screen on Contract Priced Classes - Generates a monthly sign in/out report by AM PM Other

Weekly Signatures by AM PM Other - Located under the Attendance Screen on Contract Priced Classes - Generates a weekly sign in/out report by AM PM Other

Attendance Counts- Located under a specific Class' PrintButton - This report contains a list of dates showing the actual
attendancebydate

Instructor Expense - Located under a specific Program's Print Button - This report prints a list of instructors with their classes separated and their payment broken out by class

If you have any questions concerning these new features please contact our support team. We can be reached at 888-847-9470 or ezhelp.regwerks@revtrak.com.