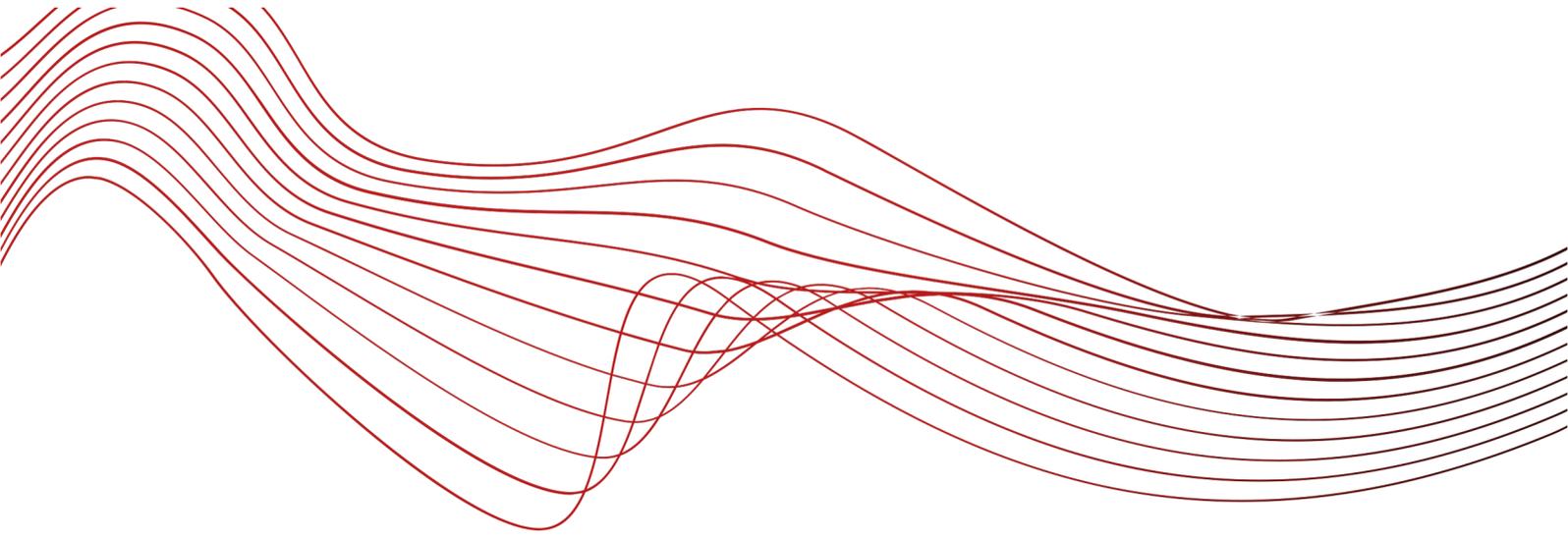
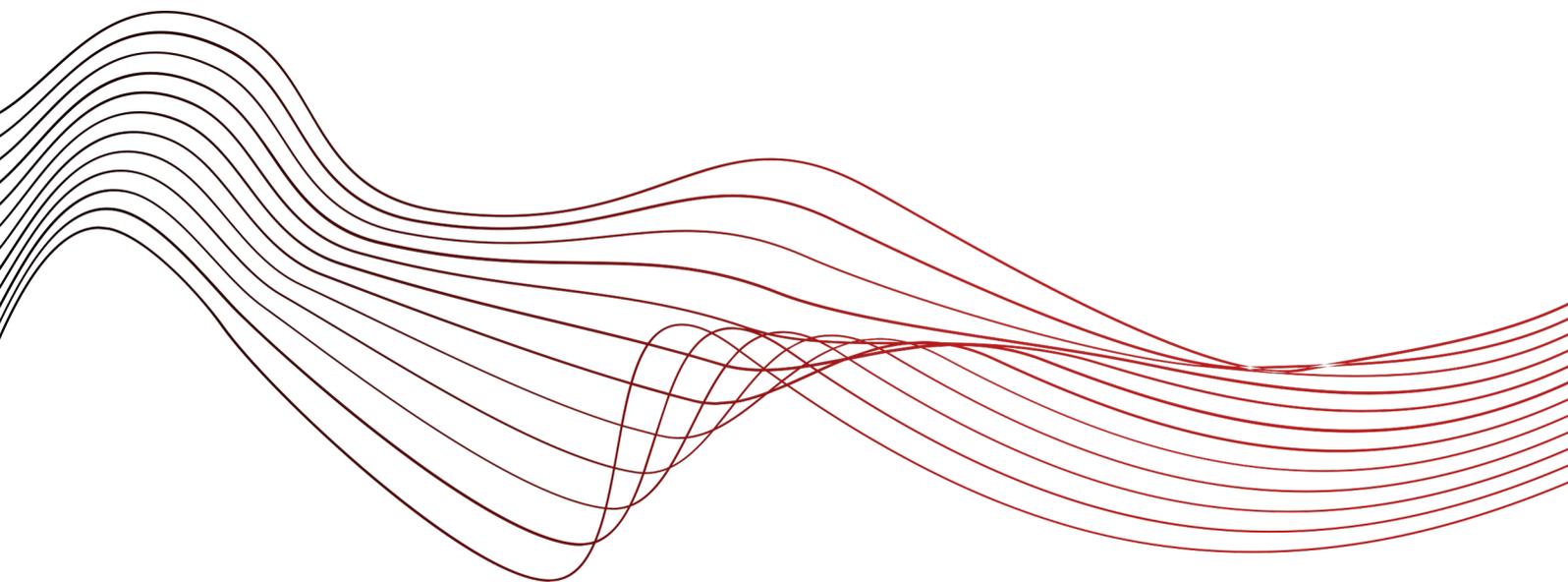


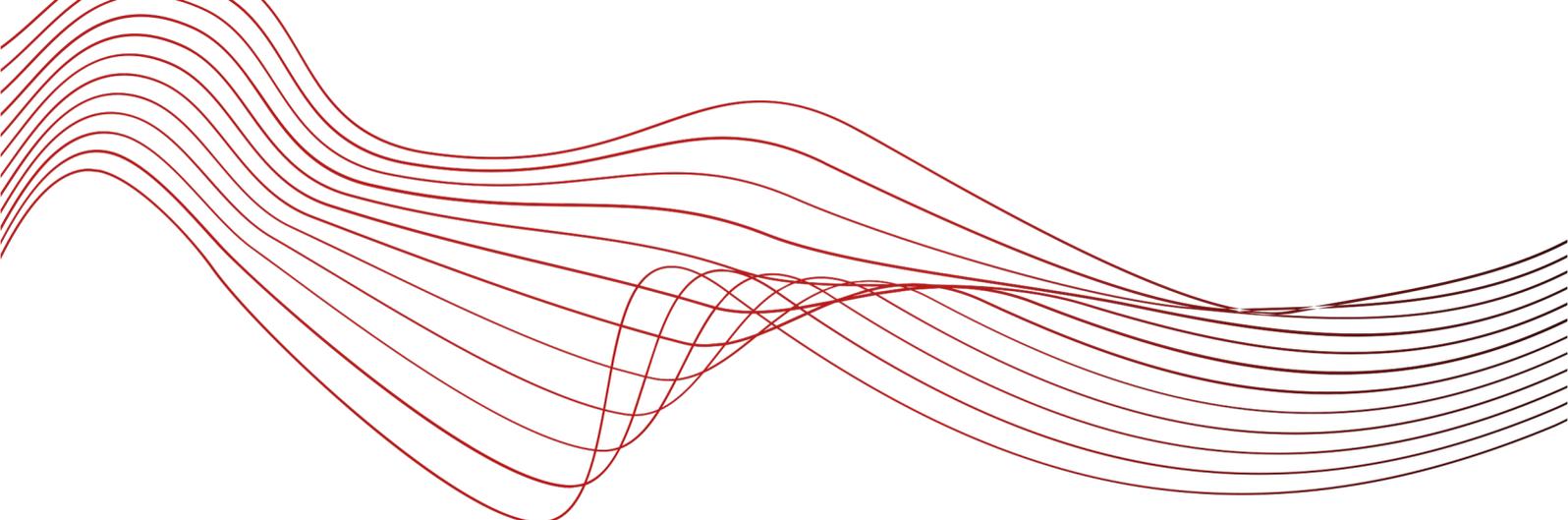
**RADIUS X**



***Prism***

*User Guide – Education Providers*





## **Table of Contents**

### 1.Introduction

- Purpose of the User Guide \_\_\_\_\_1
- Overview of Prism \_\_\_\_\_2

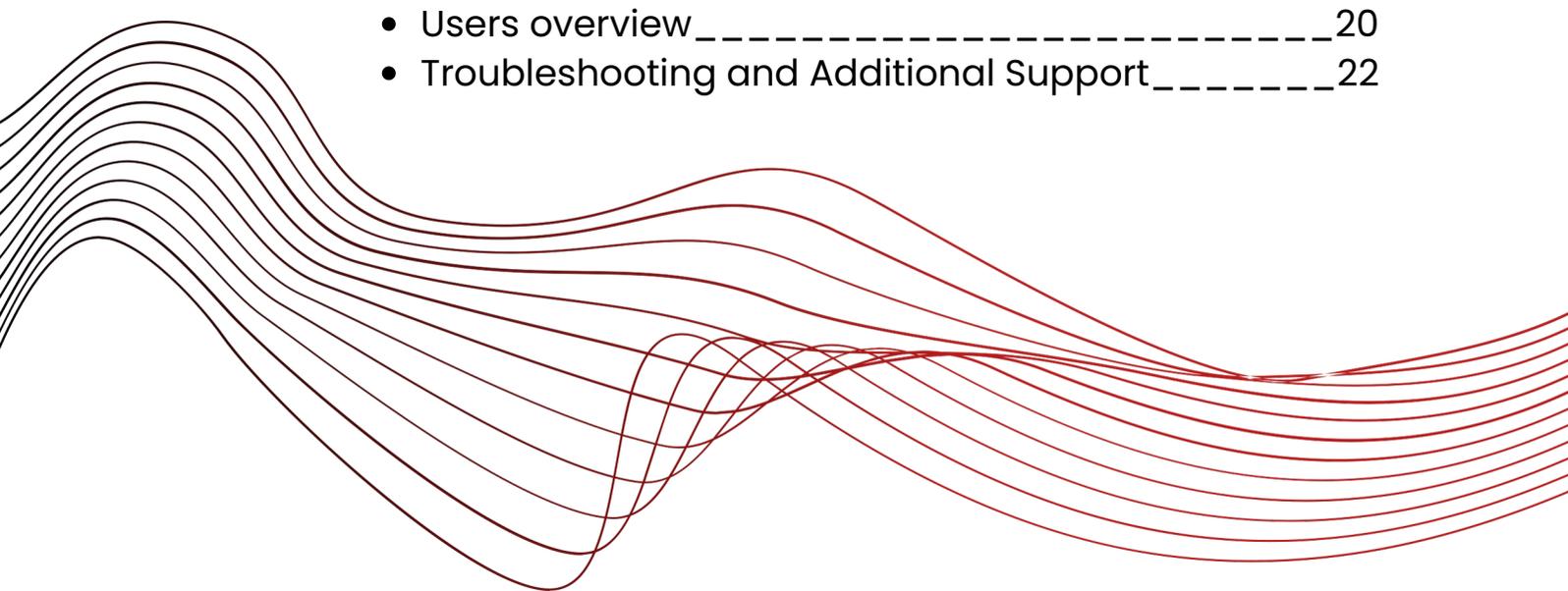
### 2.End-to-End Admission Automation

- Understanding Admission Automation \_\_\_3

### 3.Getting Started

- Sign up \_\_\_\_\_4
- Sign in \_\_\_\_\_6
- 'Forgot your password' \_\_\_\_\_7
- Sign out \_\_\_\_\_8
- Credits \_\_\_\_\_9
- Setup payout \_\_\_\_\_9
- Profiles \_\_\_\_\_10

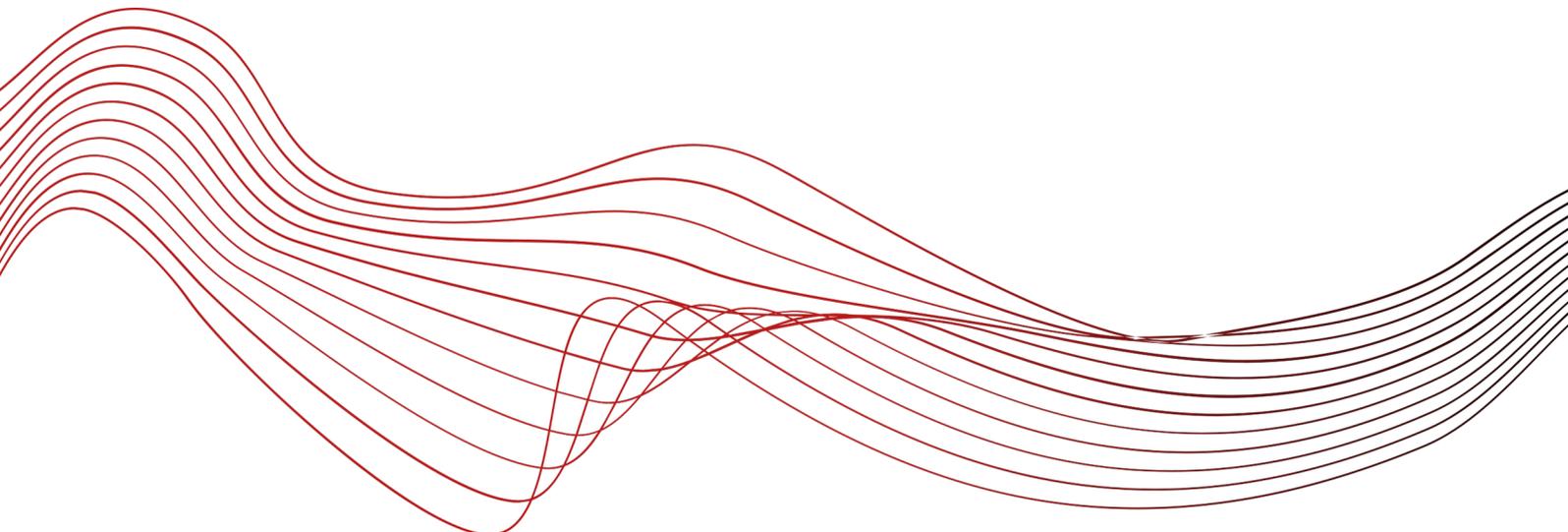
### 4.Overviews

- Dashboard overview \_\_\_\_\_13
  - Programs overview \_\_\_\_\_13
  - Applications overview \_\_\_\_\_15
  - Campuses overview \_\_\_\_\_18
  - Credentials overview \_\_\_\_\_19
  - Users overview \_\_\_\_\_20
  - Troubleshooting and Additional Support \_\_\_\_\_22
- 

## **Purpose of the User Guide**

The purpose of this user guide is to provide comprehensive information about Prism, a SaaS-based admission automation and data analytics platform designed for Higher Education Providers. Prism offers end-to-end admission automation through a generative AI-enabled solution, which effectively replaces traditional paper-based processes with a streamlined digital workflow. Our intelligent platform is capable of handling complete admissions tasks and assessments autonomously, eliminating the need for human intervention.

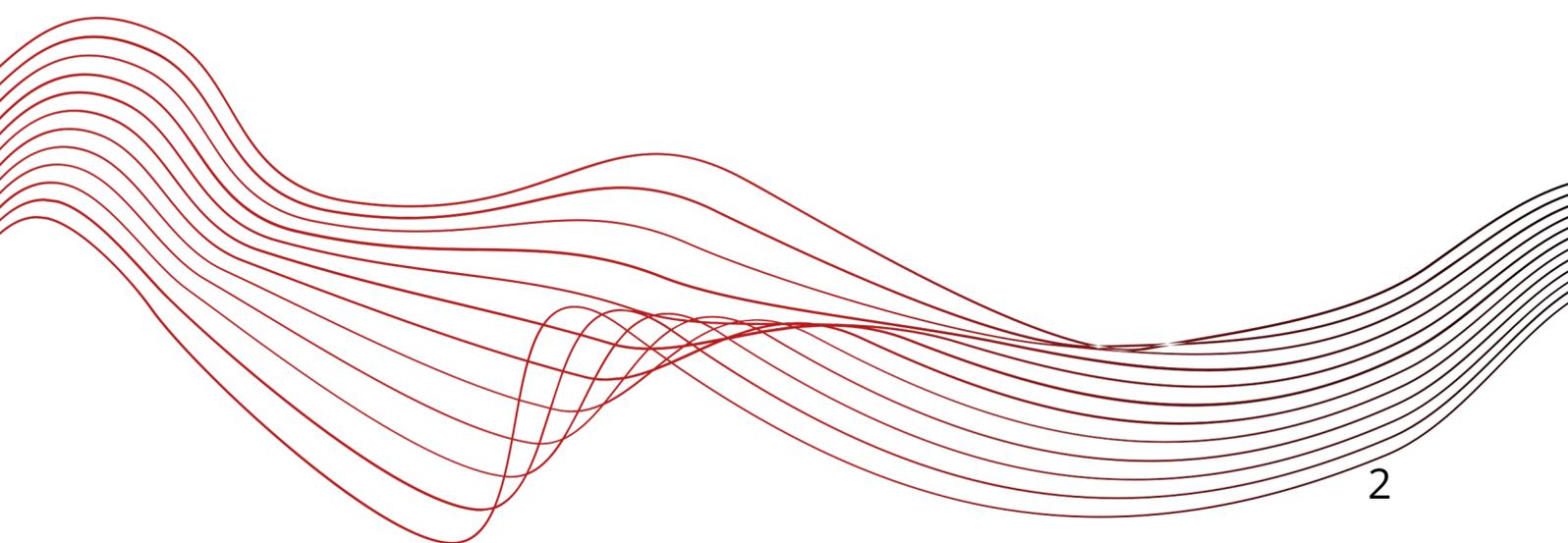
By leveraging Prism, higher education providers can significantly enhance the efficiency and consistency of their admission processes, making them faster and more user-friendly. This guide aims to equip users with the necessary knowledge to leverage Prism effectively and optimize their admission procedures.



# Introduction

## Overview of Prism

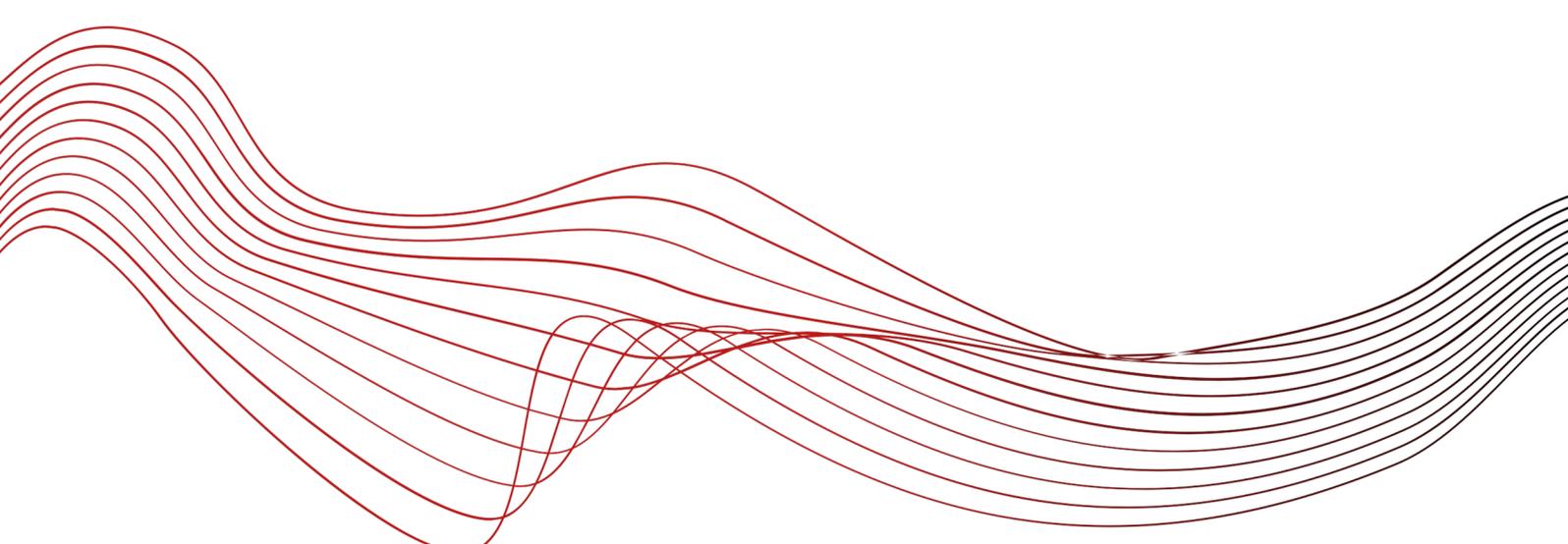
As higher education providers, you are tasked with navigating a complex and ever-evolving admissions landscape. From processing applications to evaluating candidates, the admission process can be both time-consuming and resource-intensive. However, with the introduction of Prism, a SaaS-based admission automation and data analytics platform, the admissions journey is about to become significantly easier and more efficient. Prism is designed to revolutionize the way higher education providers approach admissions. Powered by cutting-edge technology, including generative AI, our platform replaces the traditional paper-based processes with a seamless digital workflow. This transformation allows your admission team to focus on the strategic aspects of student recruitment, while our intelligent system handles the repetitive, time-consuming tasks. Through end-to-end admission automation, Prism streamlines the entire admissions process. From application intake to candidate assessment, our platform can complete these tasks and more without the need for manual human input. This not only saves your team valuable time and resources but also ensures a consistent and fair evaluation of each applicant. This user guide is designed to serve as your comprehensive reference to Prism. Within these pages, you will find detailed instructions on how to navigate the platform, leverage its various features, and optimize your admissions operations. Whether you are new to Prism or looking to deepen your understanding, this guide will equip you with the knowledge and tools necessary to make the most of this transformative solution. We are confident that Prism will revolutionize the way you approach admissions, making the process faster, easier, and more consistent than ever before. As you delve into this user guide, we encourage you to explore the full capabilities of our platform and discover how it can elevate your institution's admissions strategy.



# End-to-End Admission Automation

## Understanding Admission Automation

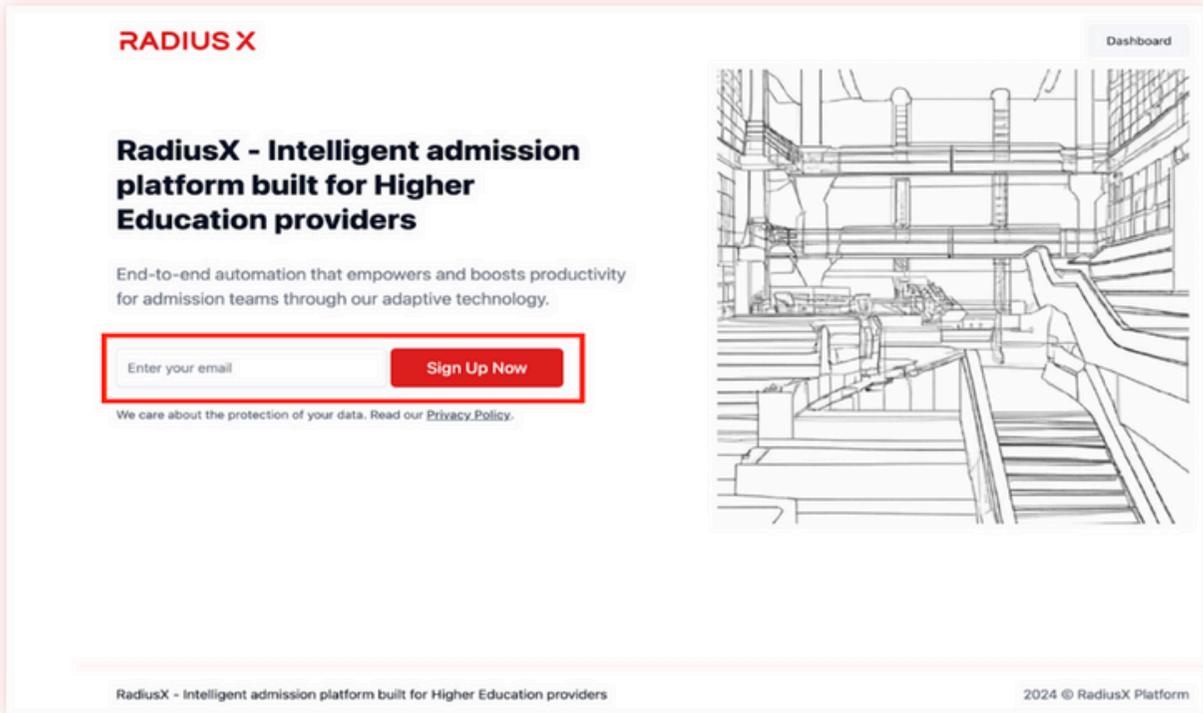
Understanding Admission Automation is a crucial aspect for higher education providers looking to streamline their enrollment processes. By implementing automated admission systems, institutions can efficiently manage the influx of applications and improve the overall experience for both students and staff. Admission automation involves the use of technology to handle various tasks such as application processing, document verification, and communication with applicants. This not only reduces the manual workload for admissions teams but also ensures a faster and more accurate evaluation of candidates. Furthermore, admission automation can help institutions enhance their recruitment efforts by providing personalized communication to prospective students based on their interests and qualifications. This targeted approach can lead to higher conversion rates and improved student satisfaction. Overall, understanding admission automation is essential for higher education providers to stay competitive in today's fast-paced digital world. By embracing automated solutions, institutions can streamline their admission processes, increase efficiency, and ultimately attract top talent to their programs.



# Getting started

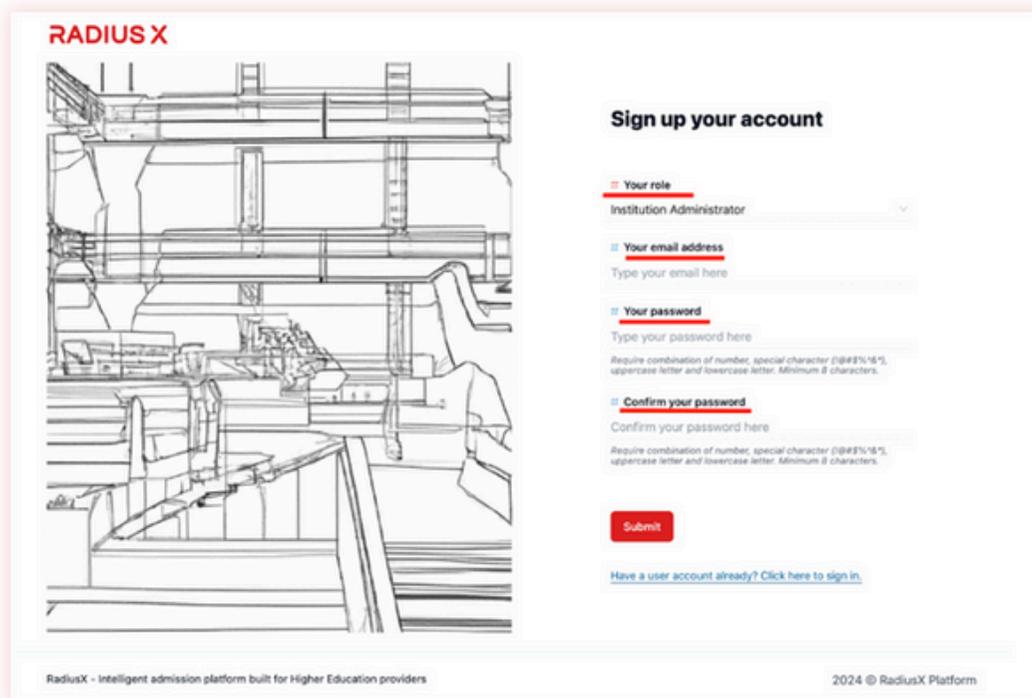
## Sign up

- Enter a valid email Click
- on 'Sign up now'



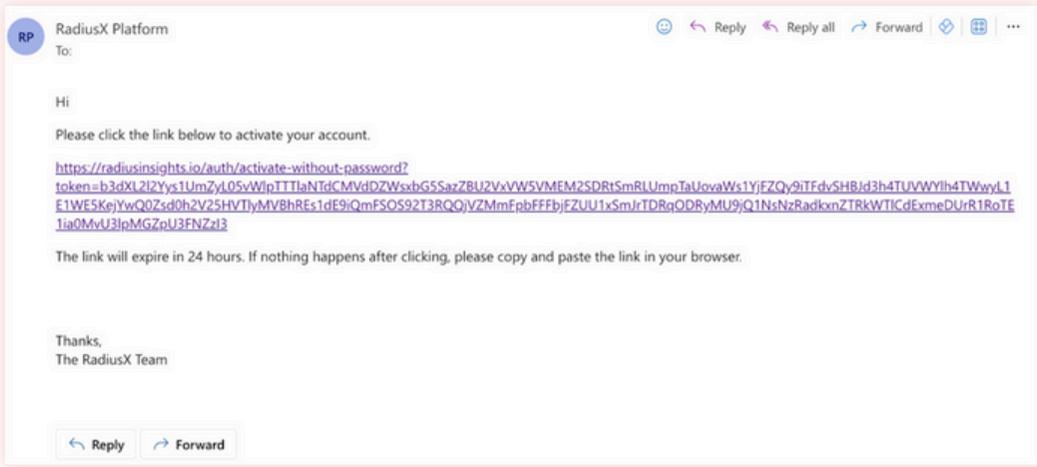
## Sign up your account

- Select the role 'Institution administrator'
- Enter the email
- Enter the password (**Require combination of number, special character (!@#\$%^&\*)**, uppercase letter and lowercase letter. Minimum 8 characters).
- Confirm the password
- Click on 'Submit'

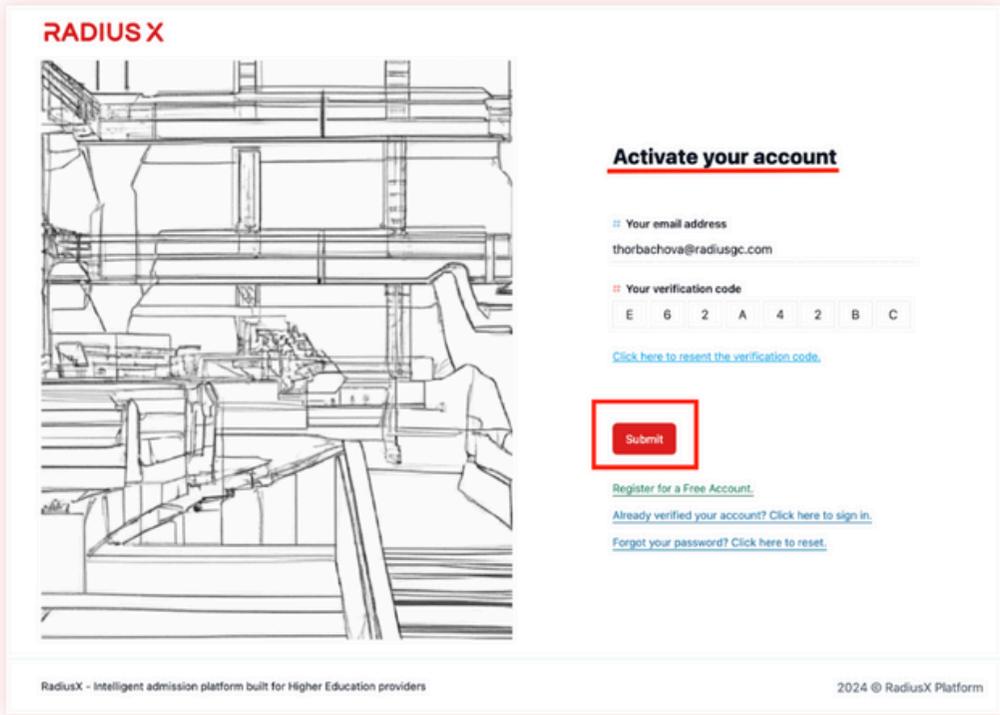


# Activate the account

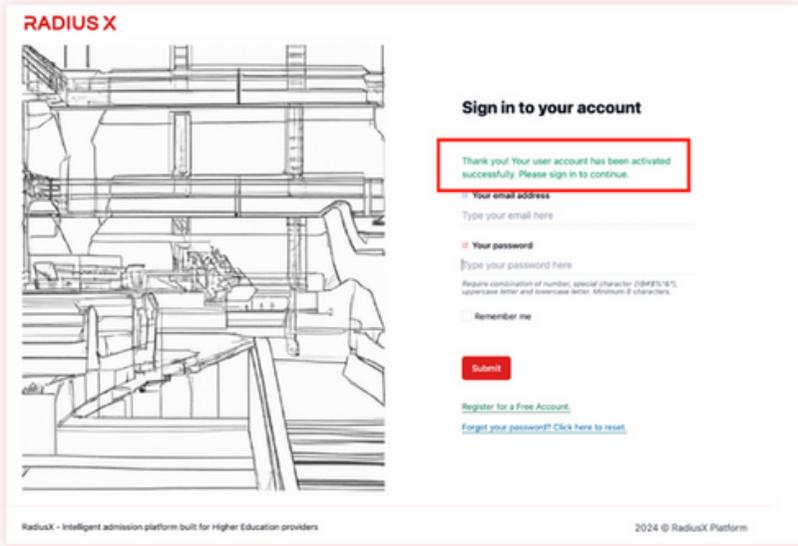
- Check email inbox Click the link (The link will expire in 24 hours.
- If nothing happens after clicking, please copy and paste the link in your browser).



- Click 'Submit'



- Now the account is all set, sign in



## Sign in

- Click Have a user account already? Click here to sign in.
- Enter the email and password

**RADIUS X**

### Sign up your account

**Your role**  
Select your role here

**Your email address**  
Type your email here

**Your password**  
Type your password here  
Require combination of number, special character (!@#%&'\*), uppercase letter and lowercase letter. Minimum 8 characters.

**Confirm your password**  
Confirm your password here  
Require combination of number, special character (!@#%&'\*), uppercase letter and lowercase letter. Minimum 8 characters.

**Submit**

[Have a user account already? Click here to sign in.](#)

RadiusX - Intelligent admission platform built for Higher Education providers 2024 © RadiusX Platform

- Select a plan

### Select a plan and start your 7 days trial

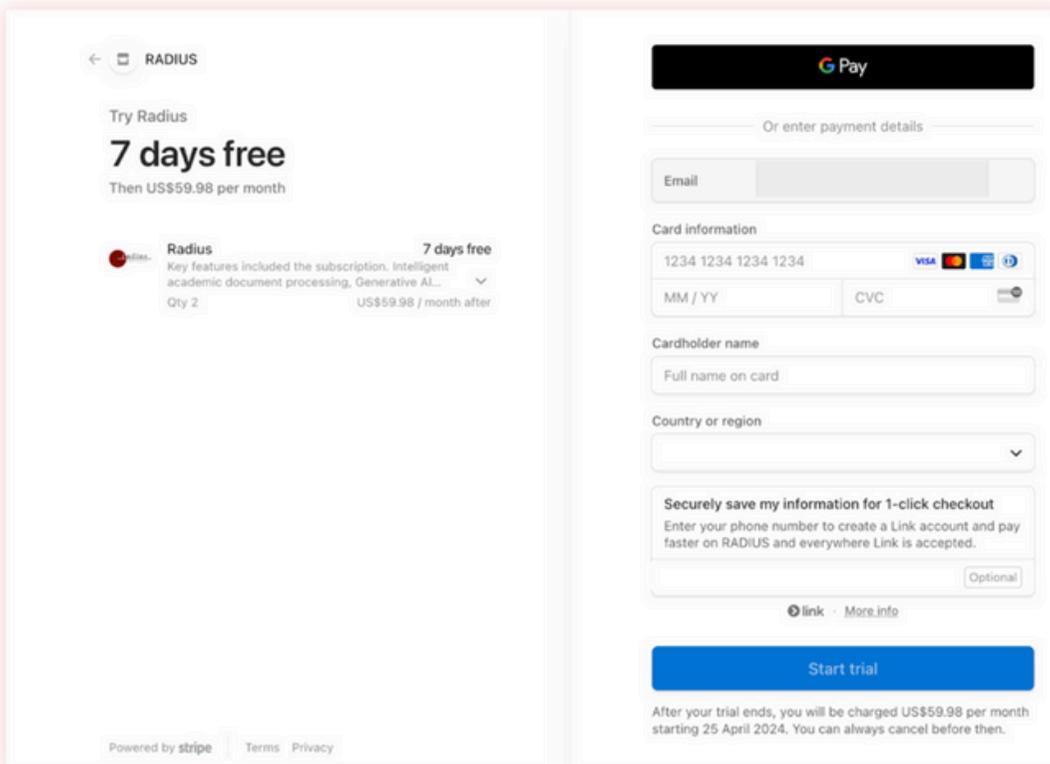
	Basic	Standard	Pro	Enterprise
Users included	2	5	10	Talk to Sales
Cost per user	USD \$29.99	USD \$24.99	USD \$19.99	Talk to Sales
Total per month	USD \$59.98	USD \$124.95	USD \$199.90	Talk to Sales
Cost per credit	USD \$0.80	USD \$0.65	USD \$0.50	Talk to Sales
Free credits	25	75	150	Talk to Sales

[Subscribe](#) [Subscribe](#) [Subscribe](#)

#### Key features included in all price models

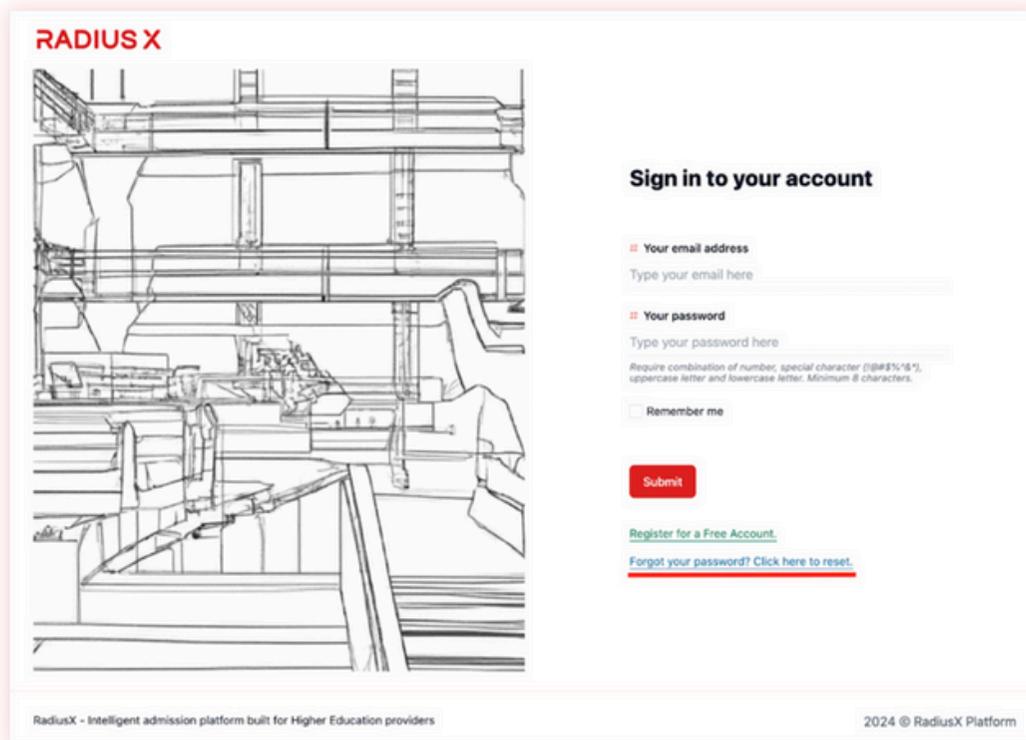
1. Intelligent academic document processing.
2. Generative AI chatbot.
3. Batch document upload/download.
4. API integration.

- Enter the email, card information, cardholder name
- Select 'Country of region'
- Click 'Start trial'

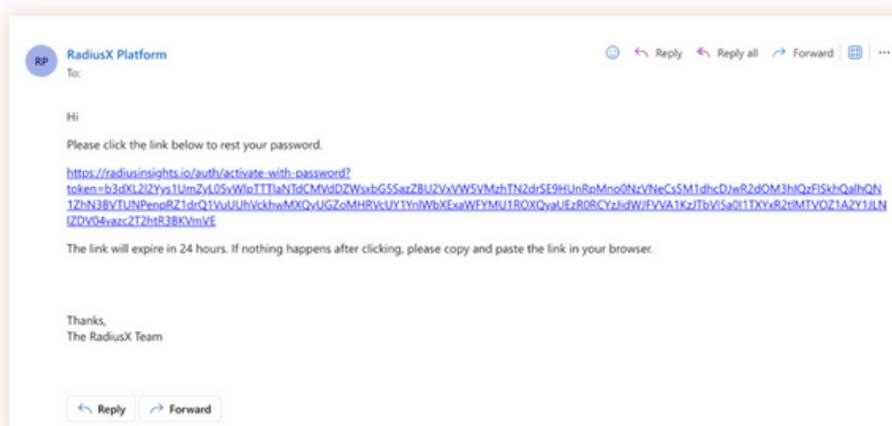


## 'Forgot your password'

- Click Forgot your password? Click here to reset.



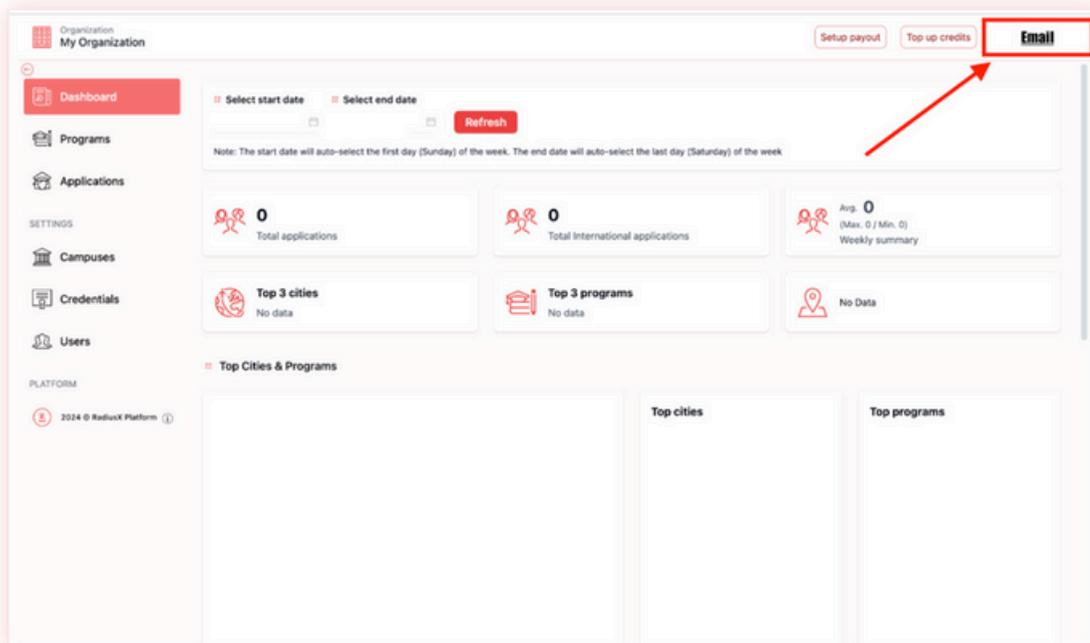
- Enter the email
- Click 'Send password reset code'
- Check the inbox
- Follow the link



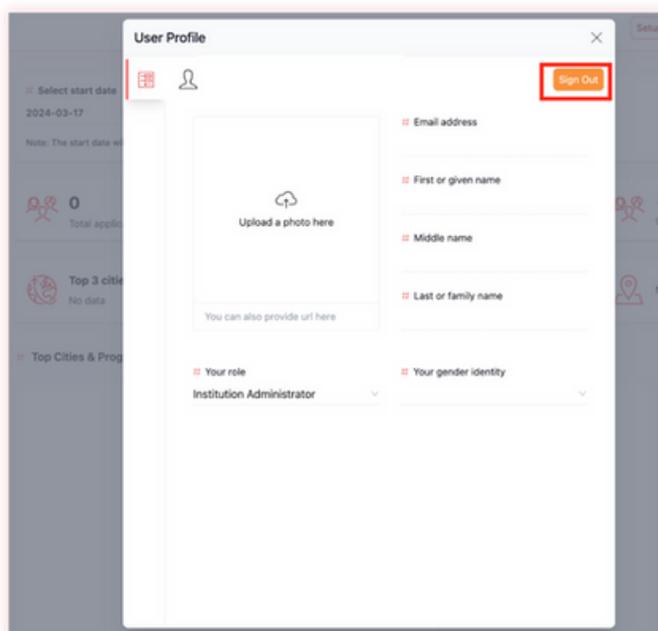
- After following the link, enter a new password, confirm it
- Click 'Submit'
- Sign in again

## Sign out

- In the right corner, click the email

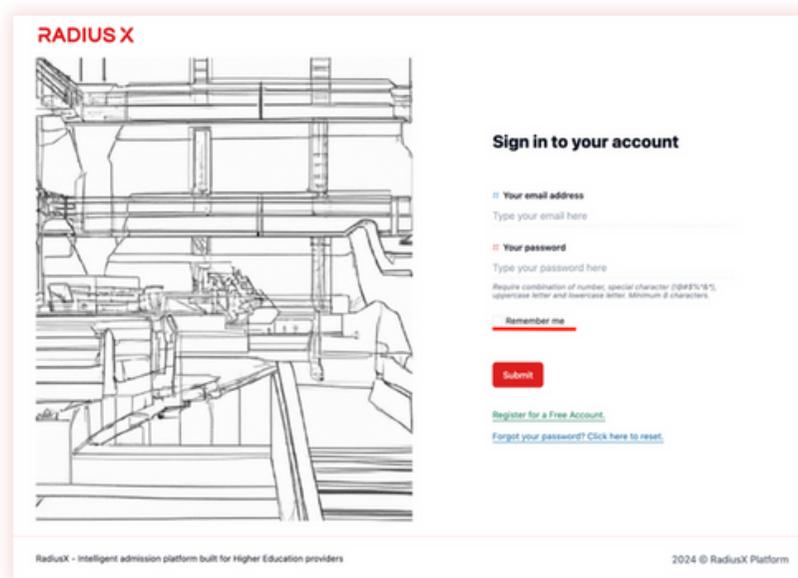


- Click 'Sign out'



## Remember me

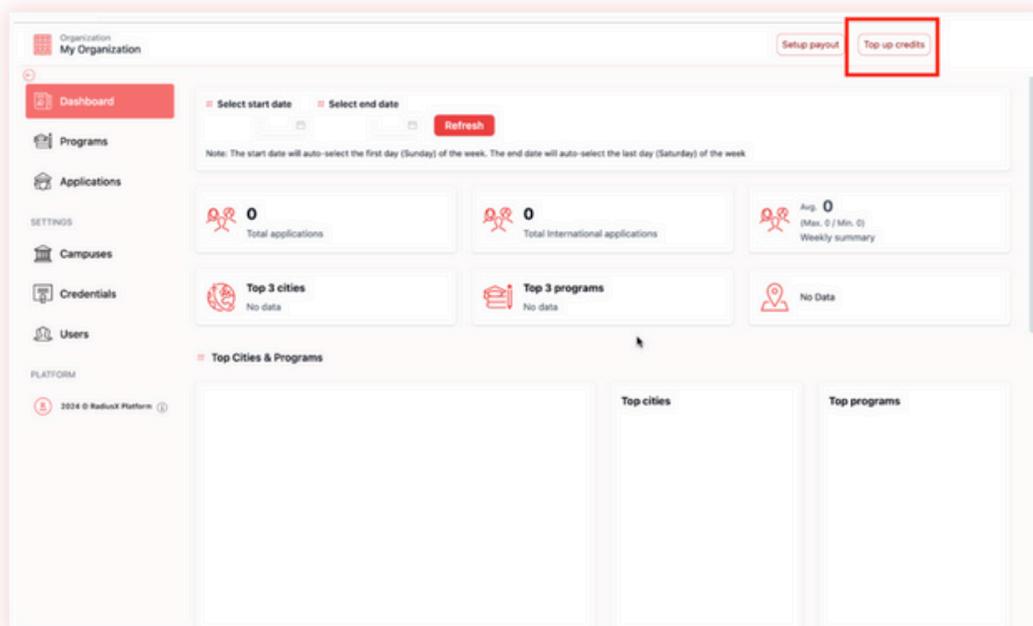
- To save email and password, click 'Remember me', not to enter again



**Credits** Remember, Prism offers a 5-day free trial with 25 complimentary credits. If the number of credits used falls below 25, an email reminder will be sent. To access additional credits, users must top up their account.

## Top up

- Click 'Top up credits'



- Add credits
- Click 'Purchase'
- Once the payment is verified, the account credits will be added

## Setup payout

The setup payout feature on the admission platform is an essential functionality for clients who are utilizing the platform as an end-to-end solution. This feature enables the platform to receive the application fee directly from the student and subsequently disburse the funds to the respective institution.

This streamlined process eliminates the need for manual handling of payments, thereby enhancing the efficiency and convenience of the admission process. By automating the payout mechanism, the platform ensures timely and accurate transfer of funds, providing a seamless experience for both the students and the institutions.

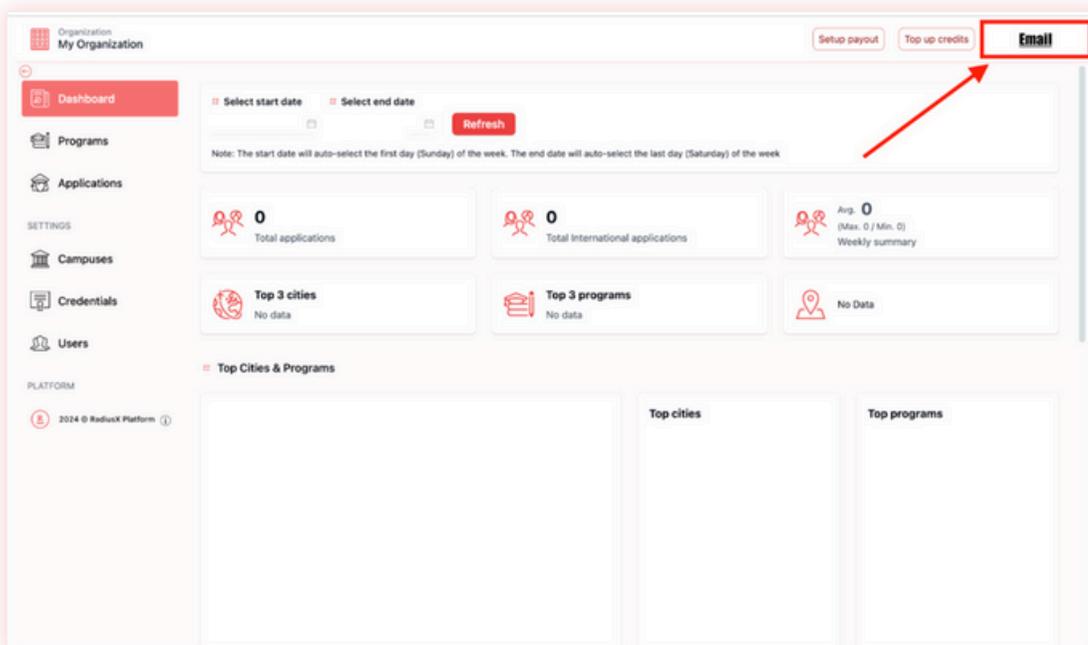
The setup payout feature offers a robust and secure payment infrastructure, safeguarding the financial transactions and instilling confidence in the platform's users. This functionality is particularly valuable for institutions that rely on the admission platform as their primary admission management system, as it allows them to focus on their core educational responsibilities while the platform handles the financial aspects.

Overall, the setup payout feature on the admission platform is a valuable asset, enabling clients to leverage the platform's comprehensive capabilities and enjoy a seamless, end-to-end admission management experience.

# Profiles

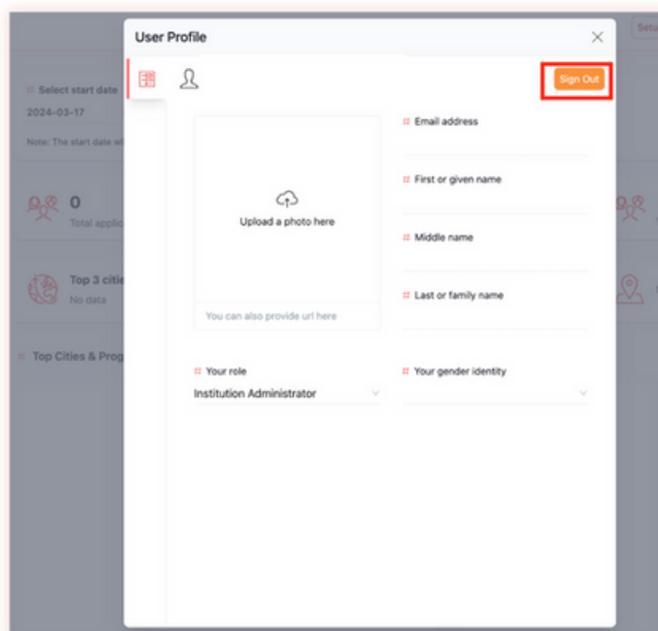
## User Profile

- In the right corner click Email



- Enter 'First or given name', 'Middle name', 'Last or family name'
- Select 'Your gender identity'

Please note that the email address cannot be changed.



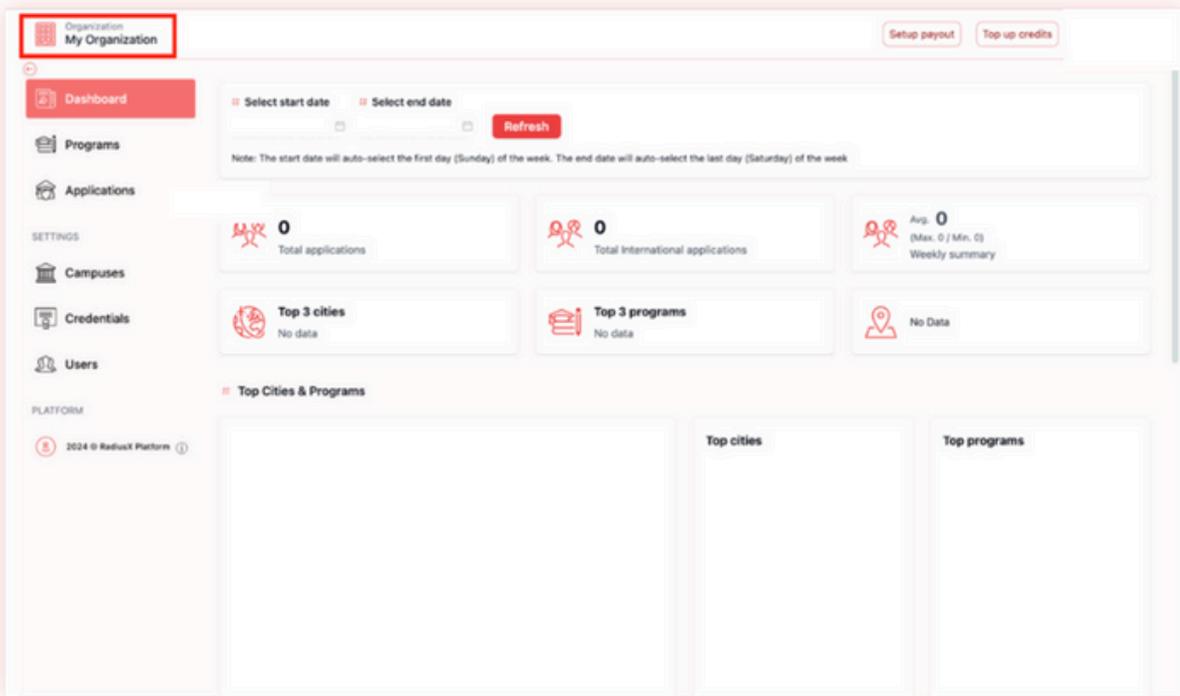
- Remember to save changes

## Organization profile

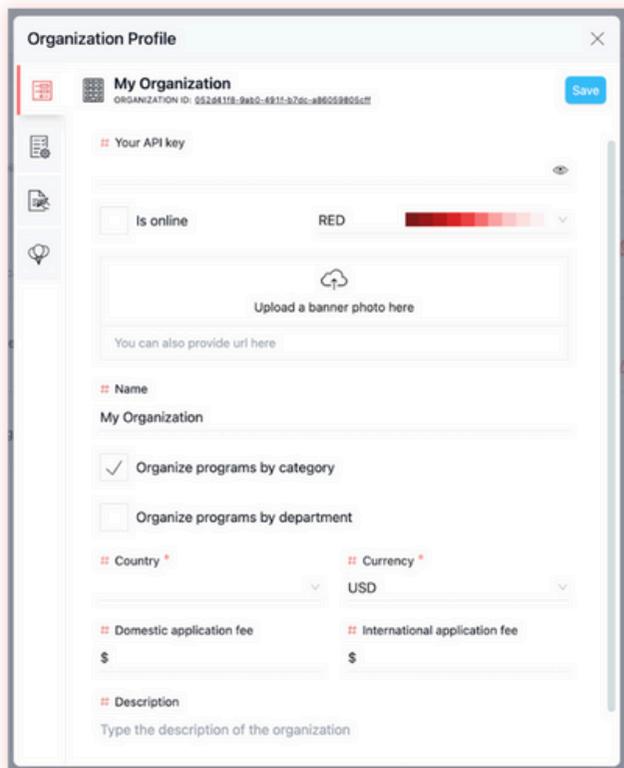
### General information

The Organization Profile provides users with the ability to make design changes, edit the organization description, upload a banner, select the country and currency settings, and organize programs by category or department. These features enhance the customization and organization of information within the platform, allowing for a more tailored and efficient user experience.

- In the left corner click 'Organization profile'

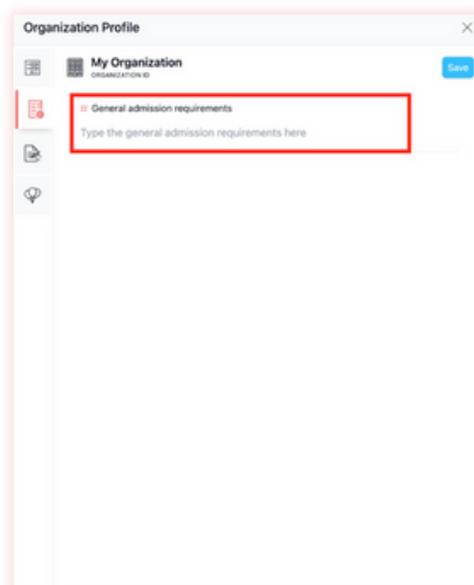


- To view 'API key', click on 'Eye'



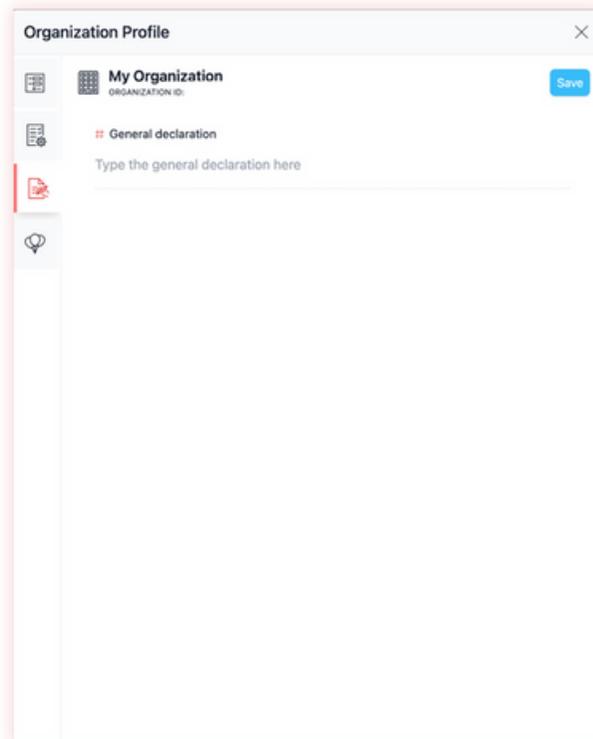
## General admission requirements

- Type general admission requirements



## General Declaration

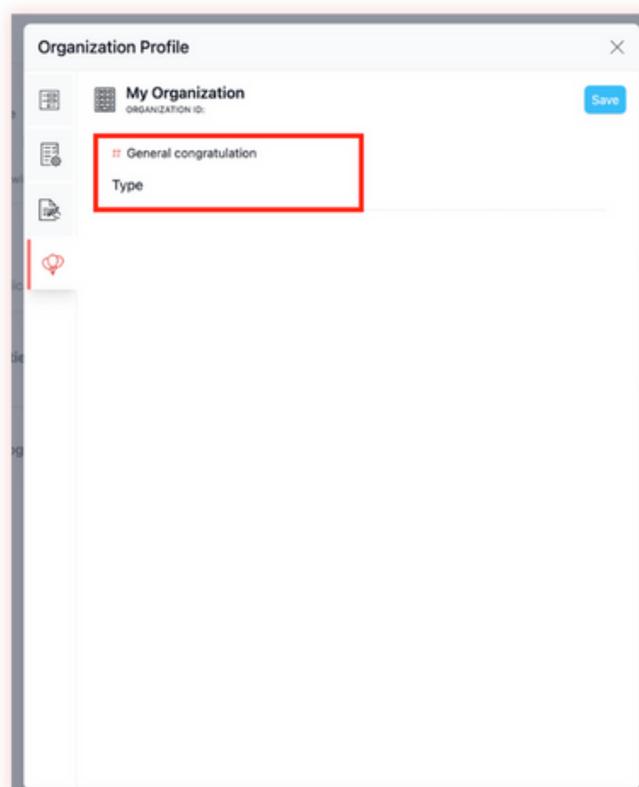
- Type General Declaration information



The screenshot shows the 'Organization Profile' form. At the top, it says 'My Organization' with 'ORGANIZATION ID:' and a 'Save' button. Below that, the 'General declaration' section is highlighted with a red vertical bar on the left. The text 'Type the general declaration here' is visible in the input area.

## General Congratulation

- Type General Congratulation



The screenshot shows the 'Organization Profile' form. At the top, it says 'My Organization' with 'ORGANIZATION ID:' and a 'Save' button. Below that, the 'General congratulation' section is highlighted with a red box. The text 'Type' is visible in the input area.

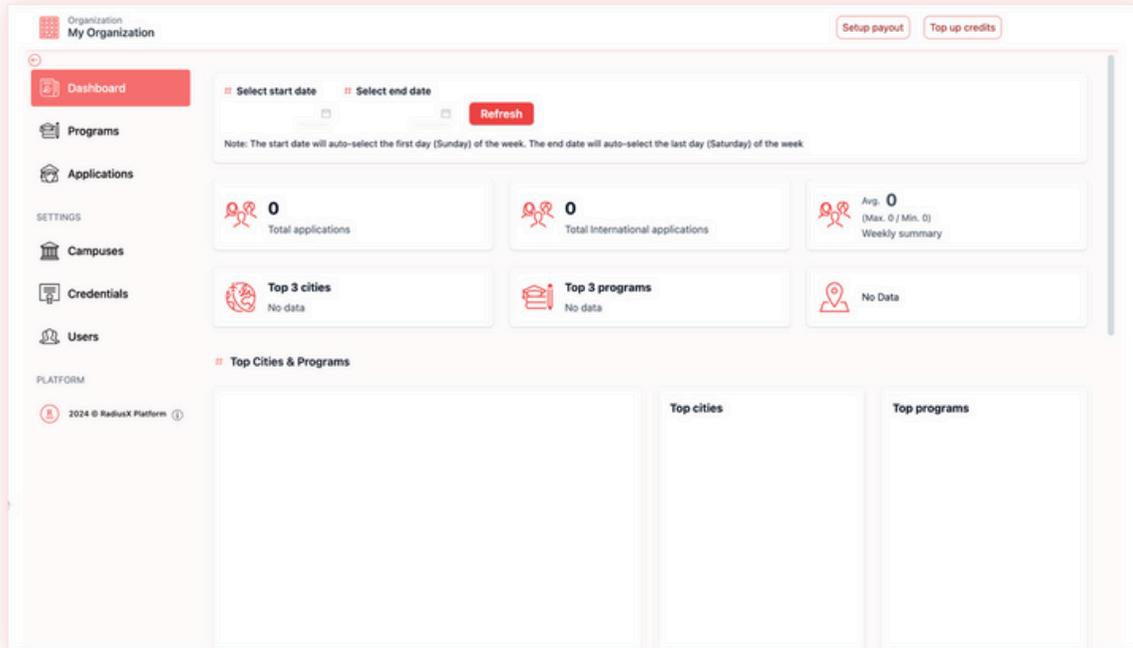
- Remember to save changes

Any changes made to the organization profile's general admission requirements, general declaration, or general congratulation information will be directly visible to students when they apply to your educational institution. It is crucial to review and verify the accuracy of this information before making any updates, as it can significantly impact the application process for prospective students.

# Overviews

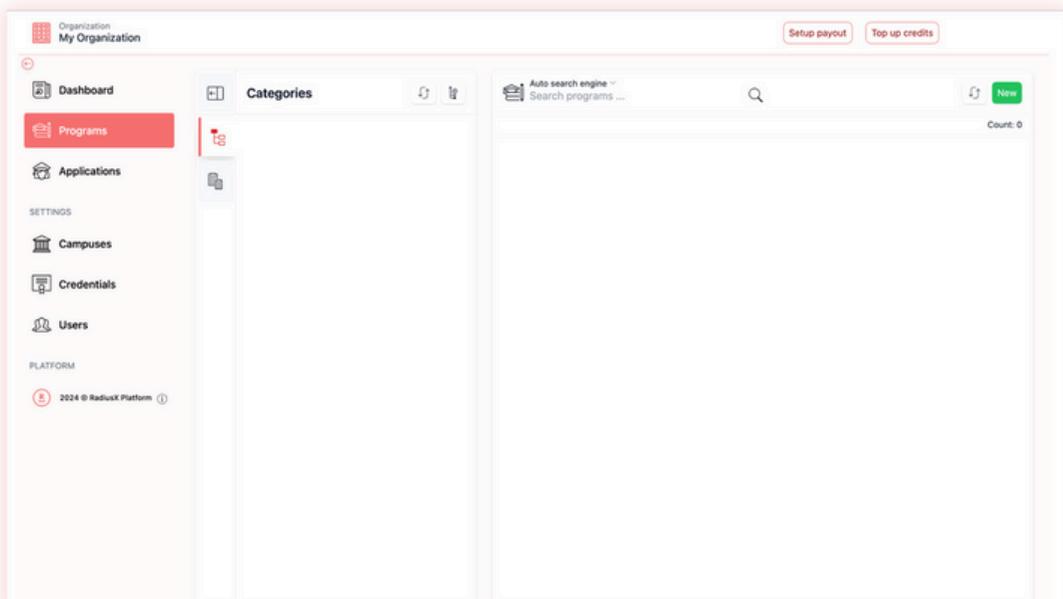
## 'Dashboard' overview

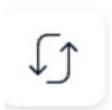
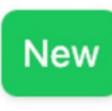
The dashboard section includes a date filter feature that allows users to filter applications by specific dates. It provides an overview of various metrics, such as the total number of applications, total international applications, number of submitted applications, top 3 cities, top 3 programs, top cities & programs, weekly applications, number of applications by gender, and student applications by credential. These metrics are visualized through graphs and presented in numerical format for easy interpretation and analysis.



## 'Programs' overview

The Programs section within the system offers users the capability to organize programs by categories or departments. Users have access to a search engine that facilitates the quick retrieval of specific programs. Additionally, users can add new departments and categories, as well as create, edit, delete, or clone programs. The system also provides filters for terms and programs to streamline the program management process efficiently.



	<b>To add either a new category or department</b>
	<b>To edit a category or department</b>
	<b>To refresh</b>
	<b>To delete a category or department</b>
	<b>To open or close a filter pane</b>
	<b>To search</b>
	<b>To filter either by term or credential</b>
	<b>To create a new program</b>
<b>More ...</b>	<b>To show more programs</b>
	<b>To edit the program</b>
	<b>To clone or delete the program</b>

### **To add a new program**

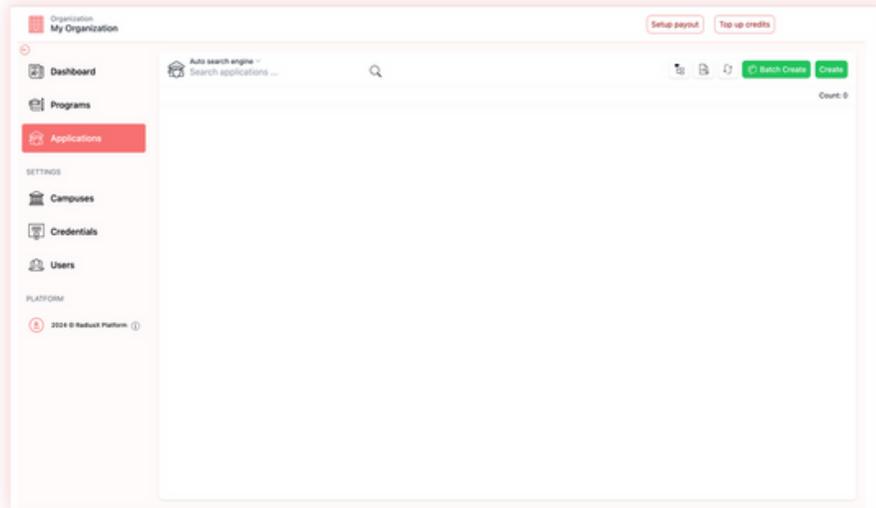
Please ensure to add categories, credentials, and departments first before attempting to add a new program, as you will be required to select the category and credential of the program during the process.

- Click 'New'
- Select a category
- Type the name of the program
- Select a credential
- Add Address/URL of the external web page
- Add Domestic and International tuitions
- Select the terms
- Type the overview
- Click 'Save'

Remember: Put a tick in 'Publish the program' to ensure it is published. If not, it will not be displayed in the list.

## 'Applications' overview

In this section, you can create new applications from scratch or in batches. You have the option to export records for further analysis or sharing. Utilize filters to organize and manage applications effectively. Additionally, you can use the search engine to quickly locate existing applications based on specific criteria.



	<b>To search</b>
	<b>To filter applications by Academic, English, Location, Gender, Term, Program</b>
	<b>Categories</b>
	<b>To add a new category</b>
	<b>To refresh</b>
	<b>To export all records or current records</b>

## To make an application

There are two ways to make applications

	<b>To create one application</b>
	<b>To create a batch (10,20,30,40,50,75,100)</b>

Next steps:

- Select the educational institution, upload the document
- Upload an English test report
- Select the location
- Select the term
- Provide reference number
- Add First and Last names

Remember: Supported format: pdf, jpeg and jpg

	<b>To search for applications</b>
	<b>To refresh application list</b>
	<b>In Progress</b>
	<b>Submitted</b>
	<b>Admitted</b>
	<b>Rejected</b>

	<b>To edit the application</b>
	<b>To clone or delete the application</b>
	<b>To save the application</b>
	<b>To remove the file</b>

## To edit the application

Follow these steps:

### Introduction

- Select 'Primary program'
- The credential is selected automatically
- Click 'I have read the content above'

### STEP 1: Upload Existing Application

- Please select one of the options (either 'I have the application file from Education Planner BC', upload the file or 'I do not have any application file to upload'

**STEP 2: Upload Certificate of Examinations**

- Select either 'I have a transcript to upload' and upload the file, select the country and type of the transcript or 'I will manually provide my scores in the transcript'

**STEP 3: Upload English Test Report**

- Select the option to either upload the test report or manually provide scores

**STEP 4: Application Checklist**

- Select Secondary program
- Credential of the secondary program is automatically selected
- Preferred location or campus (campus or location will have to be added first)
- Tick Year & Terms

**STEP 5: Personal Information**

- Fill in all necessary fields
- Upload files
- Add Authorized Representative or Emergency Contact if necessary

**STEP 6: Academic Details**

- Fill in all necessary fields
- Upload files

Remember: Supported format: pdf, jpeg and jpg

**STEP 7: Supplemental Information**

- Fill in all necessary fields (\*)
- Upload letters

Remember: Supported format: pdf, jpeg and jpg

**STEP 8 Declaration Form**

- Type the name
- Select the date

**STEP 9: Payment**

Do you have an application fee waiver code?	Yes	No	
	Type your waiver code	Pay application fee	Select 'I have paid the application fee through'

**Admission: Please provide your note and decision**

- Make a decision note
- Final decision (accept, reject, waitlist)
- Type the name (Signed by)
- Select the date
- Submit the decision

## 'Campuses' overview

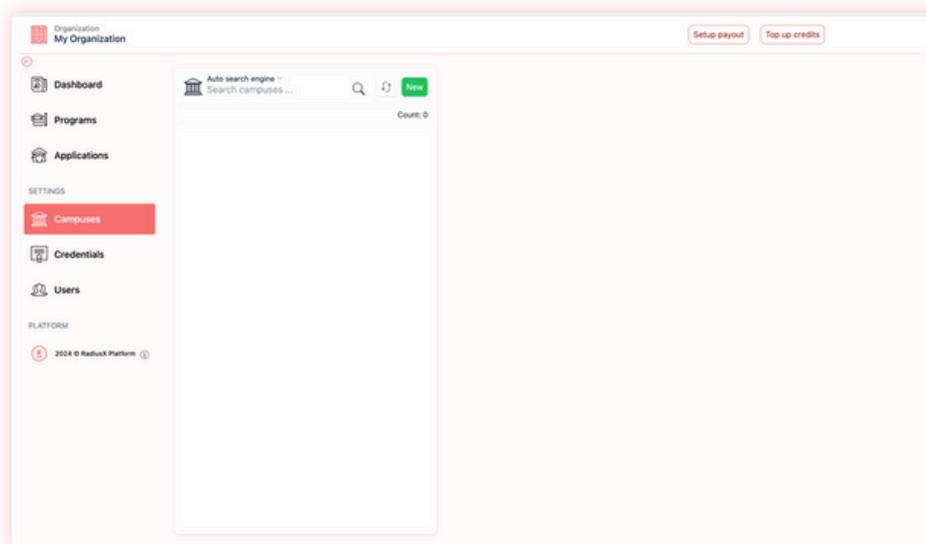
The Campuses section on the admission platform allows you to add and manage the different campuses associated with your institution. This section serves two main purposes:

### 1. Adding Campuses:

In this section, you can create and configure the various campuses that are part of your institution. You can add the name of campus. This allows applicants to select the specific campus they wish to apply to during the application process.

### 2. Searching Campuses:

The Campuses section also provides search functionality, enabling you to easily find and access information about the different campuses in your system. You can search for campuses based on a campus name. This comprehensive 'Campuses' section ensures a seamless experience for applicants, allowing them to select the campus of their choice, while also providing you, as the administrator, with a centralized hub to manage all campus-related information.



### To add a campus

- Click 'New'
- Type the name
- Put a tick in 'Publish the campus'
- Save changes

Remember: Put a tick in 'Publish the campus' to ensure it is published. If not, it will not be displayed in the list.

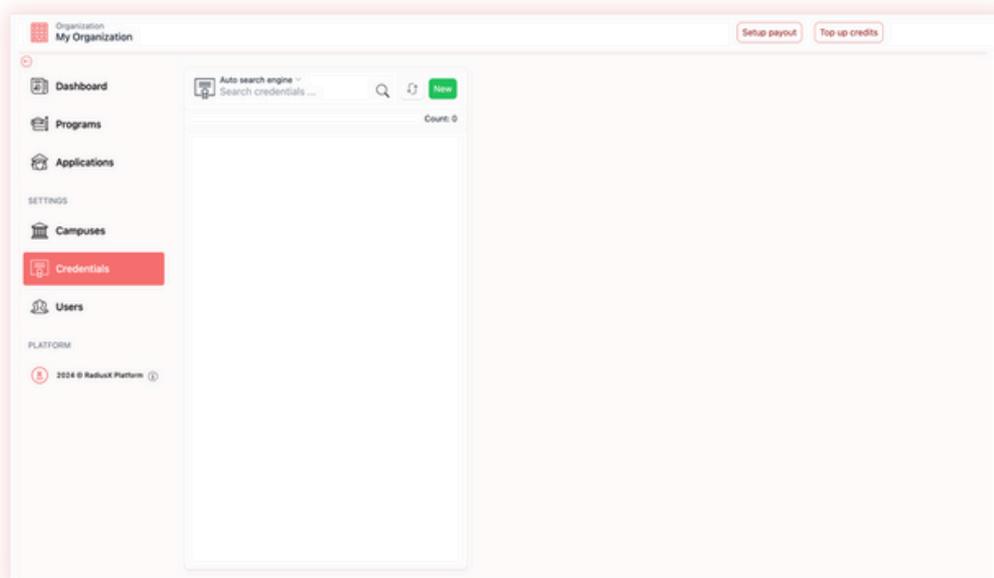
	<b>To add a new campus</b>
	<b>To search for campuses</b>
	<b>To refresh</b>
	<b>To edit a campus</b>
	<b>To delete or clone a campus</b>

## 'Credentials' overview

The Credentials section on the admission platform allows administrators to manage all the credentials of the university. In this section, admins can add new credentials, edit existing ones, delete unnecessary credentials, or clone existing credentials for reuse. The key functionalities of the Credentials section include:

- Add new credentials
- Edit existing credentials
- Delete credentials
- Clone credentials

This comprehensive Credentials section empowers university administrators to efficiently maintain and manage all the institutional credentials through a centralized platform.



### To add a new credential:

- Type the name
- Add duration number
- Select the duration unit (week,month,year)
- Type the description
- Put a tick in 'Publish the credential'
- Save

Remember: Put a tick in 'Publish the credential' to ensure it is published. If not, it will not be displayed in the list.

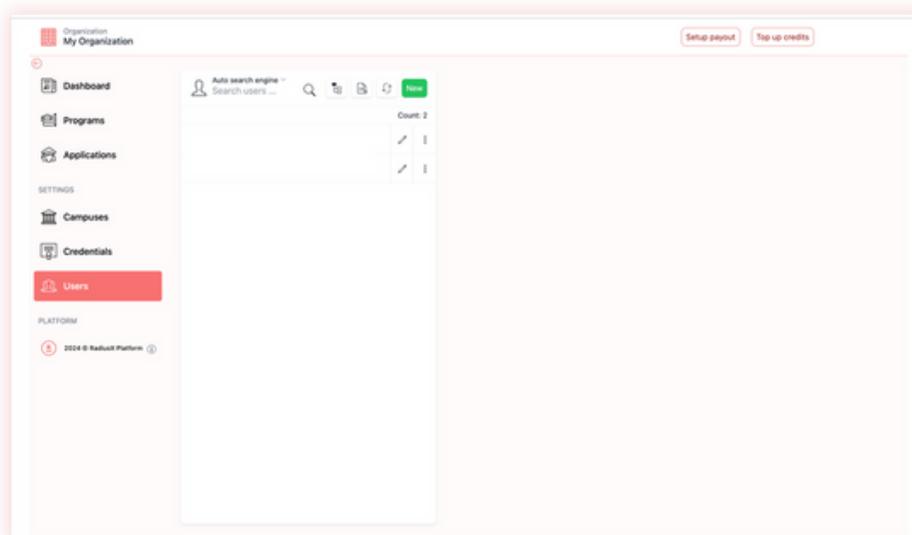
	<b>To add a new credential</b>
	<b>To edit a credential</b>
	<b>To delete or clone a credential</b>
	<b>To refresh credentials</b>
	<b>To search for credentials</b>

## 'Users' overview

The Users section allows administrators to manage the users associated with their account. Here you can:

- **Add new users:** You can create new user accounts and assign them appropriate access and permissions (Application Data Entry, Student, Institution Manager)
- **Delete users:** If required, you can remove user accounts from the system.
- **Edit user details:** You can update the information and settings for existing user accounts.
- **Export user records:** You can generate reports and export the user data for your records.

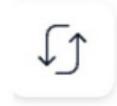
It's important to note that the number of users you can add is limited by your current subscription package. If you need to add more users, you can consider upgrading to a higher subscription plan that offers more user slots.



### To create a new user:

- Click 'New'
- Type Email address
- Type First or Given name, Middle name (optional), Last or Family name
- Select Gender Identity
- Select the role
- Upload a photo
- Save it

Once the user information is filled in, the user clicks the save button. After the information is saved, the new user will receive an email with a link. The user must follow the link provided in the email to gain access to the system.

	<b>To create a new user</b>
	<b>To edit</b>
	<b>Categories (to add a filter)</b>
	<b>To add a category</b>
	<b>To export</b> <ul style="list-style-type: none"> <li>• <b>Current records All</b></li> <li>• <b>records</b></li> </ul>
	<b>To search for users</b>
	<b>To refresh</b>
	<b>To delete users</b>

## Troubleshooting and Additional Support

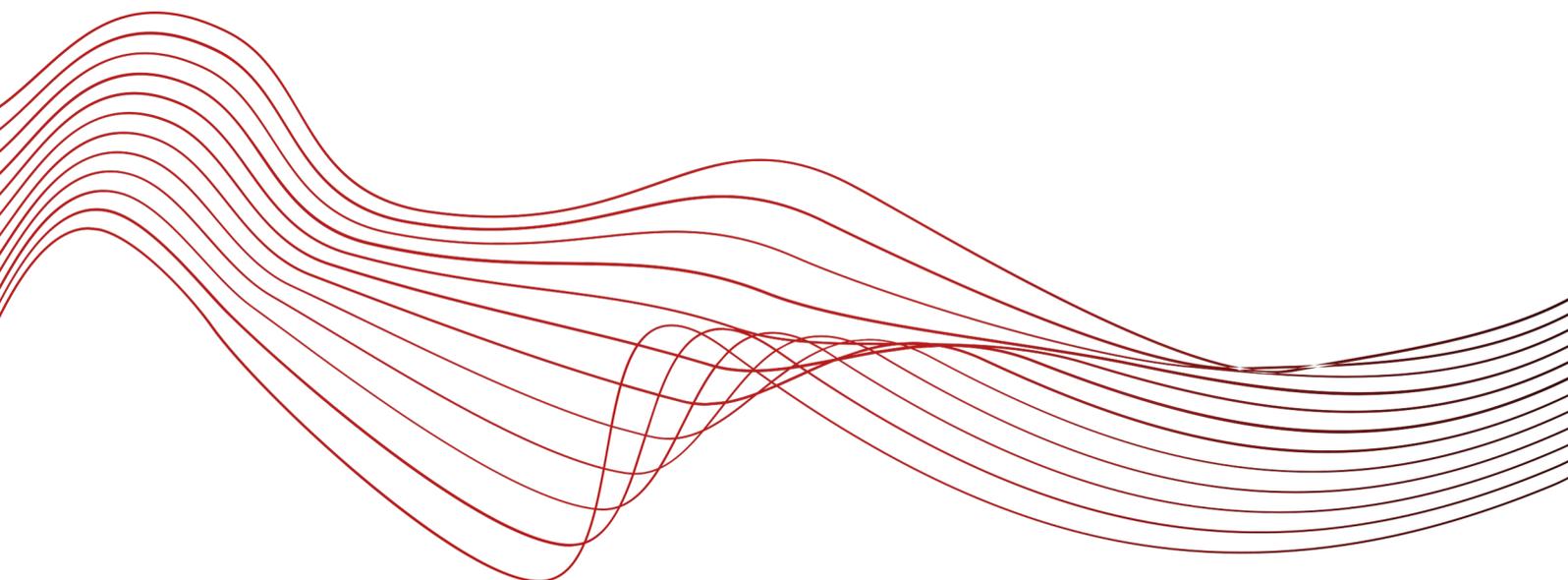
If you find it difficult to follow the pictures and instructions provided above, don't worry! We have an alternative resource to help you.

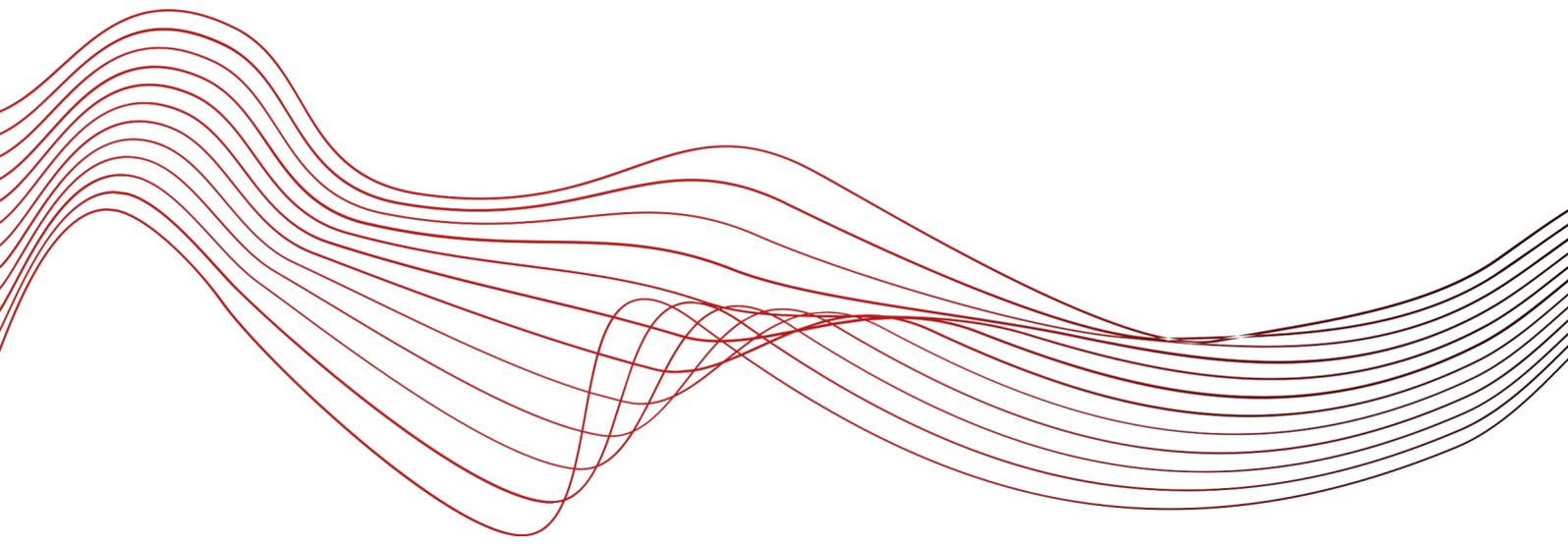
You can watch our comprehensive video tutorial, which walks you through each step of using the platform in detail.

To access the video tutorial, please follow this link: **[Watch the Video Tutorial](#)**

This video is designed to provide clear, visual guidance and is an excellent supplement to the written instructions. Whether you are a visual learner or just need a bit more clarification, the tutorial will ensure you have all the support you need to successfully navigate and use the platform.

Thank you for choosing our platform! We are here to help you every step of the way.





Thank you for using our Prism user guide. We are confident that this platform will revolutionize the way your institution approaches admissions, making the process faster, easier, and more consistent than ever before. Prism is designed to be the best admission platform for higher education providers, powered by cutting-edge technology, including generative AI. Our platform replaces traditional paper-based processes with a seamless digital workflow, allowing your admission team to focus on strategic student recruitment while our intelligent system handles the repetitive, time-consuming tasks. Through end-to-end admission automation, Prism streamlines the entire admissions process, from application intake to candidate assessment, without the need for manual human input. This not only saves your team valuable time and resources but also ensures a consistent and fair evaluation of each applicant. We encourage you to explore the full capabilities of Prism and discover how it can elevate your institution's admissions strategy. Thank you for choosing Prism as your admission platform, and we look forward to supporting your success.