# SchoolMint Enroll

## Advanced Application Management

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# Meet the Host

**Alexis Robin**
**Sr. Customer Experience Manager**
**Presenter**

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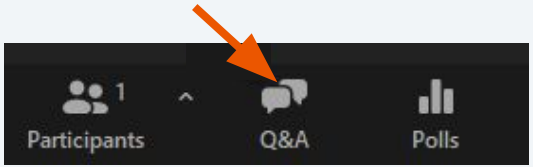
# Logistics

Slides, recording, and related resources will be shared in the follow up email tomorrow

Live Q&A throughout:

- Ask webinar related questions by clicking **Q&A**
- Send site-specific questions to **schoolmint.zendesk.com**




Two Surveys at the end

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# Today's Goals

- Admin Only Fields/Steps
- Creating Filters
- Using Saved Views
- Building Flags
- Troubleshooting

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# Applications:
## Admin Only Steps & Fields

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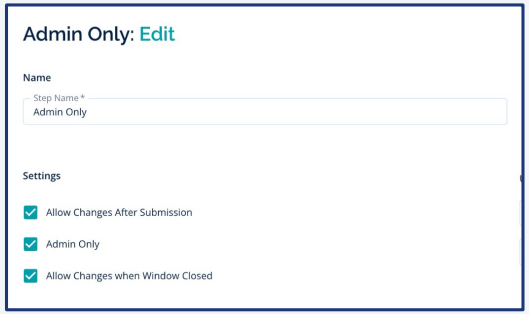
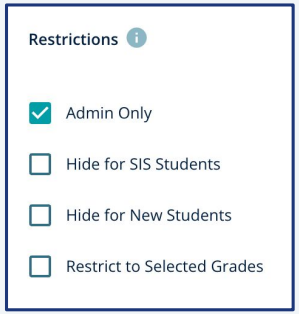
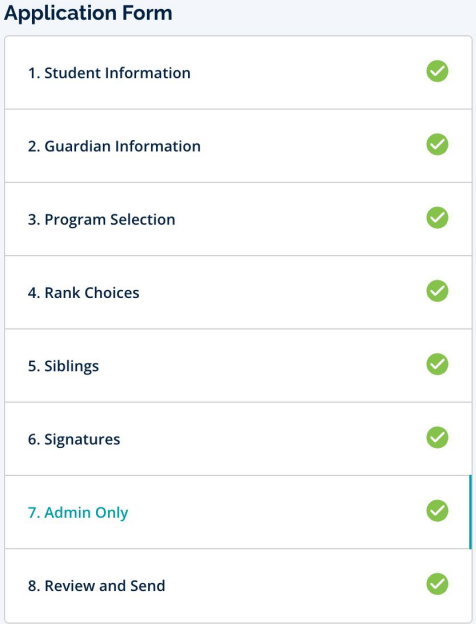
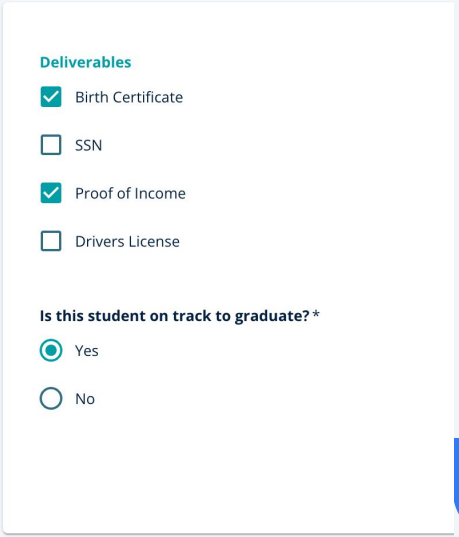
# What is Admin Only?

Sometimes, there is internal data admins may need to track as part of an application that is not visible to the guardian. Think of items like physical deliverables to be turned in, or data outside the system that needs to be tracked. In your Forms, you can make fields or whole steps be “Admin Only” to accomplish this.



# Applications
## Filters

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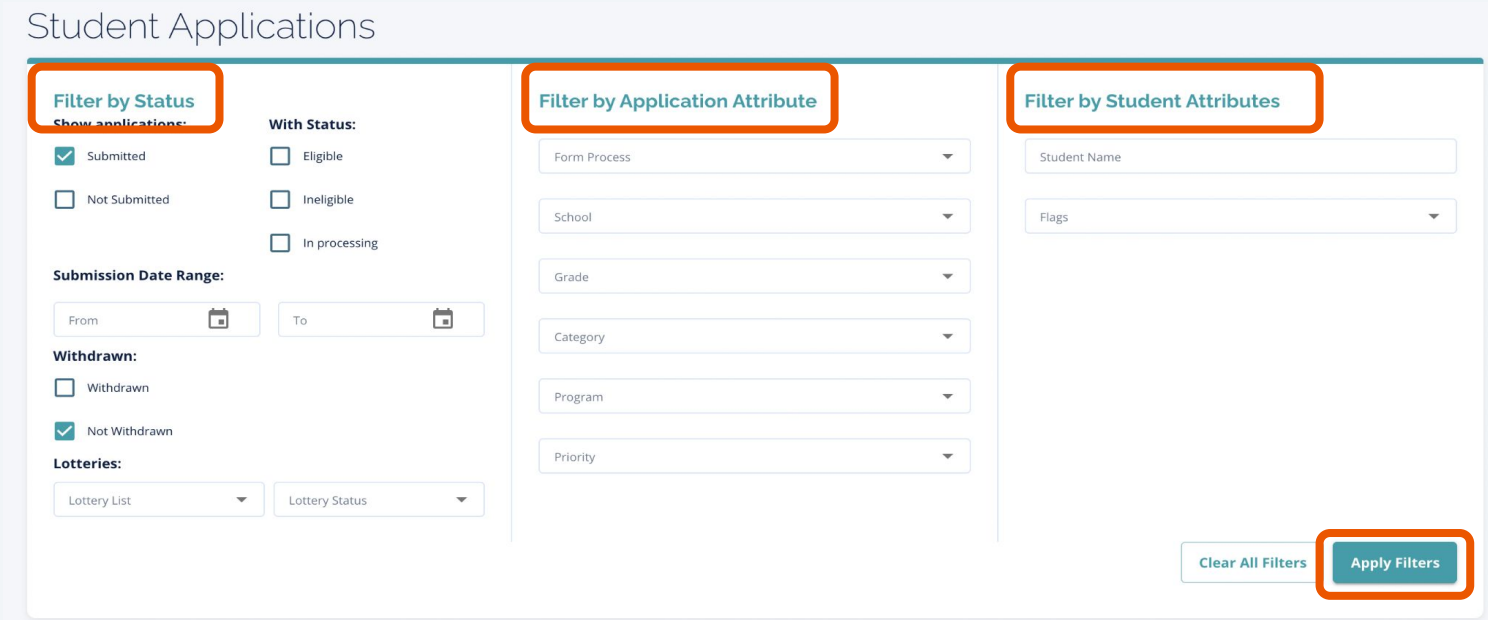
# Quick Filters

The Applications Module has premade filters that you can use to find students meeting specific criteria.

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# Create Your Own Filters

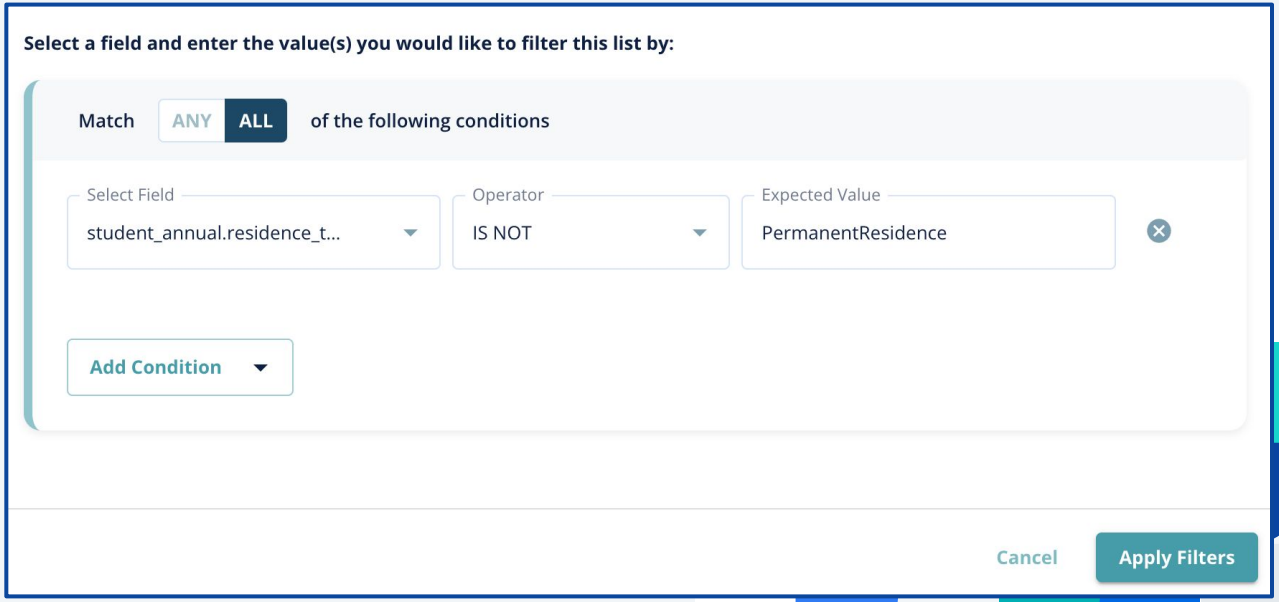
If you need to filter for specific criteria that is not included in your Quick Filters, Add Filters option to create your own filters

**Click Here:** Learn More

**Custom Fields**

**Complex Filtering**

**Missing Data**

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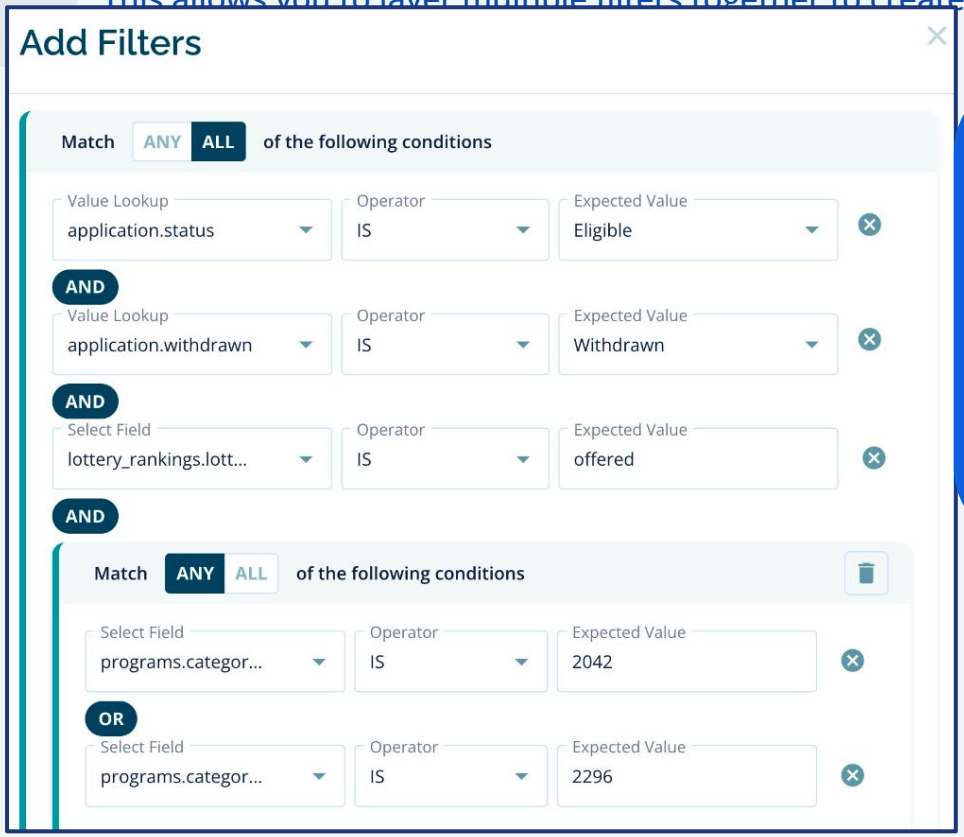
# Nested Filters

This allows you to layer multiple filters together to create more precise dynamic views.




**Scenario:**

We are wanting to reach out to guardians of students in specific grades based on the zip codes they live in. How can we use Nested Filters?

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# Applications
## Dynamic Views

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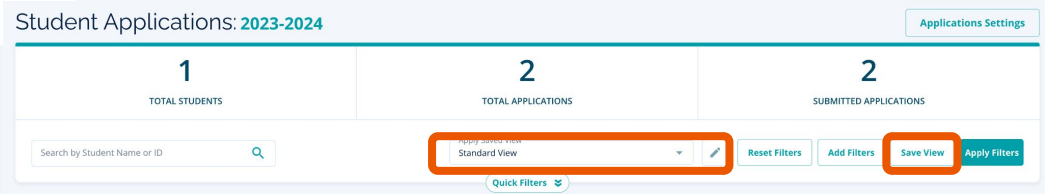
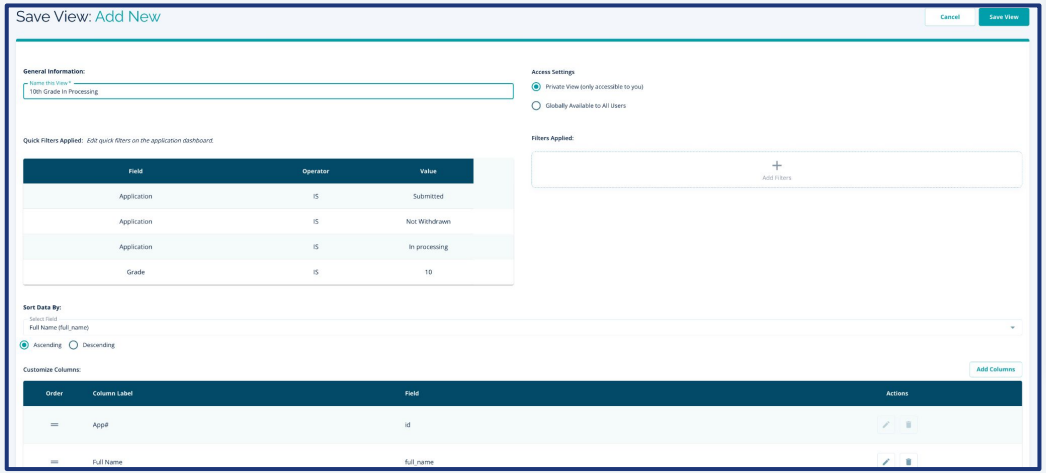
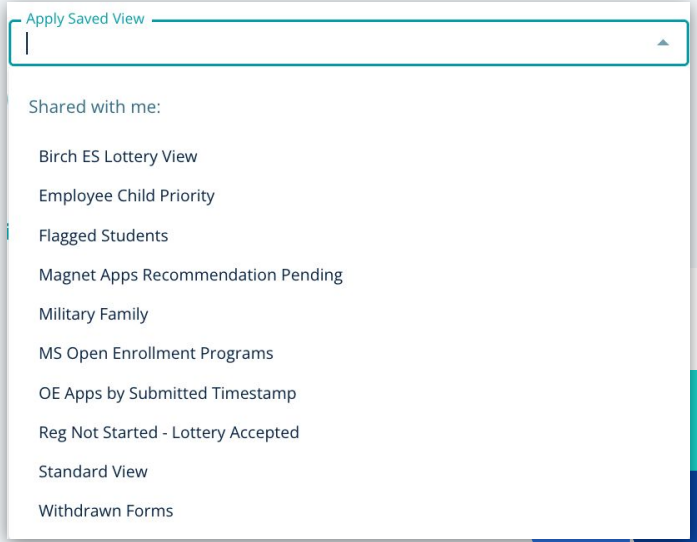
# Saved Views

Saved Views allow you to save filters and even choose which columns (up to 20) will show in your Application Module, and how you would like to sort the data. This makes it easy to pull a subset of students quickly. Saved Views are dynamic and will add new students to the view who meet the defined criteria automatically.

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# Applications
## Flags

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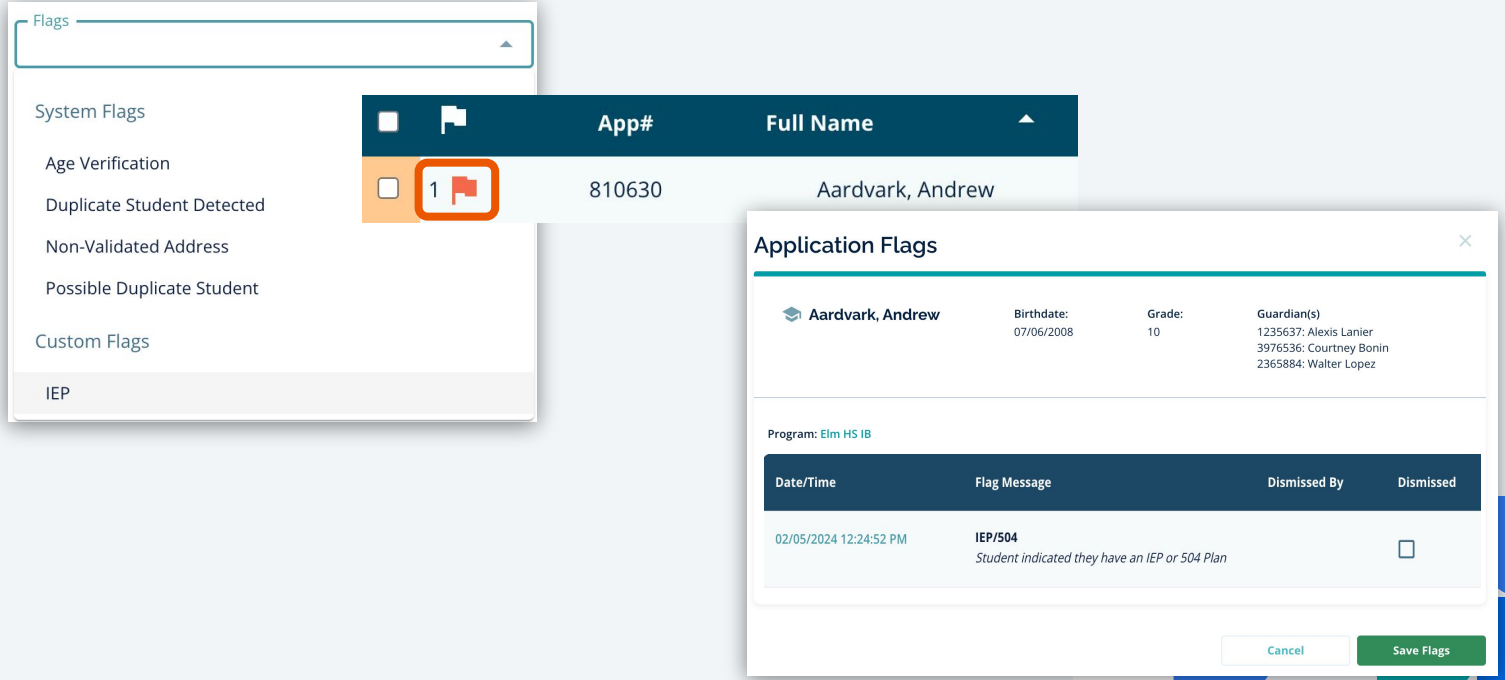
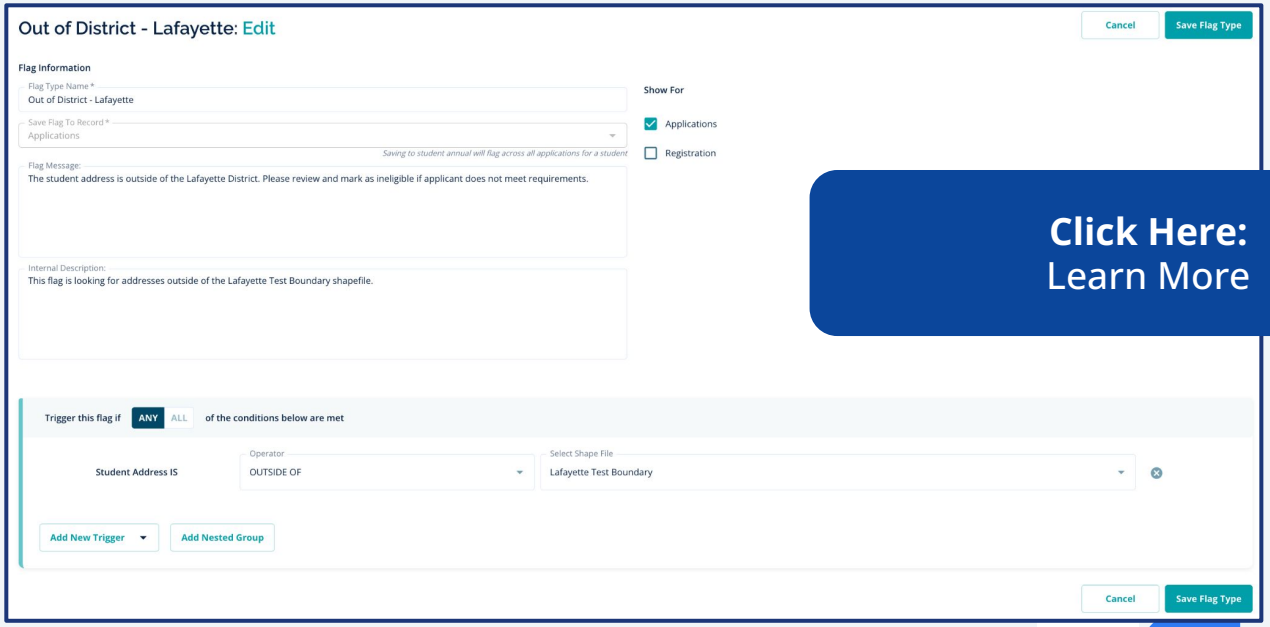
# Flags

Flags are a great way to isolate applications that need further review. Your Enroll platform comes with system default flags, but you can also configure your own custom flags! Common custom flags for applications include IEP, 504, Expelled, Mckinney Vento, ELL, Income, and more!



# BYOF: Build Your Own Flag

Did you know that flags are retroactive? If you think of something you'd like to flag after applications are open, it's not too late! You can create a flag at any time, and it will update for students who meet that criteria.

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Learn More

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# **Applications:**
# Troubleshooting

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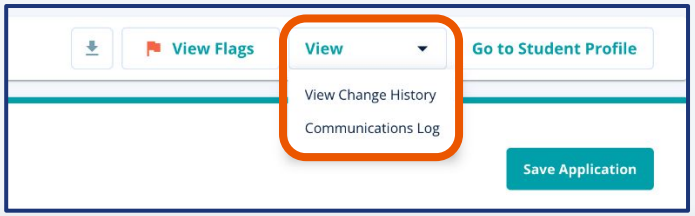
# Change History & Communication Logs

In the individual applications are information about changes that happened on the students application, as well as communications sent regarding the form.




## Student Communications Log

**Aardvark, Andrew**

Birthdate: 07/06/2008
Grade: 10
Guardian(s): 1235637: Alexis Lanier, 3976536: Courtney Bonin, 2365884: Walter Lopez

| Sent On | Sent To | Type | Automated | Subject | Status | |
|---|---|---|---|---|---|---|
| 12/9/2024 3:09:00 PM | Jennifer Hurst | Email | Y | Parent Note Added by Administrator | Delivered | View |
| 12/9/2024 3:09:00 PM | Alexis Lanier | Email | Y | Parent Note Added by Administrator | Opened | View |

## Application Change History

**Aardvark, Andrew**

Birthdate: 07/06/2008
Grade: 10
Guardian(s): 1235637: Alexis Lanier, 3976536: Courtney Bonin, 2365884: Walter Lopez

Search | After This Date | Before This Date | Apply Filters

| Date & Time | User | Change Logs |
|---|---|---|
| 08/29/2025 01:39:38 PM | Walter Lopez | 1 Changes |
| 07/29/2025 10:54:52 AM | Alexis Lanier | 10 Changes |

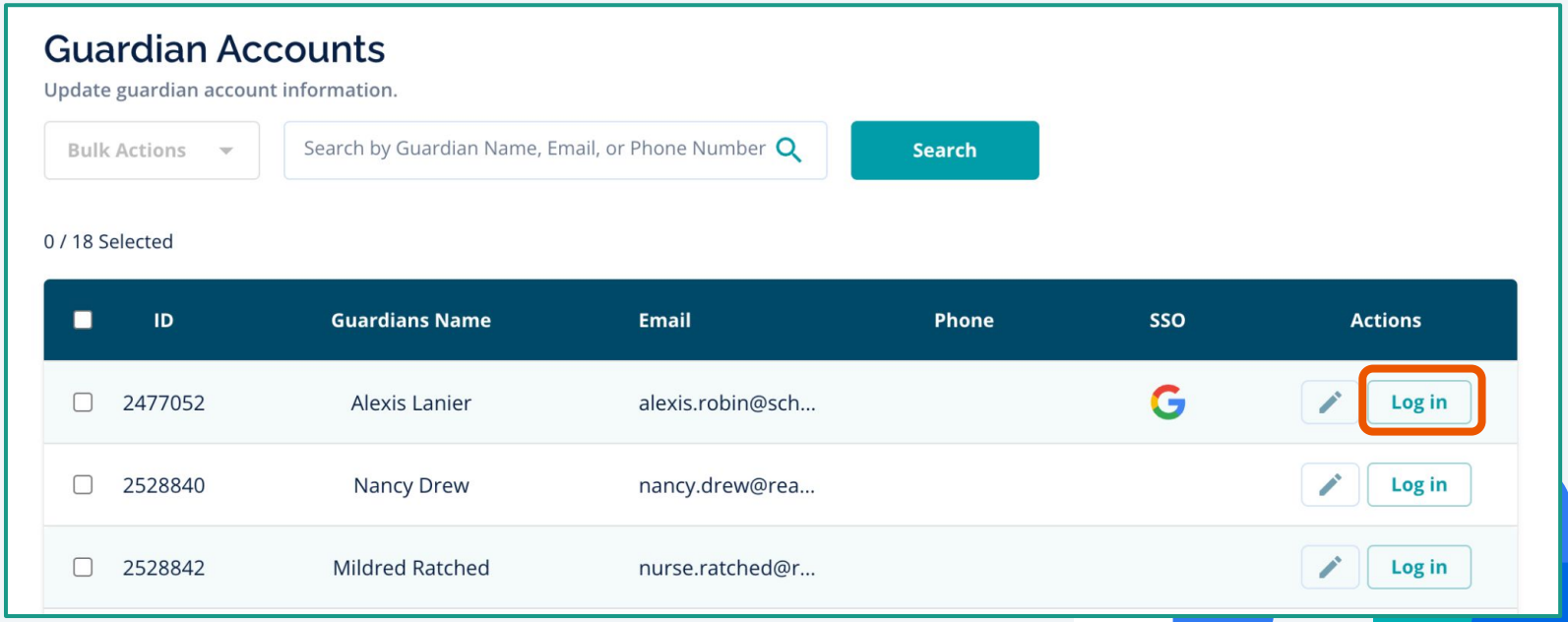
**(10) Change History**

| Field | Original Value | New Value |
|---|---|---|
| application.submitted | | 1 |
| application.program_id | | 12211 |
| application.student_id | | 5866778 |

# Login as Guardian

**Users > Guardian Accounts > Login**

An admin with access to login as a guardian can use this feature to assist a guardian with troubleshooting any issues they may be experiencing

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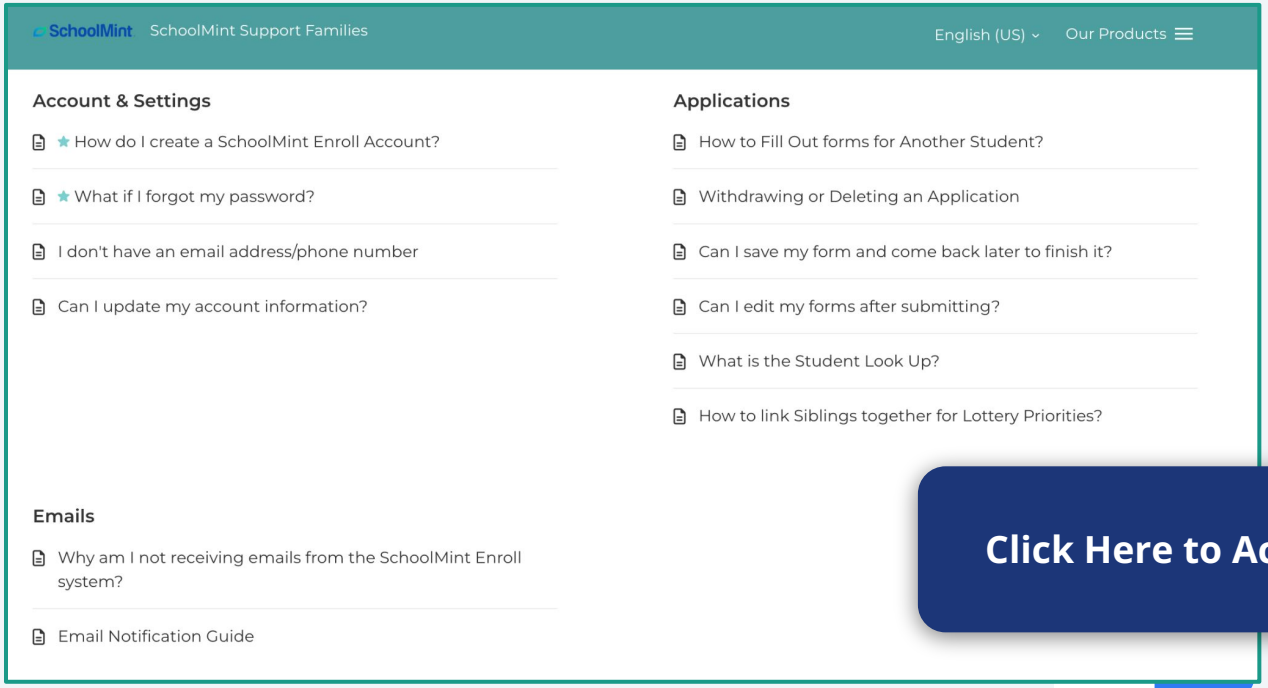
# Guardian Help Articles

Did you know that you can link guardians to Enroll support articles specifically tailored for families applying/registering? Well, now you do!




**Click Here to Access Link**

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# Admin Resources

**Zendesk**

Help Articles

Webinar Calendar and Resources

Issues, Bugs, and General Q&As

**Community**

Customer Forum

Feature Requests

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# Q&A

## Survey

SCAN ME

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# Monthly Webinar

## Fundamentals of Reporting

- Learn the basics of the Reports Module
- Available every month, so join one that works best for you

Click Here to Register

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# THANK YOU!

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