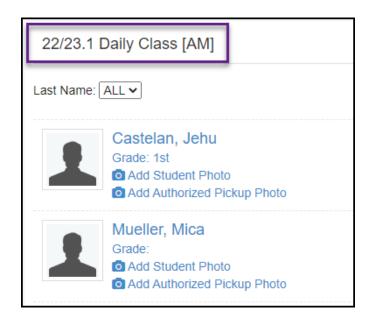


RegWerks Feature Updates

1. Change Header of Check-In Module

• Previously, the Check-In Module displayed the first day of class in the header. The header now reflects only the Class Number and Course Name:



2. Account Code Lock

- User Group Credentials and User Credentials now manage the User Group's or User's ability to change Account Codes on both the **Course** and **Class**.
 - In the example below, the User has permission to access Account Codes in the User Profile. In the Class, the User may select or change Account Codes from the list of options:

[10629] User					[386238]	Class							
User Type First, Last * Email * Username * Password * Phone	New NewUser@noem nuser Access Cre	Group	User Active Access Site Options Access Account Herge		Progra Course Conf. I Gener Acco Mani	m C A mail lu al Ins unt Code	1-22 Karaoke ammunity Services (LL) rts & Crafts tructor & Expenses functor & Expenses field Academy	Arrangements	Registration		_	Active Enrolled Waitlist Invoice n Web Vaitlist Regist n Year End St	
	e Edi Edi V V V V V V V V V V V V V V V V V V V	_	Table Instructor Person Fee Class Account Code Space Type Group Type Program Category Their		Rem Reg. Reg. Go L	mit	Altanono Wesky Child Care Altanono Enrichment Altanono Enrichment AND 123 AND 455 Andrev's Community Ed Andrev's Community Ed Beer Las Enrichmendar Beer Las Enrichmendar Community Ed Community Ed Commu		200	New Price	Allow P	artial Past Du	e Payments
😹 Reports				🗙 Cancel 🔚 Save	🗎 Rep	orts						🗙 Canc	el 🖬 Save

• In this next example, however, the User does not have permission to access Account Codes in the User Profile. In the Class, therefore, the User may not change Account Codes:

<u>_</u>												
User	Gro	up			Class Numbe	r 21-22 Karaoke				Status	Active	
New			User		Program	Community Services (LL)					Enrolled	
Newl Icer®	noemail com				Course	Arts & Crafts					Waitlist	
	noeman.com				Conf. Email	luda.lindahl@vanco.com						
			_									
			Active		General	Instructor & Expenses	Schedule Arra	ngements Registral	ion Waitlist	Receipt	Invoice	
						1 4000				Show ()n Web	
Acces	is Credit Ca	rd Refunds	Access Site Options					- Co		_		
Acces	s Check-In	Application	Access Account Merge		Manager			~				
					Publish Dat	te 🛗 12/21/2021	Publish Time	12:00 AM		Show C)n Year End St	atement
ories Rer	orts Bu	rildinas			Remove Da	ite 🛗 09/23/2023	Remove Time	12:00 AM		Allow P	Partial Past Du	e Paymen
					Reg. Begin		Begins Time	12:00 AM				
ne					Peg Ends		Ends Time	12:00 AM				
Add	Edit	Delete	Table		ricg. Enus	03/2//2023	chus thire	12.00 API				
-	~		-	*		Standard Pricin	g 🛛 🔘 Contract Pr	ricing				
-	~	•	Person		Price	\$50.00	Price Change		New Price		\$0.00	
	~	V	Fee Class		Colimit		-	100				
Z			Account Code		do cinit	0	Reg. Linit	100				
			Space Type									
				-								
			10010									
				X Cancel 🕞 Save	Reports						X Cano	el 🔒 Si
	NewUser@ nuser Acces Acces Acces Reg ne Add	NewSer Groenal.com nuser Access Credit Ca Access Credit Ca Access Check In Access Check In Add Edit Ad	NewUser@noemail.com Nuser Nuser Access Credit Card Refunds Access Check-In Application ories Reports Buildings ne Add Edit Delete Q	ItevUser@noemail.com nuser Access Credit Card Refunds Access Site Options Access Credit Card Refunds Access Credit Card Refunds Access Site Options Access Check-In Application Access Account Herge ories Reports Buildings re Add Edit Delete Table V V Person V <td>NewtSer gnoemal.com nuser nuser Access Credit Card Refunds Access Site Options Access Site Options Access Account Herge Add Edit Delete Table Add Edit Delete Table Add Edit Delete Table Account Code Account Code Account Code Account Code C Ø Ø Preson C Ø Ø Category D Ø Ø Category</td> <td>inter Oter NewUser@noemail.com Course nuser Course nuser Course Access Credit Card Refunds Access Site Options Access Scount Merge Publish Da ories Reports Buildings Reg. Begin ne Add Add Edit Delete Table V Instructor V Person V Proce V Group Type V Group Type V Catagory V Catagory V Tonic</td> <td>intervention intervention intervention intervention intervention</td> <td>intervention intervention Intervention intervention Interventin intervention</td> <td>intervention intervention Intervention intervention Interventin intervention</td> <td>interview just Instructor Course Access Credit Card Refunds Access Site Options Access Credit Card Refunds Access Site Options Access Credit Card Refunds Access Account Herge ories Reports Buildings Access Account Herge ories Reports Buildings Access Account Herge Add Edit Delete Y Y Instructor Q Person Q Pres Class Q Group Type Q Program Q Category Q Category Q Toxic</td> <td>interv interv interv <t< td=""><td>iew User Instructor Course ktd Gods Add Edit Delete Table Add Edit Delete Table Add Course Ktd Gods Show On Veeb Add Edit Delete Table Show On Veeb Add Edit Delete Table Show On Veeb Add Course Ktd Gods Show On Veeb Add Course Ktd Gods Show On Veeb Add Table Show On Veeb Allow Wathist Regist Publish Date 102/12/322 Publish Time 12:00 AM Rego. Ends 102/02/3023 Remove Time 12:00 AM Reg. Ends 106/02/3023 Ends Time 12:00 AM Reg. Ends 106/02/3023 Ends Time 10:00 AM Reg. Ends 106/02/3023 Ends Time 10:00 AM Reg. Ends 1000/32/323 Ends Time 10:00 AM Reg. Ends 0 Reg. Limit 10:00 AM Reg. Ends 0 Reg. Limit 10:00 AM </td></t<></td>	NewtSer gnoemal.com nuser nuser Access Credit Card Refunds Access Site Options Access Site Options Access Account Herge Add Edit Delete Table Add Edit Delete Table Add Edit Delete Table Account Code Account Code Account Code Account Code C Ø Ø Preson C Ø Ø Category D Ø Ø Category	inter Oter NewUser@noemail.com Course nuser Course nuser Course Access Credit Card Refunds Access Site Options Access Scount Merge Publish Da ories Reports Buildings Reg. Begin ne Add Add Edit Delete Table V Instructor V Person V Proce V Group Type V Group Type V Catagory V Catagory V Tonic	intervention intervention intervention	intervention intervention Interventin intervention	intervention intervention Interventin intervention	interview just Instructor Course Access Credit Card Refunds Access Site Options Access Credit Card Refunds Access Site Options Access Credit Card Refunds Access Account Herge ories Reports Buildings Access Account Herge ories Reports Buildings Access Account Herge Add Edit Delete Y Y Instructor Q Person Q Pres Class Q Group Type Q Program Q Category Q Category Q Toxic	interv interv interv <t< td=""><td>iew User Instructor Course ktd Gods Add Edit Delete Table Add Edit Delete Table Add Course Ktd Gods Show On Veeb Add Edit Delete Table Show On Veeb Add Edit Delete Table Show On Veeb Add Course Ktd Gods Show On Veeb Add Course Ktd Gods Show On Veeb Add Table Show On Veeb Allow Wathist Regist Publish Date 102/12/322 Publish Time 12:00 AM Rego. Ends 102/02/3023 Remove Time 12:00 AM Reg. Ends 106/02/3023 Ends Time 12:00 AM Reg. Ends 106/02/3023 Ends Time 10:00 AM Reg. Ends 106/02/3023 Ends Time 10:00 AM Reg. Ends 1000/32/323 Ends Time 10:00 AM Reg. Ends 0 Reg. Limit 10:00 AM Reg. Ends 0 Reg. Limit 10:00 AM </td></t<>	iew User Instructor Course ktd Gods Add Edit Delete Table Add Edit Delete Table Add Course Ktd Gods Show On Veeb Add Edit Delete Table Show On Veeb Add Edit Delete Table Show On Veeb Add Course Ktd Gods Show On Veeb Add Course Ktd Gods Show On Veeb Add Table Show On Veeb Allow Wathist Regist Publish Date 102/12/322 Publish Time 12:00 AM Rego. Ends 102/02/3023 Remove Time 12:00 AM Reg. Ends 106/02/3023 Ends Time 12:00 AM Reg. Ends 106/02/3023 Ends Time 10:00 AM Reg. Ends 106/02/3023 Ends Time 10:00 AM Reg. Ends 1000/32/323 Ends Time 10:00 AM Reg. Ends 0 Reg. Limit 10:00 AM Reg. Ends 0 Reg. Limit 10:00 AM

3. Adding Notes on Contract Changes

- Users now have the option to add notes when changing a participant's contract.
 - Select so begin changing the contract:

Name	Lemm, K	Kaeden Zie Enro				Enrolled
Class	22/23.1	Daily Class				*
Pricin	Contract	Contract Cur		3 Days	28	
	Additional Stude		nt	[Other: M, W, F]	_	
Paym	ent Inv	oice History	Questions	Contract History	Attendance	Notes & Emails
Contr	act History					
	Start	End	Rate	50	gment	Attend.
		6/30/2023	Daily	3 Da		M, W, F
	8/21/2022	6/30/2023		3 Da		M, W, F
Suspe	8/21/2022	6/30/2023	Daily	3 Da	iys	M, W, F

• In the **Contract Change** window which opens, complete the necessary fields. Enter internal notes as needed in the **Change Note** field. Save once complete:

[15915047] Contra	ct Change
Current Rate	Daily
Choose new Rat	e if applicable
New Rate	Daily 🗸
AM Segment	PM Segment Other Segment Future Segments
Current AM Se	gment
Choose new AI	1 Segment if applicable
New AM Segme	ent 5 Daily 🗸
Current AM Da	ys
Choose a new	AM Attendance Schedule
Monday Change Note	🗹 Tuesday 🛛 Wednesday 🗹 Thursday 🗹 Friday
Effective May 1.	Prorate April.
	🗶 Cancel 🔚 Save

• In the **Select Date** window which opens, select the date on which the contract change will be effective. It is recommended that all contract changes align with invoicing periods:

Select Date						
Enter the date that you would like to make this contract change effective.						
05/01/2022						
🗶 Cancel 🔚 OK						

• The icon denotes contract change notes in the **Contract History** field:

[15915047]	Registra	tion								
Name	Lemm, Kaeden							~		
Class	22/23.1 I	Daily Class			22					
Pricing	Contract Cur		rent Contract	3 Days				2		
	Add	litional Stude	nt [Other: M, W, F]							
Paymen	t Inv	oice History	Questions	Contract Histo	ry Att	endance	Notes & Ema	iils		
Contrac	t History									
S	tart	End	Rate		Segment			ttend.		
3/2	21/2022	6/30/2023	Daily	3 Days			M, W, F			
5/1	1/2022 6/30/2023		Daily	5	5 Daily		м,	Tu, W, Th, F		
Suspend	d Charges	5								
0	Start	End	Segment	t		Reason				
Ū										
📄 Report	ts 🖂			\$ 🔄 🖂			× (Cancel 🕞 Save		

• Double click into the Contract History note at any point to view the date of entry and note details:

Contract Change Note	×
[04/28/2022 7:19 AM] Effective May 1. Prorate April.	
Ok	