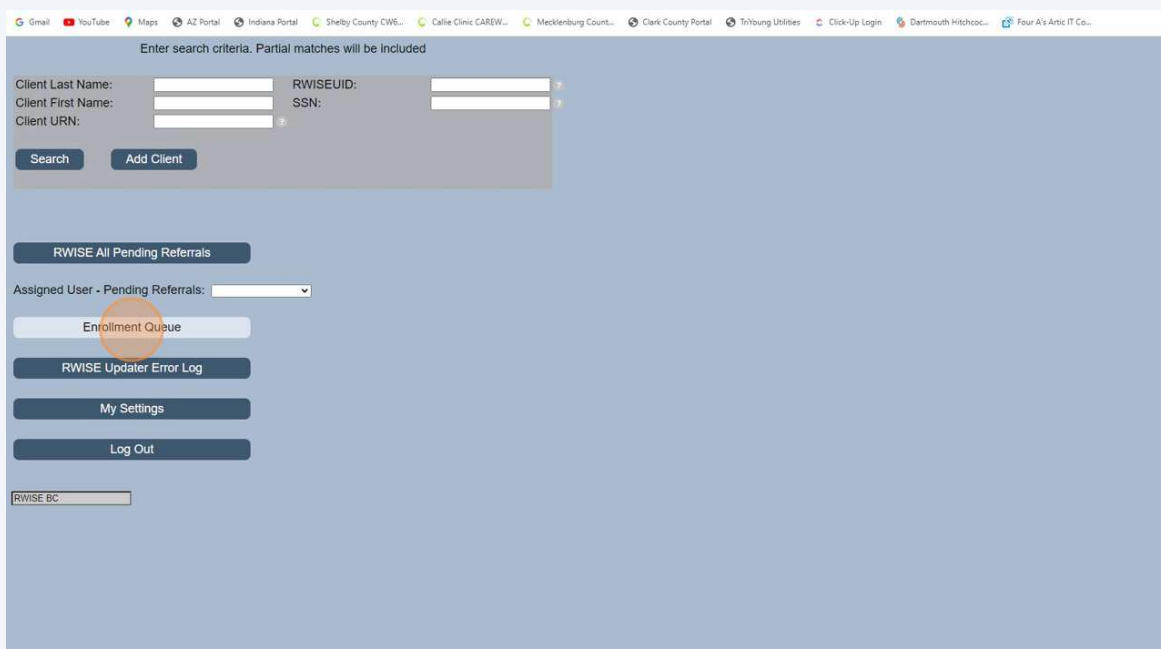


CC RWISE Enrollment Queue

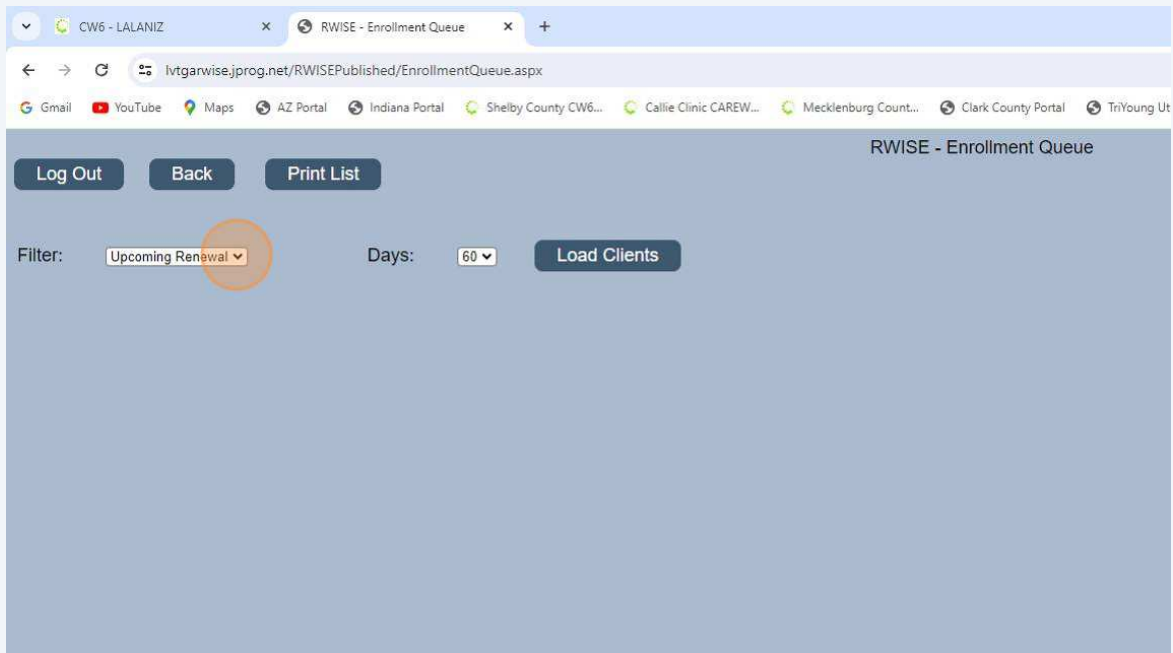


This guide provides step-by-step instructions on how to use the CC RWISE Enrollment Queue. It explains how to filter and load clients based on upcoming renewal, disenrolled, or recently renewed statuses, and how to select the number of days for the report. The guide also demonstrates how to repeat the process and open the Client Display Page. It is a useful resource for anyone who needs to navigate and utilize the CC RWISE Enrollment Queue effectively.

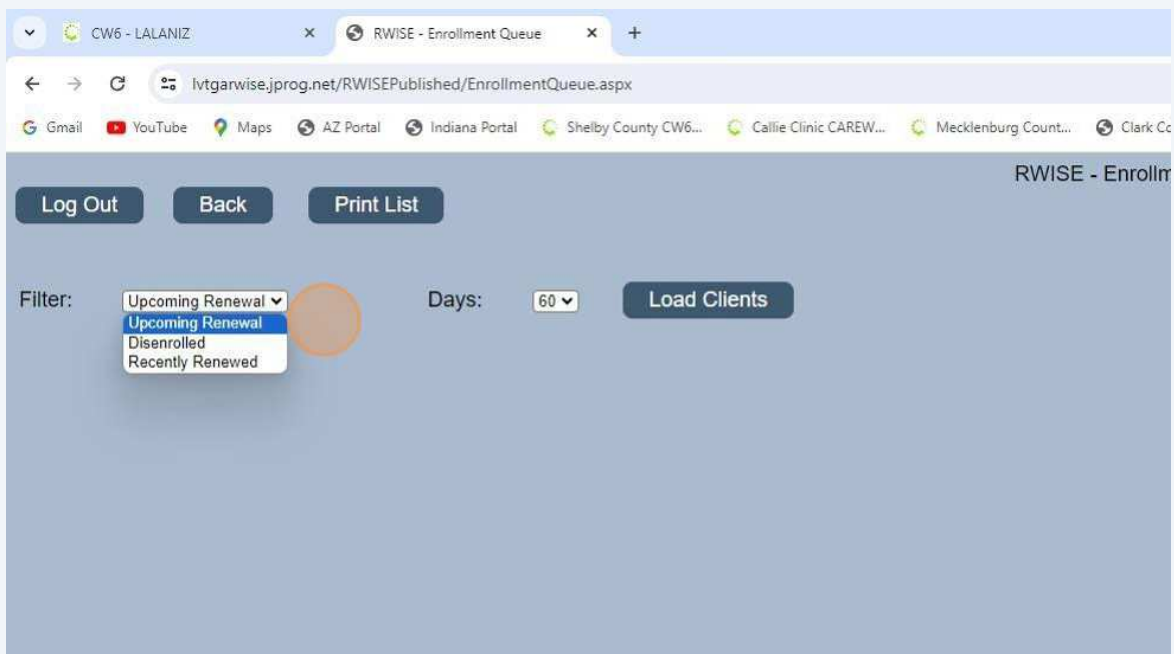
1 Click "Enrollment Queue"



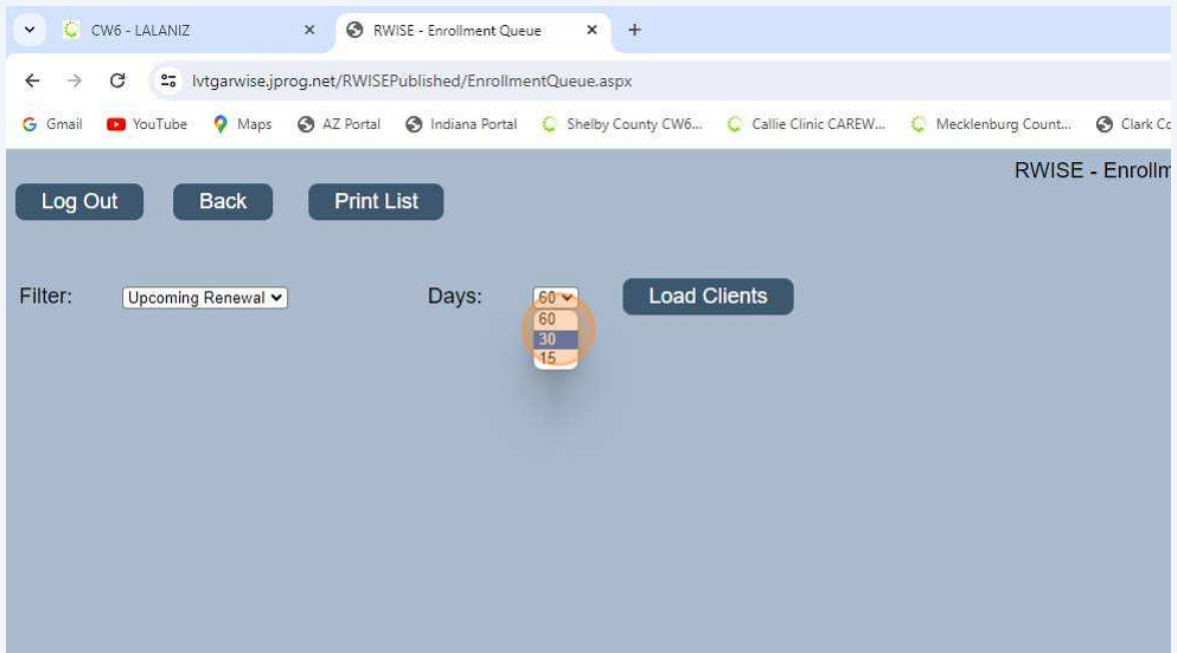
2 Click here to select a Filter.



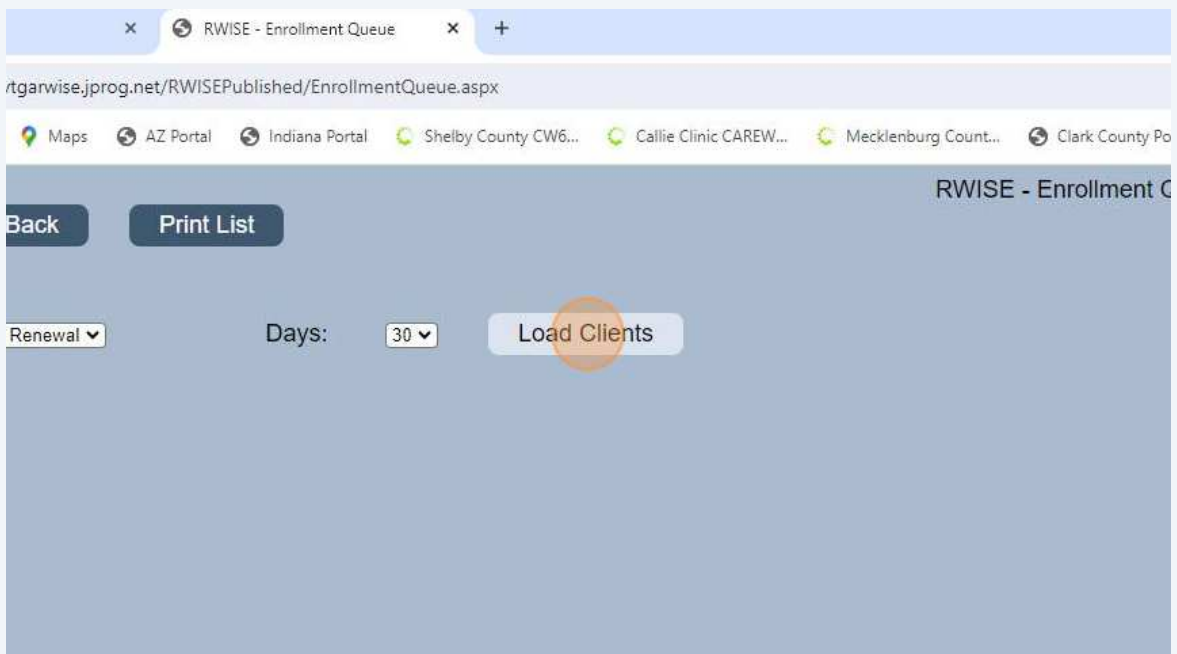
3 Choose "Upcoming Renewal", "Disenrolled" or "Recently Renewed".



4 Click "Days" dropdown. Select 60, 30 or 15 days.



5 Click "Load Clients"



6 Click the filter again to select another option.

The screenshot shows a web browser window with two tabs: 'CW6 - LALANIZ' and 'RWISE - Enrollment Queue'. The address bar shows the URL 'lvtgarwise.jprog.net/RWISEPublished/EnrollmentQueue.aspx'. Below the browser, there are buttons for 'Log Out', 'Back', and 'Print List'. A filter dropdown menu is open, showing 'Upcoming Renewal' selected. To the right of the filter is a 'Days' dropdown set to '30' and a 'Load Clients' button. Below these controls is a table with the following data:

| | RWISEUID | First Name | Last Name | Upcoming Renewal Type | Renewal Due Date | Pending |
|------------------------|--------------------------|----------------------------|---------------------------|---------------------------------------|----------------------------------|-------------------------|
| Select | 218147 | Client Marcos | Test | 6 Month Renewal | 2/29/2024 | No |
| Select | 218210 | Daisy | Duck | Annual Renewal | 2/29/2024 | No |
| Select | 218214 | Scooby | Doo | 6 Month Renewal | 2/29/2024 | No |

7 In this example we will select "Disenrolled".

The screenshot shows the same web browser window as in step 6. The filter dropdown menu is now open, and 'Disenrolled' is selected. The 'Days' dropdown remains at '30' and the 'Load Clients' button is visible. The table below shows the same three clients as in step 6, but with an additional column 'CM Agency' added to the right:

| | RWISEUID | First Name | Last Name | Upcoming Renewal Type | Renewal Due Date | Pending Referral | CM Agency |
|------------------------|--------------------------|----------------------------|---------------------------|---------------------------------------|----------------------------------|----------------------------------|---------------------------|
| Select | 218147 | Client Marcos | Test | 6 Month Renewal | 2/29/2024 | No | ztest |
| Select | 218210 | Daisy | Duck | Annual Renewal | 2/29/2024 | No | ztest |
| Select | 218214 | Scooby | Doo | 6 Month Renewal | 2/29/2024 | No | ztest |

8 Click Day to select the number of days for report.

The screenshot shows a web browser window with the URL `lvtgarwise.jprog.net/RWISEPublished/EnrollmentQueue.aspx`. The page title is "RWISE - Enrollment Queue". At the top, there are buttons for "Log Out", "Back", and "Print List". Below these, there is a "Filter:" dropdown menu set to "Disenrolled" and a "Days:" dropdown menu set to "30". A "Load Clients" button is located to the right of the "Days:" dropdown. Below the filters is a table with the following data:

| | <u>RWISEUID</u> | <u>First Name</u> | <u>Last Name</u> | <u>Upcoming Renewal Type</u> | <u>Renewal Due Date</u> | <u>Pending Referral</u> | <u>CM Agency</u> |
|------------------------|-----------------|-------------------|------------------|------------------------------|-------------------------|-------------------------|------------------|
| Select | 218147 | Client Marcos | Test | 6 Month Renewal | 2/29/2024 | No | ztest |
| Select | 218210 | Daisy | Duck | Annual Renewal | 2/29/2024 | No | ztest |
| Select | 218214 | Scooby | Doo | 6 Month Renewal | 2/29/2024 | No | ztest |

9 In this example, we will select 60.

The screenshot shows the same web browser window as in the previous image, but the "Days:" dropdown menu is now set to "60". The "Load Clients" button is highlighted. The table below the filters remains the same as in the previous image:

| | <u>RWISEUID</u> | <u>First Name</u> | <u>Last Name</u> | <u>Upcoming Renewal Type</u> | <u>Renewal Due Date</u> | <u>Pending Referral</u> | <u>CM Agency</u> |
|------------------------|-----------------|-------------------|------------------|------------------------------|-------------------------|-------------------------|------------------|
| Select | 218147 | Client Marcos | Test | 6 Month Renewal | 2/29/2024 | No | ztest |
| Select | 218210 | Daisy | Duck | Annual Renewal | 2/29/2024 | No | ztest |
| Select | 218214 | Scooby | Doo | 6 Month Renewal | 2/29/2024 | No | ztest |

10 Click "Load Clients"

RWISE - Enrollment Queue

Log Out Back Print List

Filter: Disenrolled Days: 60 Load Clients

| | RWISEUID | First Name | Last Name | Upcoming Renewal Type | Renewal Due Date | Pending Referral | CM Agency |
|------------------------|--------------------------|----------------------------|---------------------------|---------------------------------------|----------------------------------|----------------------------------|---------------------------|
| Select | 218147 | Client Marcos | Test | 6 Month Renewal | 2/29/2024 | No | ztest |
| Select | 218210 | Daisy | Duck | Annual Renewal | 2/29/2024 | No | ztest |
| Select | 218214 | Scooby | Doo | 6 Month Renewal | 2/29/2024 | No | ztest |

11 This process can be repeated.

R

Log Out Back Print List

Filter: Disenrolled Days: 60 Load Clients

| | RWISEUID | First Name | Last Name | Upcoming Renewal Type | Renewal Due Date | Pending R |
|------------------------|--------------------------|----------------------------|---------------------------|---------------------------------------|----------------------------------|---------------------------|
| Select | 217964 | clientmike | test | 6 Month Renewal | 12/31/2023 | No |
| Select | 216828 | clienttrain | test | Annual Renewal | 1/31/2024 | No |
| Select | 218167 | Client Joe | Test | 6 Month Renewal | 12/31/2023 | No |

12 Click "Select" to open to the Client Display Page.

Log Out Back Print List

Filter: Upcoming Renewal Days: 15 Load Clients

| | RWISUID | First Name | Last Name | Upcoming Renewal Type | Renewal Due Date | Pending |
|------------------------|-------------------------|----------------------------|---------------------------|---------------------------------------|----------------------------------|-------------------------|
| Select | 218210 | Daisy | Duck | Annual Renewal | 2/29/2024 | No |
| Select | 218147 | Client Marcos | Test | 6 Month Renewal | 2/29/2024 | No |
| Select | 218214 | Scooby | Doo | 6 Month Renewal | 2/29/2024 | No |