



Prism

User Guide – Education Providers





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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 everevolving admissions landscape. From processing applications to evaluating candidates, the admission process can be both time- consuming and resourceintensive. 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.

2

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'

	Sign up your account
	Your role
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	I Your email address
	Type your email here
	* Ver exercised
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	rype your password need Require combination of number, special character (18/#5%/8/), special letter and lowercase letter. Minimum 8 characters.
	Confirm your password
	Confirm your password here
	Require combination of number, special character (19#85/16/9, uppercase letter and lowercase letter Minimum 8 characters.
	Submit
	Have a user account already? Click here to sign in.

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).

RadiusX Platform	🙂 🥎 Reply 🏀 Reply all 🤿 Forward 🔗 🌐
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Please click the link below to activate your account.	
https://radiusinsights.io/auth/activate-without-password? token=b3dXL2l2Yys1Um2yL05vWlpTTTlaNTdCMVdDZWsxbG5S E1WE5KejYyq0ZsdDb2V25HVTJyMVBhRes1dE9iQmFSOS92T3Re 1ia0MvU3lpMGZpU3FNZzl3	azZ8U2VxVW5VMEM2SDRtSmRLUmpTaUovaWs1YjFZQy9iTfdvSH8Jd3h4TUVWYlh4TWwy QQJVZMmFpbFFFbjFZUU1xSmJrTDRgODRyMU9jQ1NsNzRadlxnZTRkWTICdExmeDUrR1Rr
The link will expire in 24 hours. If nothing happens after clicking	g, please copy and paste the link in your browser.
W1	
The RadiusX Team	

Click 'Submit'

RADIUS X	
	Activate your account
	Your email address thorbachove@radiusgc.com
	E 6 2 A 4 2 B C Click here to resent the verification code.
	Submit Register for a Free Account.
	Already verified your account? Click here to sign in. Forgot your password? Click here to reset.
RadiusX - Intelligent admission platform built for Higher Education providers	2024 @ RadiusX Platform

• Now the account is all set, sign in

RADIUS X	
	Sign in to your account
	Thank you! Your user account has been activated successfully. Please sign in to continue.
	II Your email address
N HILLE	Type your email here
	# Your password
Extension Market	Type your password here
HERE SHARE	Require combination of number, special character (10HEN/47), uppercase letter and lowercase letter, Minimum 8 characters.
	Remember me
	Submit
	Register for a Free Account.
7	Forget your persioned? Click here to reset
RadiuX - Intelligent admission platform built for Higher Education providers	2024 @ RadiusX Platform

Sign in

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



• Select a plan

Select a plan and	u start your /	/ 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 include 1. Intelligent academic docu 2. Generative AI chatbot. 3. Batch document upload/c 4. API integration.	ed in all price m ment processing. Jownload.	odels		

- 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.

	Sign in to your account
	# Your email address
	# Your password Type your password here Require combination of number, special character (B##\$%%\$%), uppercase heter and foxences letters. Minimum # characters.
	Remember me
	Register for a Free Account. Forgot your password? Click here to reset.
RadiusX - Intelligent admission platform built for Higher Education providers	2024 © RadiusX Platforr

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

RP	RadiusX Platform To:	③ ← Reply ← Reply all → Forward □ …
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	Please click the link below to rest your password.	
	https://adiusinsights.io/auth/activate-with-password? token-b3dXL22Yy1UmZVL05VVIIoTTINITGCMVdDZWsxbGSSarZBU2VvVWSVMzhTN2dr5E9HU 12hn3BXTUNPeng8Z1dr5Q1VuUUhVckhwMXQVUGZOMHRVcUY1YnNVbXExaWFYMU1R0XQyaUE UZVVMvarzC2hthR3BXVmVE	InReMno0NzVNeCs5M1dbcDzwR2dOM3biQzEl5kbQalbQN zR0RCyzJidWiFvVA1kz/Tbv/Sa011TXysR2dMTvOZ1A2y1JLN
	The link will expire in 24 hours. If nothing happens after clicking, please copy and paste the link i	n your browser.
	Thanks, The RadiusX Team	
	← Reply → Forward	

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

Sign out

• In the right corner, click the email

If Select start date If Select end date	Refresh unday) of the week. The end date will auto-selec	t the last day (Saturday) of the week	
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No data	No data	•	No Data
Top Cities & Programs			
		Top cities	Top programs
	Select start date Select end date Note: The start date will auto-select the first day (5 Total applications Top 3 cities No data Top Cities & Programs	Select start date Select end date Refresh Note: The start date will auto-select the first day (Sunday) of the week. The end date will auto-select Select and applications Image: Top 3 critics No data Top Cities & Programs	Select start date Select and date Refresh Refresh Note: The start date will auto-select the first day (Sunday) of the week. The end date will auto-select the last day (Saturday) of the week. Image: Comparison of the select and applications Image: Comparison of the select

Click 'Sign out'

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2024-03-17 Note: The start date wi		# Email address	
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No data	You can also provide ut here	# Last or family name	<u>n</u> na
= Top Cities & Prog	For can also promov on new		
	Your role Institution Administrator	# Your gender identity	

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'

Daubhourd	Construction of the second			
Programs	Note: The start date will auto-select the first day	(Sunday) of the week. The end date will as	do-select the last day (Saturday) of the	o work
Applications				11
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Campuses				weeky summary
Credentials	Top 3 cities No data	No data	ograms	No Data
D Users				
ATFORM	Top Cities & Programs			
3024 O RadiusX Platform (j)			Top cities	Top programs

- 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

Dashboard	Select start date Select end date	C Refresh		
Applications	Note: The start date will auto-select the first day (Sunday) of the week. The end date will auto-select the las	t day (Saturday) of the week	
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Credentials	Top 3 cities	Top 3 programs	ß	No Data
Q Users	Top Cities & Programs			
PLATFORM		To	n cities	Too programs
E 2024 © RadiusX Platform (j)				colo broðrenna

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

Please note that the email address cannot be changed.

	User Profile		×
# Select start date	III 오		lign Out
2024-03-17 Note: The start date wi		# Email address	
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No data	You can also provide uri here	# Last or family name	
= Top Cities & Prog	Your role Institution Administrator	# Your gender identity	-

• 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'

Orga	nization Profile		\times
a	My Organization ORGANIZATION ID: 05204178-9820-4811-b706-88	6059805cff	Save
	# Your API key		۲
×.	Is online	RED	v
P		⊕	
	Upload a ba	nner photo here	
	You can also provide uri here		
	# Name My Organization		
	✓ Organize programs by category	ey.	
	Organize programs by depart	ment	
	# Country *	# Currency *	
	v	USD	~
	# Domestic application fee	# International application fee	
	\$	\$	
	# Description		
	Type the description of the organization	ation	

General admission requirementsType general admission requirements

Organ	nization Profile	×
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•	If General admission requirements If yoe the general admission requirements here]

General Declaration

• Type General Declaration information



General Congratulation

• Type General Congratulation

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	Ħ	My Organization	Save
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	R	Туре	- 1
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			- 1
9			- 1
l			- 1
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			- 1

• 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.

Dashboard	Select start date Select end date	Refresh			
Applications	Note: The start date will auto-select the first day (Sunday) of the week. The end o	fate will auto-select the last day (Saturday) o	f the week	
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2024 © RadiusX Platform (j)			Top cities		Top programs

'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.

Organization My Organization				Setup payout	Top up credits
Dashboard	E Categories	0 11	Auto search engine ~ Search programs	Q	f) New
ei Programs	te				Count: 0
R Applications	n _a				
SETTINGS					
Campuses					
Credentials					
22. Users					
2024 © Radiust Platform ()					

₽ ₽	To add either a new category or department
Ëø	To edit a category or department
£J	To refresh
_® ⊞	To delete a category or department
←	To open or close a filter pane
Q	To search
¥	To filter either by term or credential
New	To create a new program
More	To show more programs
1ª	To edit the program
000	To clone or delete the program

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.

Organization My Organization	on Setup payod.) (Top up credits
Contractions Cont	es (Beuge period) Trous creating
Q	To search
Y	To filter applications by Academic,English,Location,Gender, Term,Program
•	Categories
. ⊕∎∎	To add a new category
ſĵ	To refresh
CSV]	To export all records or current records

To make an application

There are two ways to make applications

Create	To create one application
C Batch Create	To create a batch (10,20,30,40,50,75,100)

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

Q	To search for applications
£]	To refresh application list
\odot	In Progress
\Diamond	Submitted
20	Admitted
20	Rejected

Ø	To edit the application
000	To clone or delete the application
	To save the application
×	To remove the file

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' 16

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	Yes	Νο		
application fee	Type your	Pay application	Select 'I have paid the application fee through'	
waiver code?	waiver code	fee		

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.

My Organization		Setup payout Top up credits
Construction Cons	Q D Nor	

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.

New	To add a new campus
Q	To search for campuses
£↓	To refresh
Ē	To edit a campus
000	To delete or clone a campus

'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.

My	y Organization			Setup payout	Top up credits
Date	shboard	Auto search engine ···	Q 12 New		
ei Pro	ograms		Count: 0		
R API	plications				
SETTINGS					
宜 Car	impuses				
E cre	edentials				
A UN	iers				
PLATFORM	¢				
(1) 202	04 0 RadusX Platform (j)				

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.

New	To add a new credential
() ¹⁹	To edit a credential
000	To delete or clone a credential
Ţ	To refresh credentials
Q	To search for credentials

'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.

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Programs Control Applications / Applications / Computes / Control / <td>g Deshboard</td> <td>K Search users Q B B D Here</td> <td></td>	g Deshboard	K Search users Q B B D Here	
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CUTOIM 3 2006 8 84648 Fortune (1)	🗿 Users		
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	y		

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.

New	To create a new user
L.	To edit
•	Categories (to add a filter)
• •	To add a category
CSV	To export • Current records All • records
Q	To search for users
Ţ	To refresh
000	To delete users

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.