



## 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.

Attendance - [175995]

Before/After School: B/A School Program

06/19/2017  

Attendance for 06/19/17 to 06/23/17

Student	Mon	Min.	Tue	Min.	Wed	Min.	Thr	Min.	Fri	Min.
Albertson, Albert - Before School Child Care	<input type="checkbox"/>	0								
Anderson, Ben - Before School Child Care	<input type="checkbox"/>	0								
Anderson, Jared - Before School Child Care	<input type="checkbox"/>	0								
Anderson, Jerry - Before School Child Care	<input type="checkbox"/>	0								
Cox, Clancy - Before School Child Care	<input type="checkbox"/>	0								
Deer, Joe - Before School Child Care	<input type="checkbox"/>	0								
Geurts, Andy - Before School Child Care	<input type="checkbox"/>	0								
Holte, Jennifer - Before School Child Care	<input type="checkbox"/>	0								
Johnson, Maddie - Before School Child Care	<input type="checkbox"/>	0								
Katterson, Peter - Before School Child Care	<input type="checkbox"/>	0								
King, Troy - Before School Child Care	<input type="checkbox"/>	0								
Legend, Jon - Before School Child Care	<input type="checkbox"/>	0								
Manson, Kallie - Before School Child Care	<input type="checkbox"/>	0								
Substad, Jonathan - Before School Child Care	<input type="checkbox"/>	0								
Substad, Kai - Before School Child Care	<input type="checkbox"/>	0								
Substad, Kyle - Before School Child Care	<input type="checkbox"/>	0								
Substad, Luisa - Before School Child Care	<input type="checkbox"/>	0								

Print Cancel Save

## Changes to Refunding a Registration

RegistrationWerks now allows you to give a credit card/e-payment 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.

The screenshot shows the 'Registration - [6586667]' interface. The main form includes fields for Name (Anderson, Ben), Class (B/A School Program Before And/Or After School Program-BE), and Pricing (Contract: After School Child Care, Before School Child Care). A 'Payment - [NEW]' dialog box is open, allowing the user to enter the following information:

- Payment Type: Credit Card
- Payment Date: 05/10/2017
- Reference: (blank)
- Amount: -15.55
- Note: (blank)

The dialog box features a 'Process Refund Now' button and 'Cancel' and 'Save' buttons. The background interface shows a 'Payment' tab with a table of transactions:

Amount
\$598.00
\$398.54
\$10.00
\$-20.00
\$-200.00
\$-38.00

At the bottom of the interface, there are buttons for 'Print', 'Exp. Date: 05/21', and 'Cancel'/'Save'.

## 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 - [2129369] linda@noemail.com  
Substad lvie.substad@revtrak.com

First, Last: \* Jerry Flores

Email: \* Jerry.flores@revtrak.com

Address:

City, State, Zip:

Inactive

Phone... Permission

Phone Type	Number

Instructor - [2756412] caitey.bennett@revtrak.com

Pre, First, Last, Suffix: \* Jason Herlache

Email: \* jason.herlache@revtrak.com

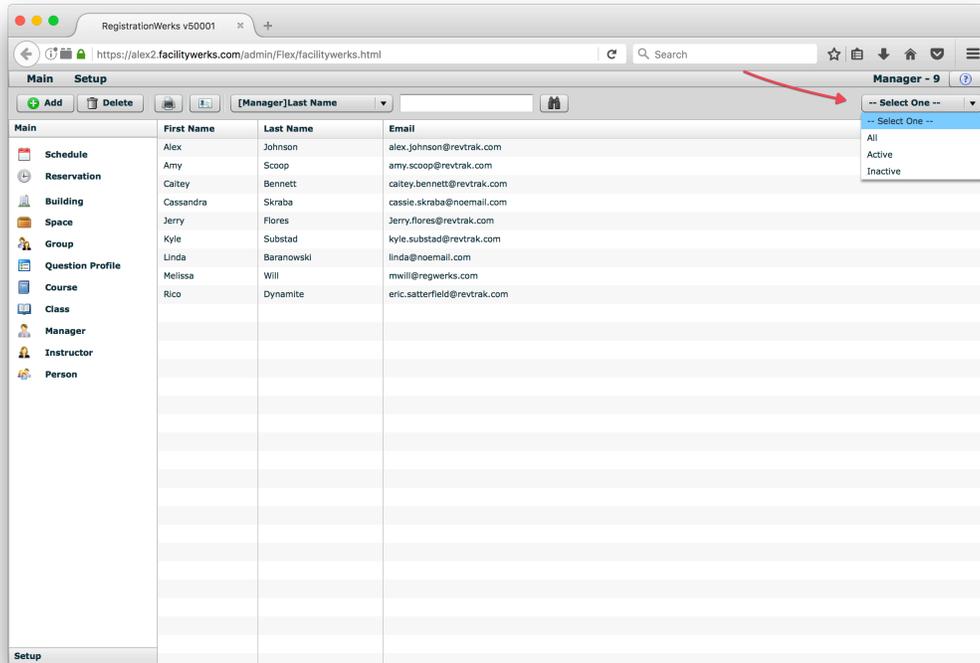
Address:

City, State, Zip:

Inactive

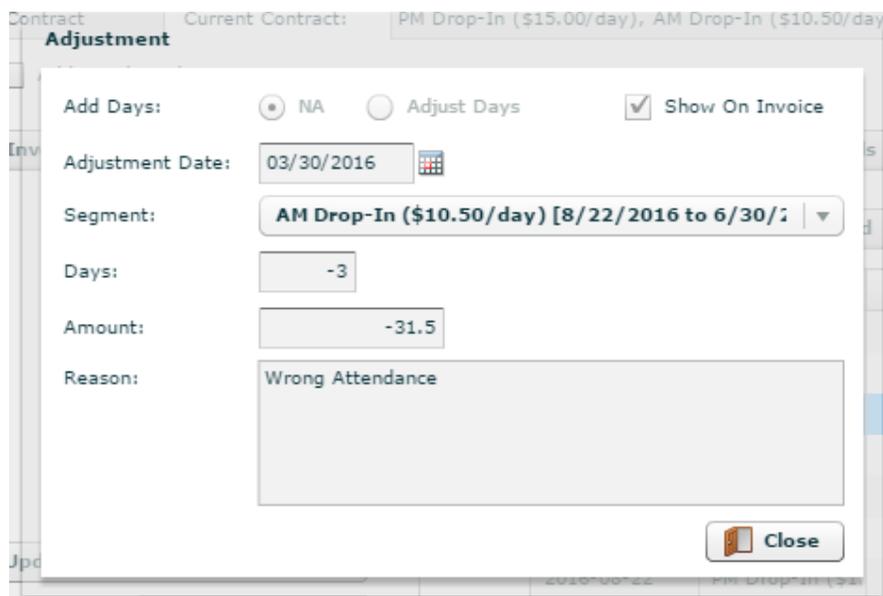
Phones Profile Pay

Phone Type	Number
Work	(888) 847-9470



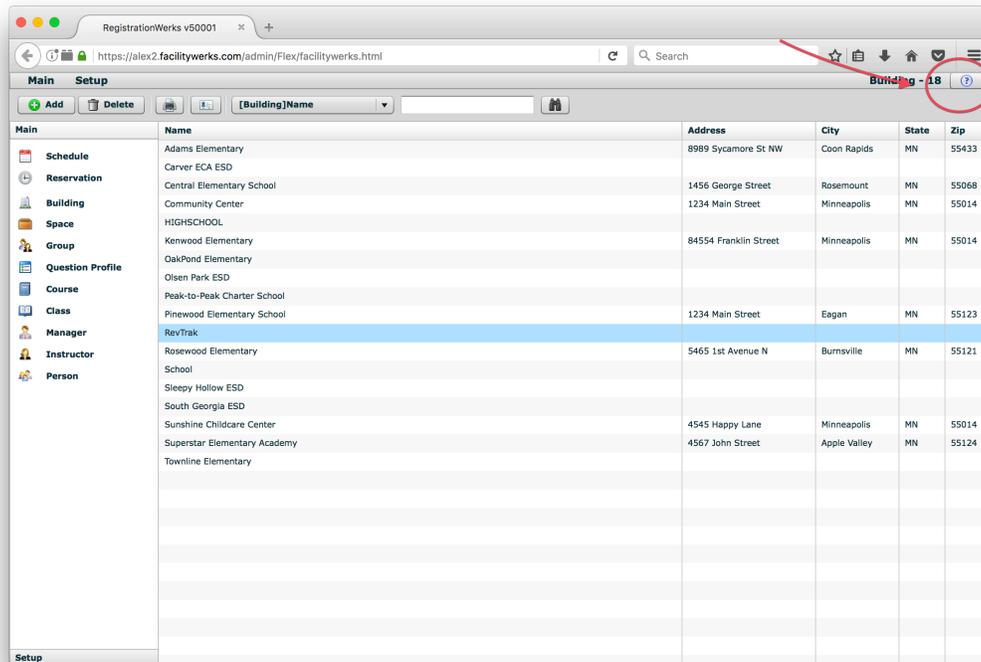
## Additional Information on Drop-In Adjustments

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.



## 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' Print Button - This report contains a list of dates showing the actual attendance counts by date

**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.**