



VETtrak AcademyPlus

Exploring VETenrol



Welcome to VETtrak AcademyPlus!

This session is specially designed for your learning experience, based on your feedback.

We will be covering the subject through a series of modular sections that focus on the VETenrol product and its management features.

Let's collaborate and learn together.



This session will cover:

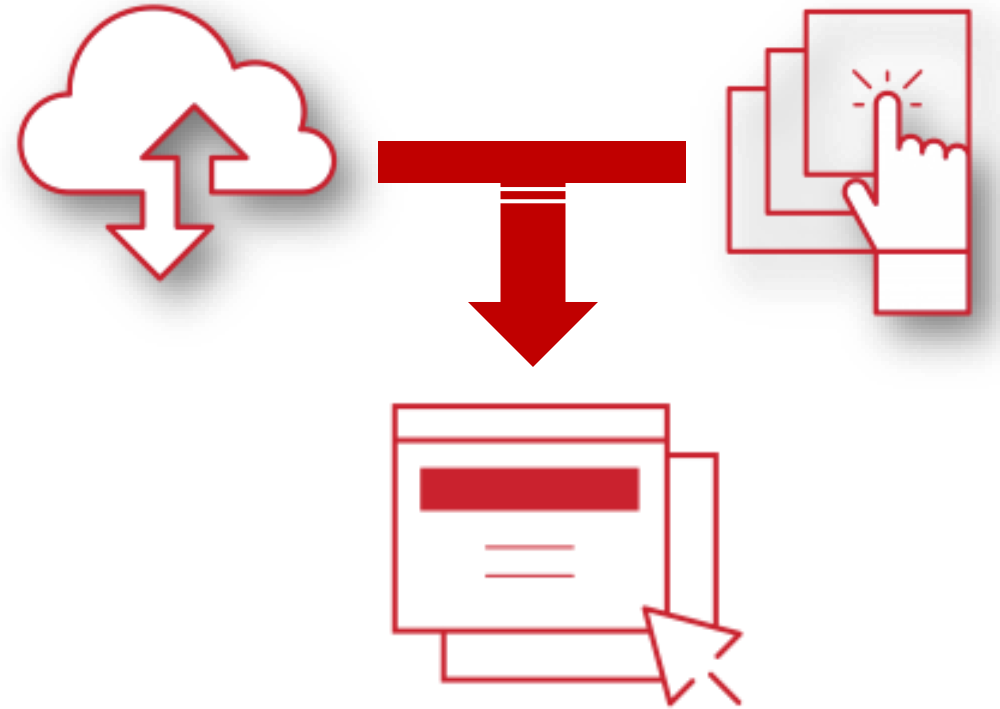
1. **What is VETenrol?**
2. **Getting Started**
3. **Configuration**
4. **Standard Settings**
5. **Configuring Enrolment / Registration Steps**
6. **Custom Content**
7. **Email/Admin Preferences**
8. **Tools**
9. **Activity**
10. **Reports**





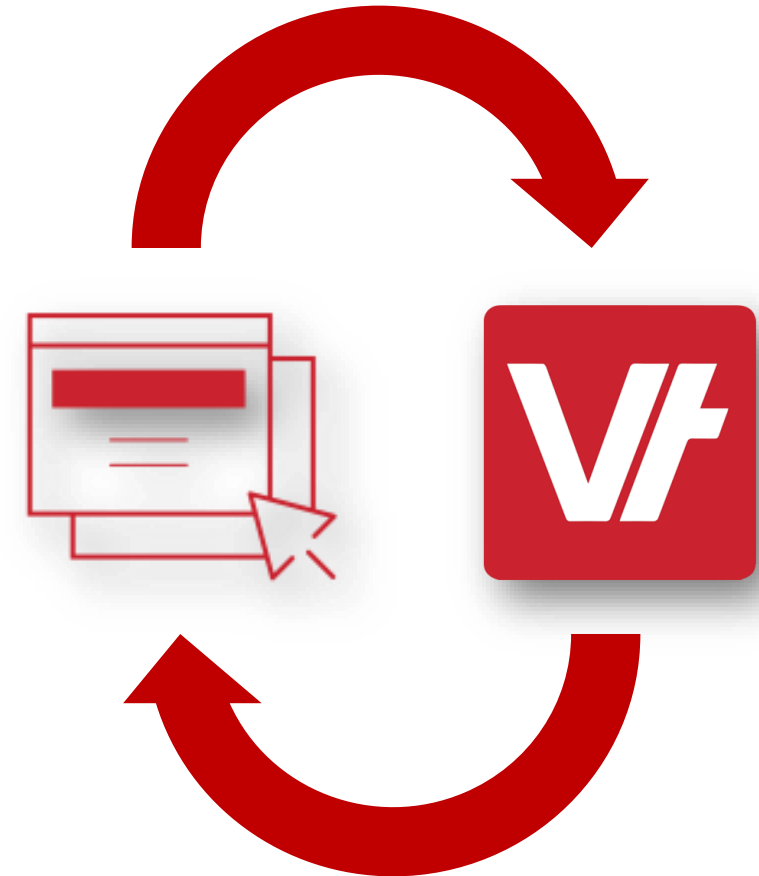
What *is* VETenrol?

VETenrol is a web-based system for VETtrak which is designed to allow quick and easy deployment of web enrolments for RTOs.



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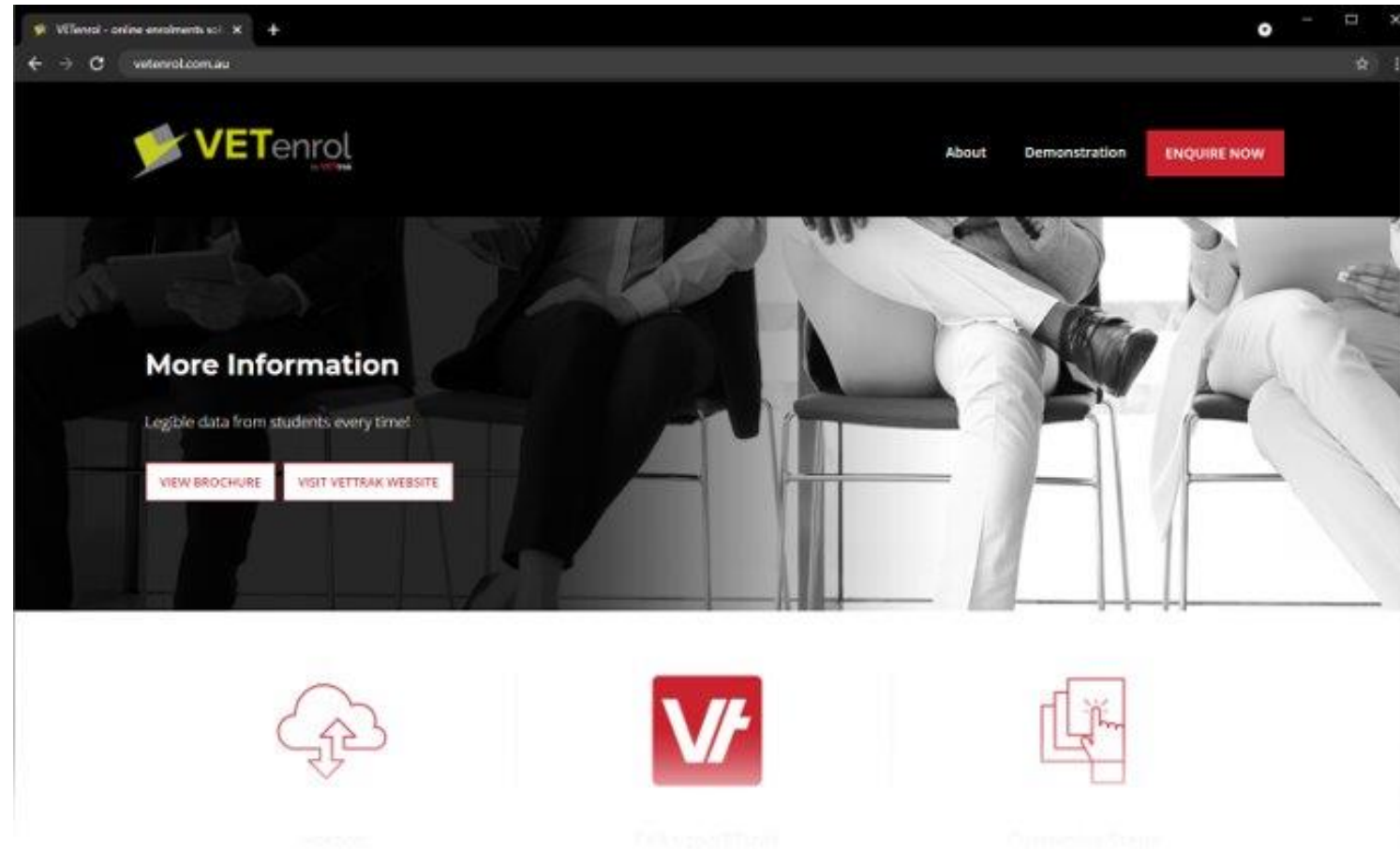
VETenrol communicates dynamically with VETtrak via the Internet to provide your students with up-to-date enrolment information.



This sharing of information is done via the **VETtrak Web Connector (API)** to communicate with your **VETtrak** data – retrieving course information to display online and sending entered enrolment information directly to your **VETtrak** database.

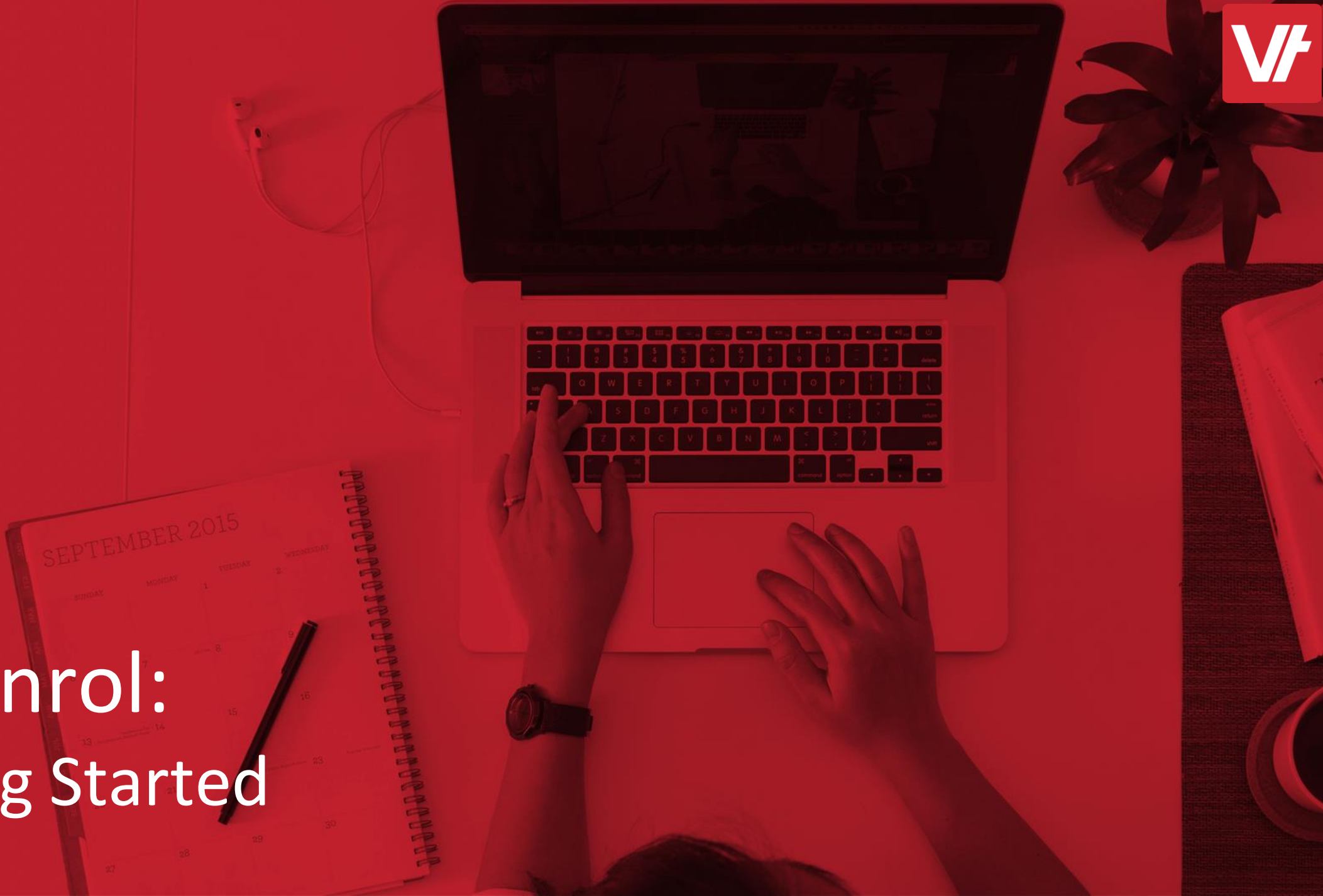


An online demo of VETenrol can be accessed via <http://vetenrol.com.au/>





VETenrol: Getting Started



Like **VETtrak**, **VETenrol** makes use of a **User Account** to sign in and manage its settings.



Like **VETtrak**, **VETenrol** makes use of a **User Account** to sign in and manage its settings.

These are assigned within **VETtrak** to control who has access to this functionality.



Once configured, your users will be able to log in to the **VETenrol** system using the **username** and **password** information set via **VETtrak**, with options to retrieve/reset these details.

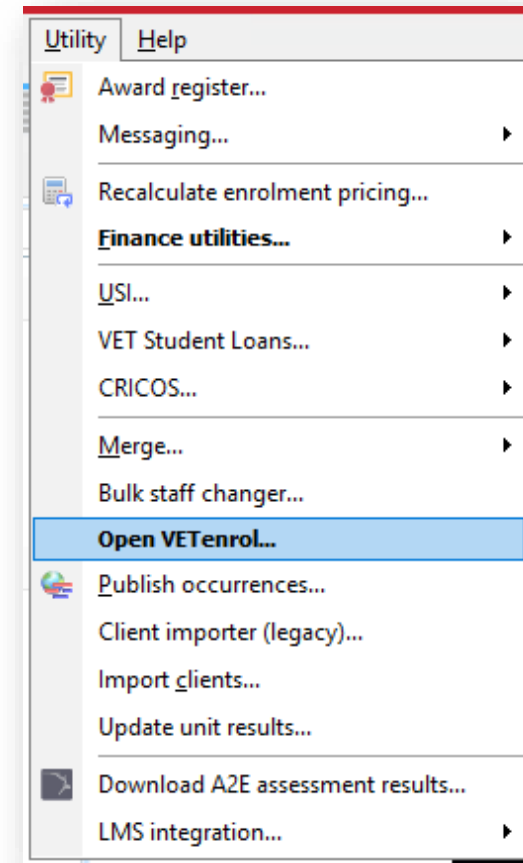


Accessing VETenrol

There are two specific ways to access the **VETenrol** management options.

The **first** is located **within your VETtrak system**, by:

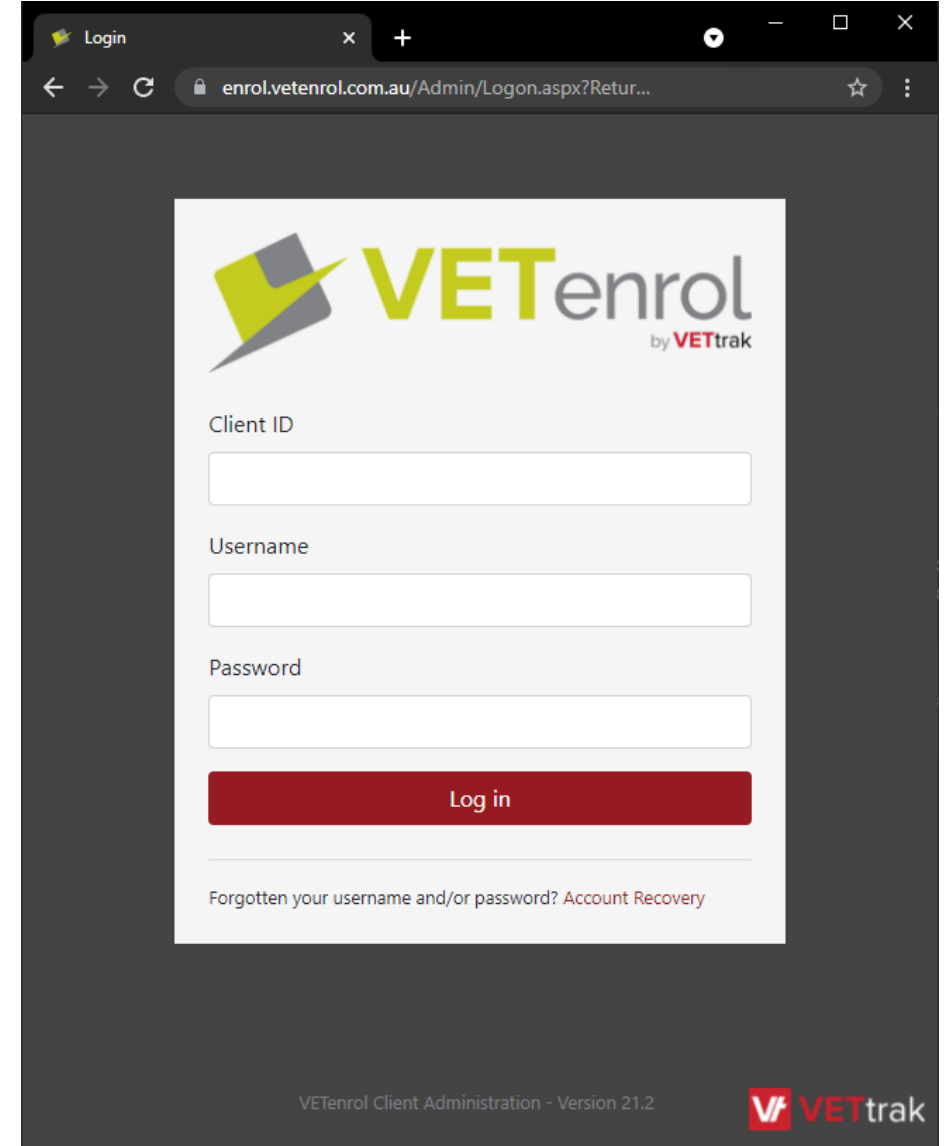
1. Expanding the **Utility** menu
2. Selecting the **Open VETenrol** option
3. Login to the **VETenrol** web window that appears



Accessing VETenrol

The **second** is accessed **via your browser** by:

1. Open your **web** browser of choice
2. Enter the provided **VETenrol Admin URL** link:
<https://enrol.vetenrol.com.au/admin>
3. Login to the **VETenrol** web window that appears



The screenshot shows a web browser window with the address bar displaying "enrol.vetenrol.com.au/Admin/Logon.aspx?Retur...". The page features the VETenrol logo (a stylized 'V' with a green and grey arrow) and the text "by VETtrak". Below the logo are three input fields labeled "Client ID", "Username", and "Password". A red "Log in" button is positioned below the password field. At the bottom of the form, there is a link that reads "Forgotten your username and/or password? Account Recovery". The footer of the page includes the text "VETenrol Client Administration - Version 21.2" and the VETtrak logo.

Let's take a closer look!

Setting up a Role and opening VETenrol.

Relevant Help Centre resources:

- [VETtrak Permissions for VETenrol](#)
- [Initial Setup of VETenrol](#)



Publishing Occurrences to VETenrol

A key component of **VETenrol** is the ability to share your **Occurrence-based learning** online.

This allows prospective students to browse your offerings on the web and process their own enrolment registration.



Publishing Occurrences to VETenrol

For an **Occurrence** to be available online, it must first be **published within VETtrak**.

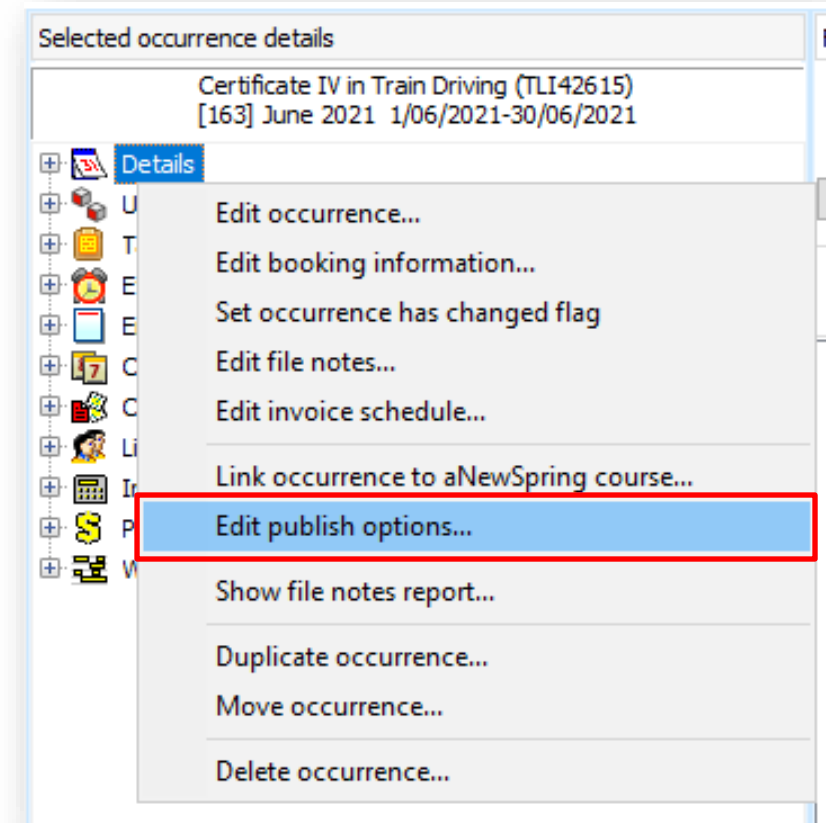
This is done by managing the publish options for your occurrence(s).



Publishing Occurrences to VETenrol

To access these publishing options, you can use a variety of tools within **VETtrak**.

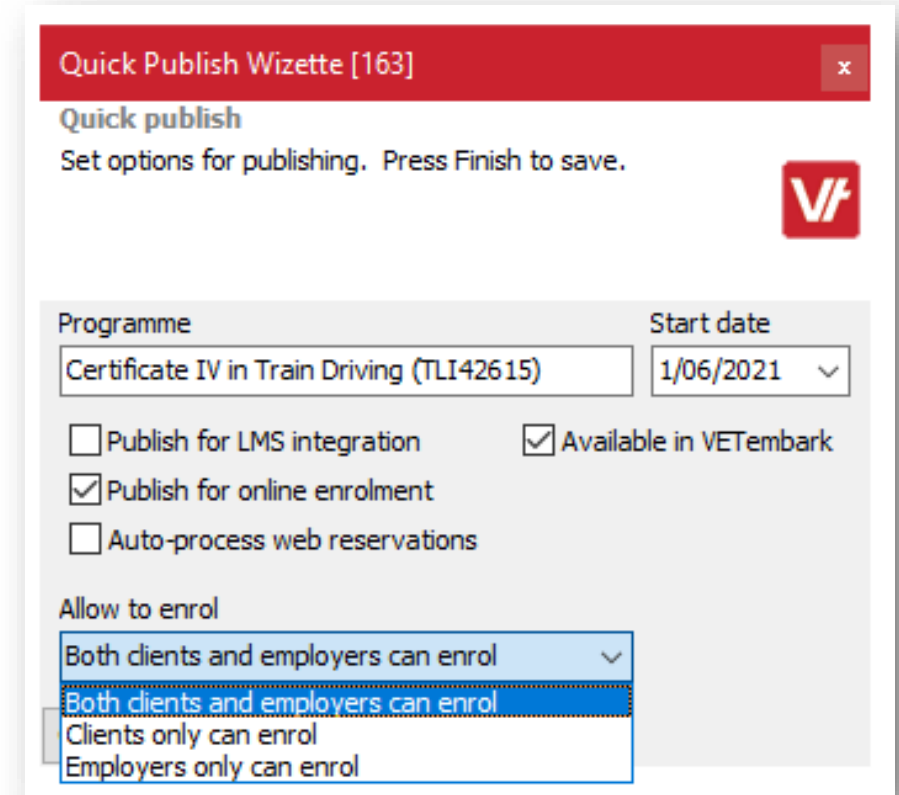
For individual occurrences, you can **select an Occurrence** and right-click the **Details** heading; within the **sub-menu** you can select the **Edit publish options item**:



Publishing Occurrences to VETenrol

In this **Quick Publish Wizette** you can manage the options for online enrolments, including:

- Enrolment Permissions (Individual Students/Businesses/Both)
- Auto-process details
- Start Date information



The screenshot shows the 'Quick Publish Wizette [163]' window. It has a red header bar with the title and a close button. Below the header, the text 'Quick publish' is followed by 'Set options for publishing. Press Finish to save.' and a small Vf logo. The main content area is divided into two columns. The left column has a 'Programme' label above a text box containing 'Certificate IV in Train Driving (TLI42615)'. The right column has a 'Start date' label above a date picker showing '1/06/2021'. Below these are three checkboxes: 'Publish for LMS integration' (unchecked), 'Publish for online enrolment' (checked), and 'Auto-process web reservations' (unchecked). To the right of these is a checked checkbox labeled 'Available in VETembark'. At the bottom, there is a section titled 'Allow to enrol' with a dropdown menu. The dropdown is open, showing four options: 'Both clients and employers can enrol' (selected), 'Both clients and employers can enrol', 'Clients only can enrol', and 'Employers only can enrol'.

Quick Publish Wizette [163]

Quick publish
Set options for publishing. Press Finish to save.

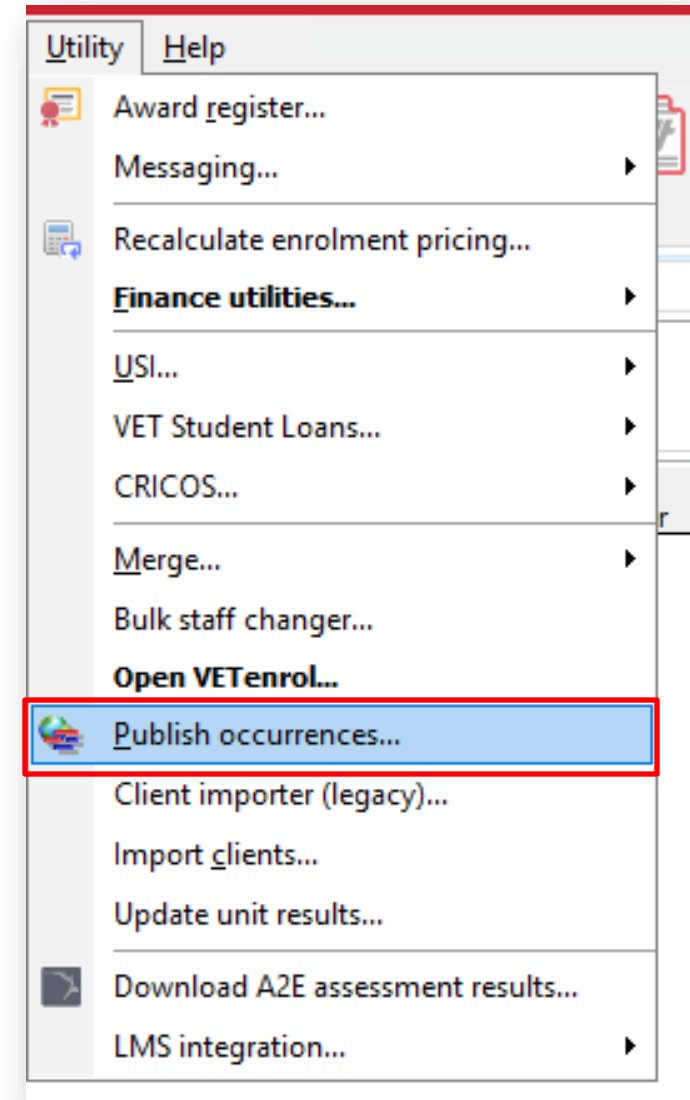
Programme Start date
Certificate IV in Train Driving (TLI42615) 1/06/2021

☐ Publish for LMS integration ☒ Available in VETembark
☒ Publish for online enrolment
☐ Auto-process web reservations

Allow to enrol
Both clients and employers can enrol
Both clients and employers can enrol
Clients only can enrol
Employers only can enrol


Publishing Occurrences to VETenrol



There is also the option to **Bulk** configure publish options for a range of occurrences, accessed from the **Utility Menu** under the option **Publish Occurrences**:



Publishing Occurrences to VETenrol


This will display a unique wizard to sort and select the desired Occurrences to be managed and published:

 Publish Occurrence Wizard

Set Publish Flag

Select the state and the programme and then tick the Pub or LMS column for occurrences that are to be published for web enrolment or LMS integration. Press Save to save the changes.



State

Programme

Order

Allow to enrol

Both clients and employers can enrol

Save

Occurrences/bookings for programme

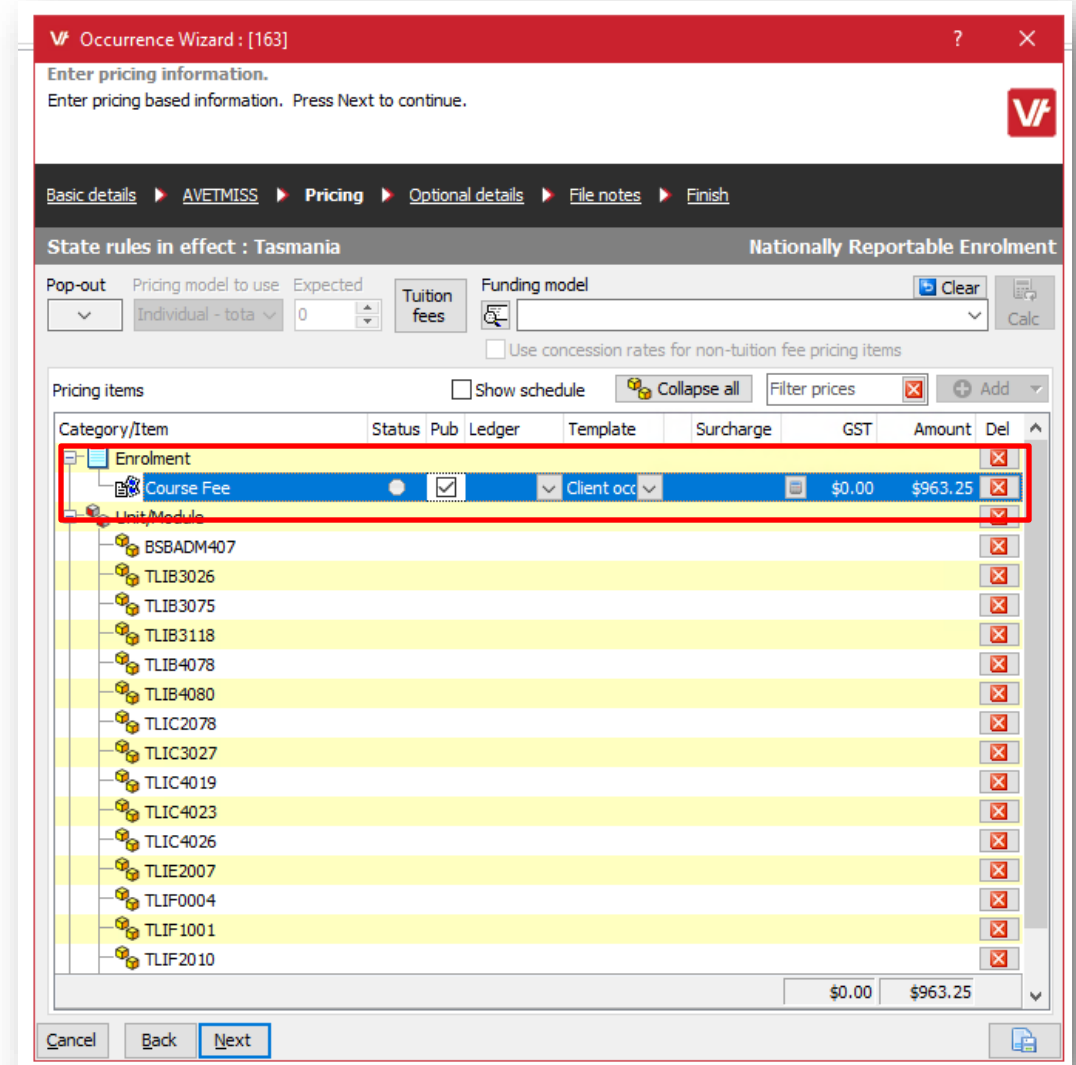
Status	Pub	Auto	LMS	VETembark	Full	ID	Code	Start	Finish	Type	Employer	Max	Currer	Amount	Location
<No data to display>															

Close

Pricing Information

Financial details will also be published as part of the Occurrence being shared online.

It is important to make sure your **Fee information** is recorded within the Occurrence on the relevant **Pricing** page:



The screenshot shows the 'Occurrence Wizard : [163]' window, specifically the 'Pricing' step. The window title is 'VF Occurrence Wizard : [163]'. The main heading is 'Enter pricing information.' with a sub-instruction 'Enter pricing based information. Press Next to continue.' The VETenrol logo is in the top right corner.

The navigation bar shows the following steps: Basic details > AVETMISS > **Pricing** > Optional details > File notes > Finish.

Below the navigation bar, it says 'State rules in effect : Tasmania' and 'Nationally Reportable Enrolment'.

The 'Pricing' section includes the following fields:

- Pop-out: A dropdown menu.
- Pricing model to use: A dropdown menu set to 'Individual - tota'.
- Expected: A numeric input field set to '0'.
- Tuition fees: A button.
- Funding model: A dropdown menu with a 'Clear' button.
- Use concession rates for non-tuition fee pricing items: A checkbox.

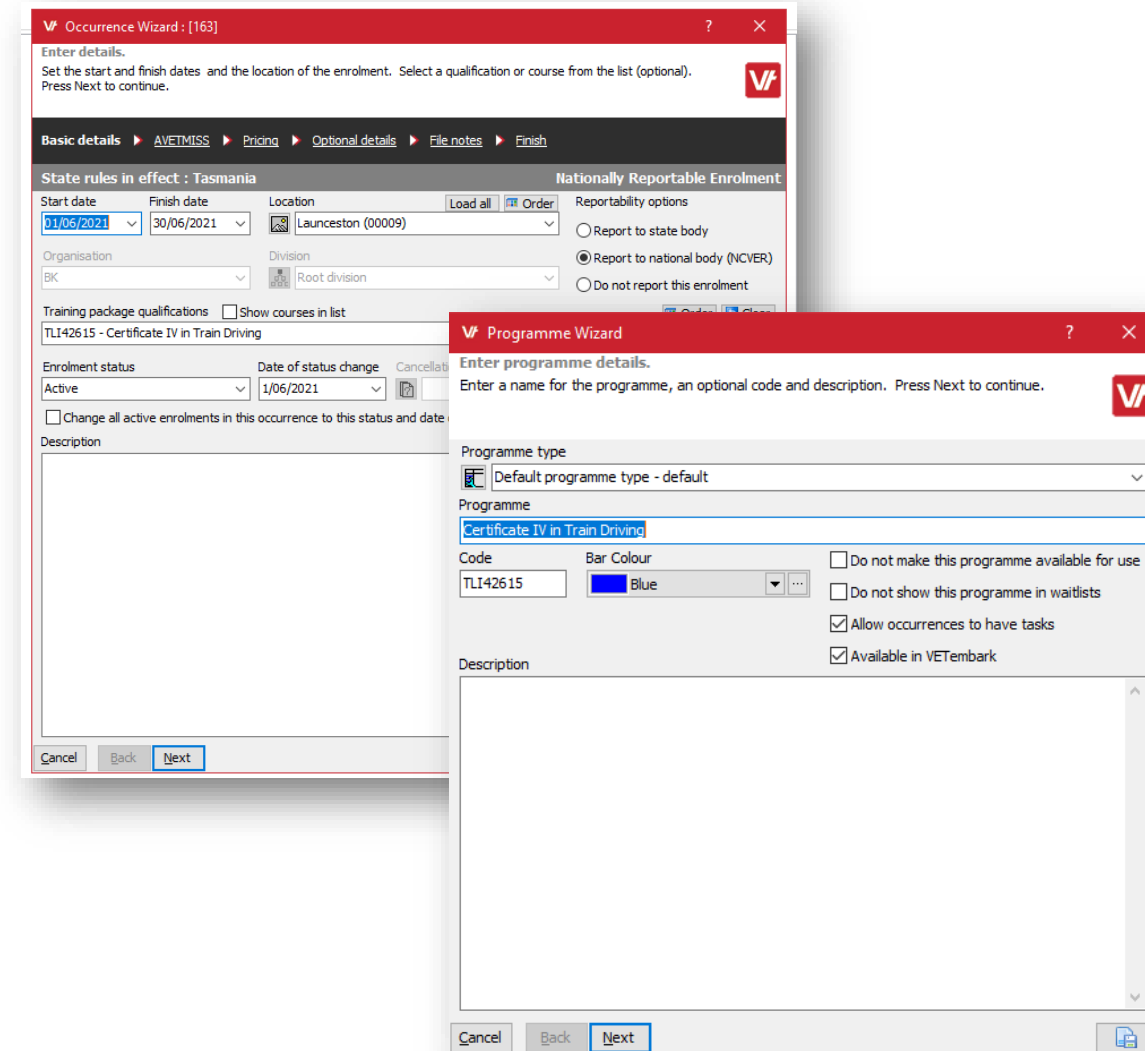
The 'Pricing items' section features a table with columns: Category/Item, Status, Pub, Ledger, Template, Surcharge, GST, Amount, and Del. The table is filtered to show 'Enrolment' items. The 'Course Fee' item is highlighted in blue and has a red box around it. The 'Unit/Module' items are listed below it.

Category/Item	Status	Pub	Ledger	Template	Surcharge	GST	Amount	Del
Enrolment								
Course Fee				Client occ		\$0.00	\$963.25	
Unit/Module								
BSBADM407								
TLIB3026								
TLIB3075								
TLIB3118								
TLIB4078								
TLIB4080								
TLIC2078								
TLIC3027								
TLIC4019								
TLIC4023								
TLIC4026								
TLIE2007								
TLIF0004								
TLIF1001								
TLIF2010								

At the bottom of the table, the totals are shown: \$0.00 and \$963.25. The 'Next' button is highlighted in blue.

Additional Information

You can also make use of additional **Description Fields** within both the **Occurrence** and **Programme** wizards – information entered in this area can be configured to display online, making use of simple HTML details to format it.



The image displays two overlapping software windows from the VETenrol system. The background window is the 'Occurrence Wizard' (Title: VET Occurrence Wizard : [163]). It contains a navigation bar with tabs: Basic details, AVETMISS, Pricing, Optional details, File notes, and Finish. The 'Basic details' tab is active, showing fields for 'State rules in effect : Tasmania', 'Start date' (01/06/2021), 'Finish date' (30/06/2021), 'Location' (Launceston (00009)), 'Organisation' (BK), and 'Division' (Root division). It also includes 'Training package qualifications' (TLI42615 - Certificate IV in Train Driving), 'Enrolment status' (Active), and a 'Description' text area. The foreground window is the 'Programme Wizard' (Title: VET Programme Wizard). It prompts the user to 'Enter programme details' and includes fields for 'Programme type' (Default programme type - default), 'Programme' (Certificate IV in Train Driving), 'Code' (TLI42615), and 'Bar Colour' (Blue). It also has checkboxes for 'Do not make this programme available for use', 'Do not show this programme in waitlists', 'Allow occurrences to have tasks', and 'Available in VETembark', along with a 'Description' text area.

Processing Enrolments into VETtrak

Once an online registration has been submitted, you are then in a position to review the information and have it populate within **VETtrak**.

This is done within a unique **Web Enrolments Manager**, accessed via the **Manage** menu.



Let's take a closer look!

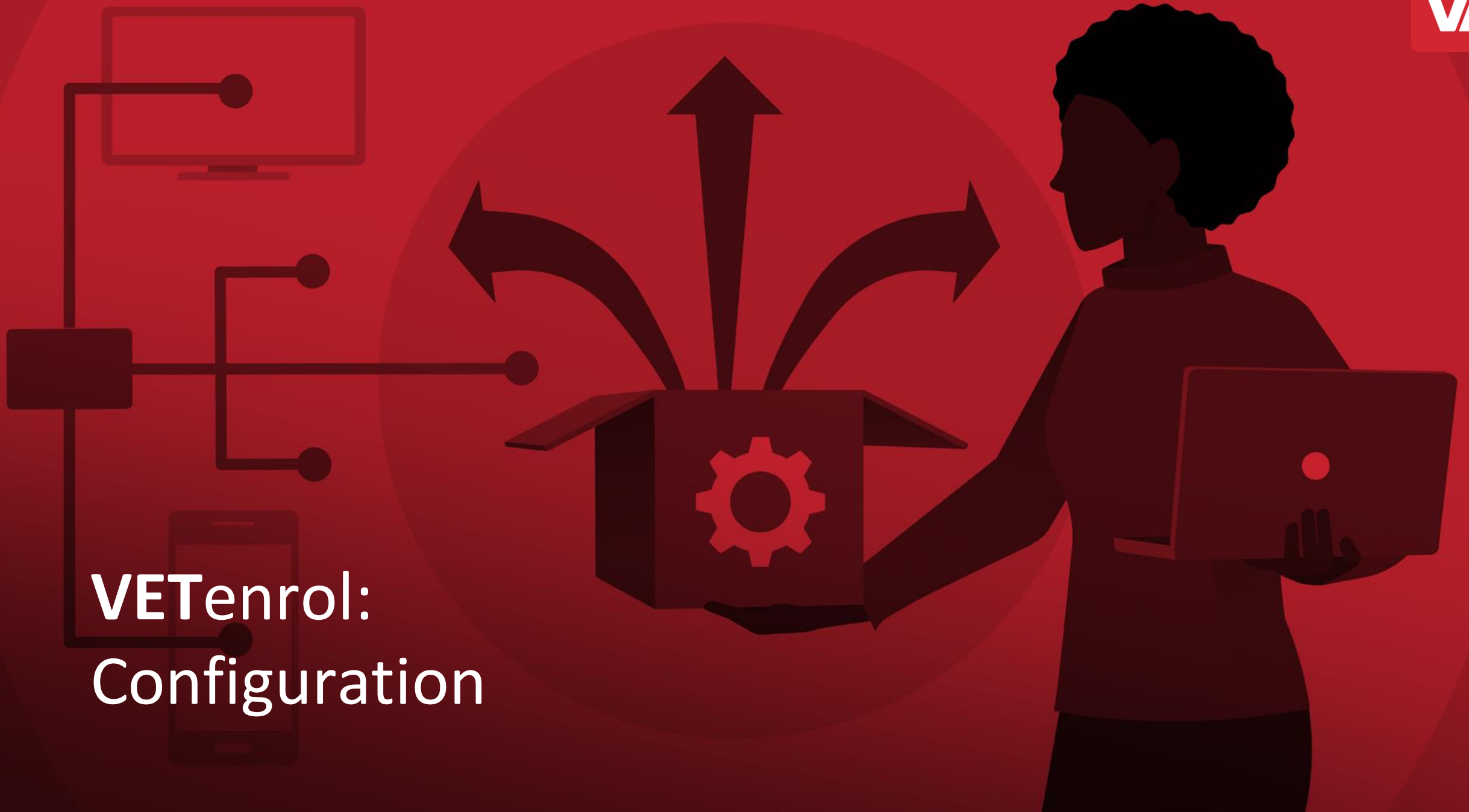
Publishing an Occurrence to appear in VETenrol.

Relevant Help Centre resources:

- [Programmes](#)
- [Process: Creating a New Occurrence](#)
- [Web Enrolments Essentials](#)
- [Publishing Occurrences for Online Enrolment Systems](#)

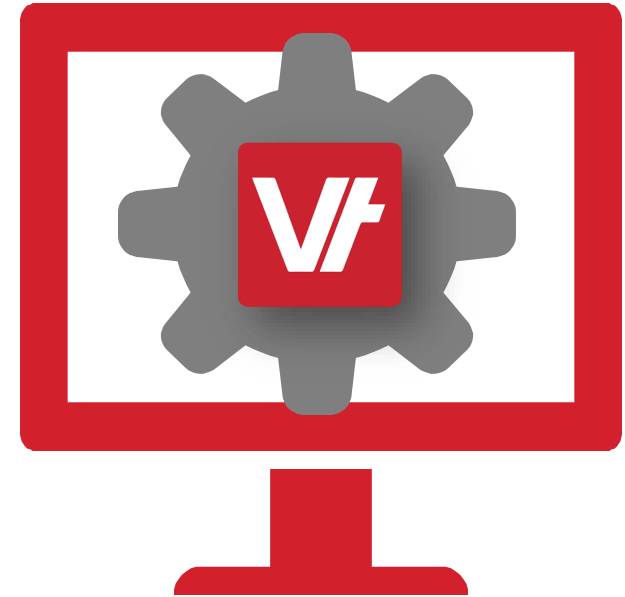


VETenrol: Configuration



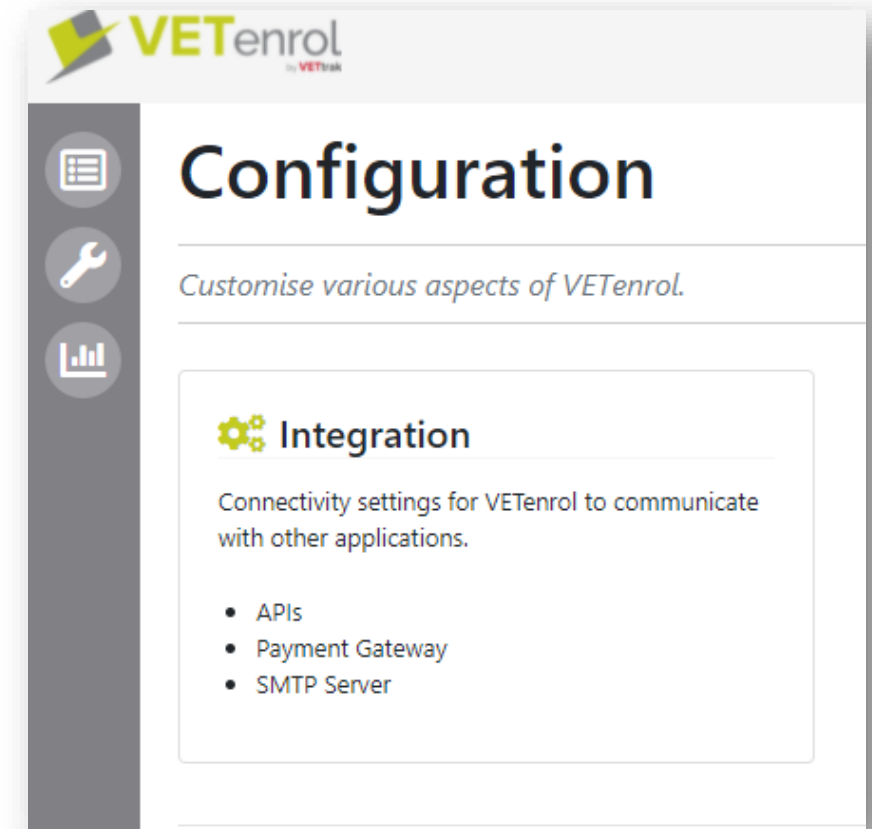
Integration

Part of enabling the communication of **VETenrol** to **VETtrak** (and back again) is properly configuring the **Web Connector (API)**.



Integration

This involves accessing particular admin-level fields within **VETenrol**, as well as making sure that the **API** has been configured within **VETtrak** to allow the exchange of information – particularly by establishing an **API User**.



Integration

By entering this information correctly, you will be able to enjoy a seamless exchange of data between both platforms.

Integrations

Connectivity settings for VETenrol to communicate with other applications

APIs

Mail

Payment Gateway

Enrolment API

API URL *

https://sthservices.ozsoft.com.au/VETAPI/

Username *

VETtrak

Password *

.....

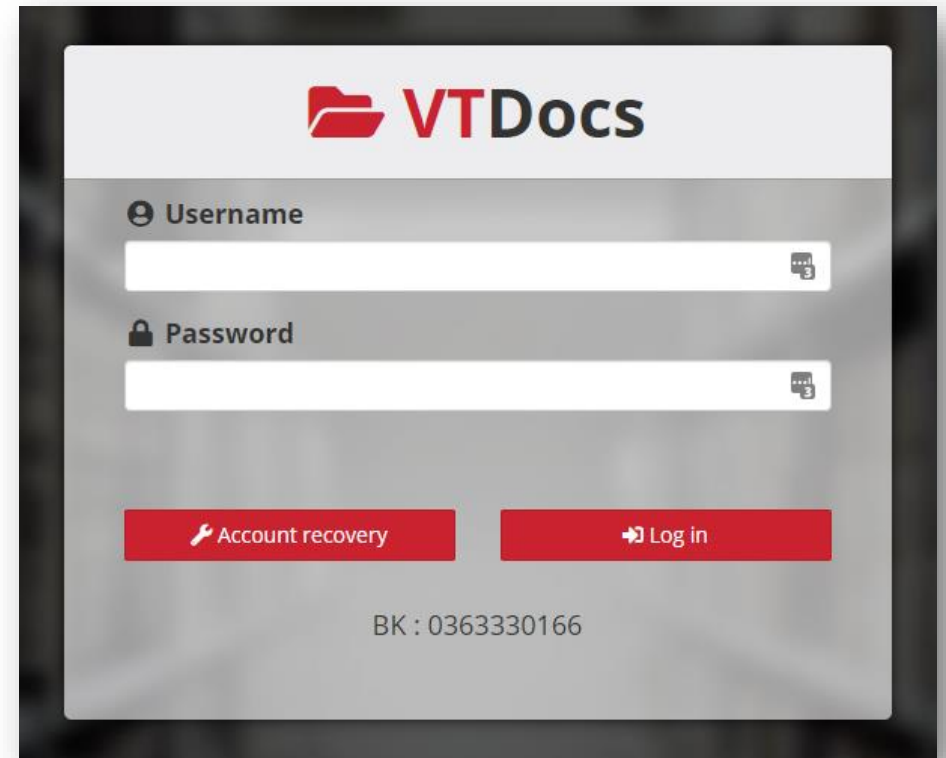
Set Password

Test API Connection

Integration

You can also take the time to integrate further VETtrak products, such as **VTDocs**, allowing you to access better **file management** options across both platforms.

This is done via a separate process, but can be beneficial for any business that takes digital file management seriously.



Let's take a closer look!

Setting up an API User, accessing VETenrol and reviewing log in details, accessing VETenrol Admin, API information and VTDocs integration.

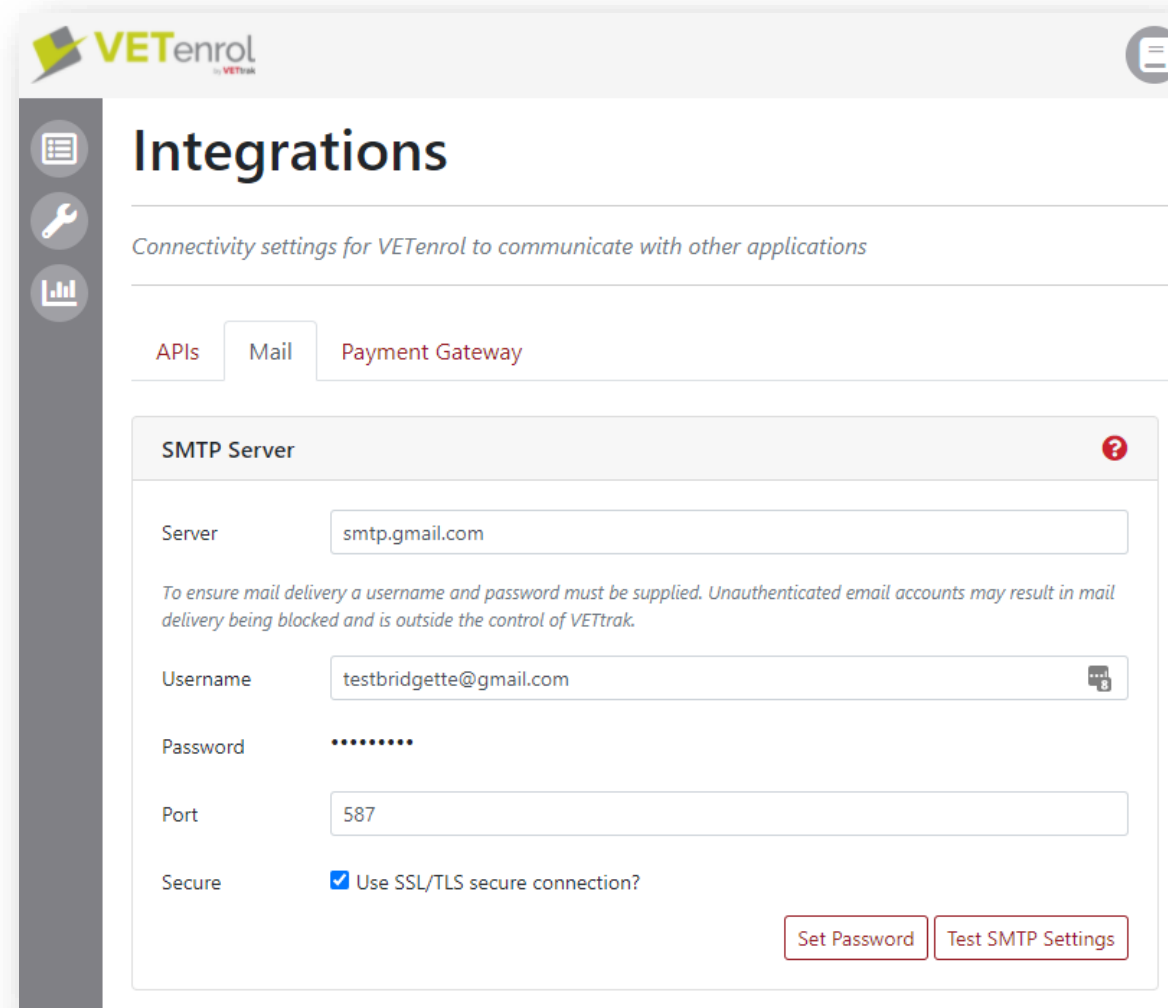
Relevant Help Centre resources:

- [Process: Creating an API User](#)
- [Getting API Details for VETenrol](#)
- [VTDocs Overview](#)
- [VTDocs API Details](#)



Integrating Email

VETenrol can also be configured to communicate via email – but only if you have entered your **Mail Server (SMTP)** information for its use.



The screenshot shows the VETenrol web interface. The top header includes the VETenrol logo and a menu icon. A sidebar on the left contains icons for a list, a wrench, and a bar chart. The main content area is titled "Integrations" and has a subtitle "Connectivity settings for VETenrol to communicate with other applications". Below this are three tabs: "APIs", "Mail", and "Payment Gateway". The "Mail" tab is selected. Under the "Mail" tab, there is a section titled "SMTP Server" with a red question mark icon. This section contains several input fields: "Server" with the value "smtp.gmail.com", "Username" with the value "testbridgette@gmail.com", "Password" with masked characters "*****", and "Port" with the value "587". There is also a checkbox labeled "Secure" which is checked, with the text "Use SSL/TLS secure connection?". At the bottom right of the "SMTP Server" section are two buttons: "Set Password" and "Test SMTP Settings". A note below the "Server" field states: "To ensure mail delivery a username and password must be supplied. Unauthenticated email accounts may result in mail delivery being blocked and is outside the control of VETtrak."

VETenrol

Integrations

Connectivity settings for VETenrol to communicate with other applications

APIs Mail Payment Gateway

SMTP Server

Server

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Username

Password

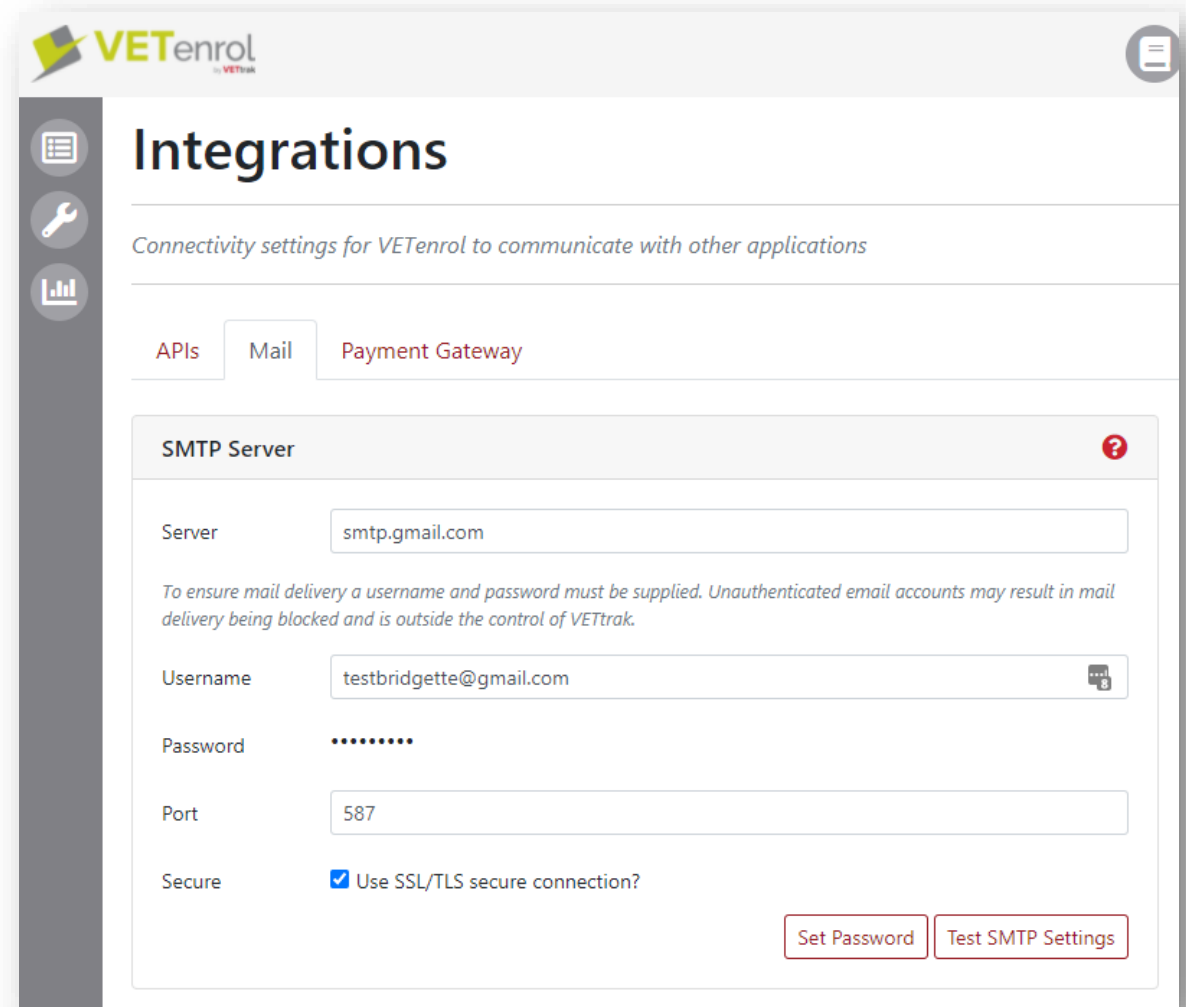
Port

Secure ☒ Use SSL/TLS secure connection?

Integrating Email

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This will allow you to action specific contact with your applying students, such as **Confirmation Details**, etc.



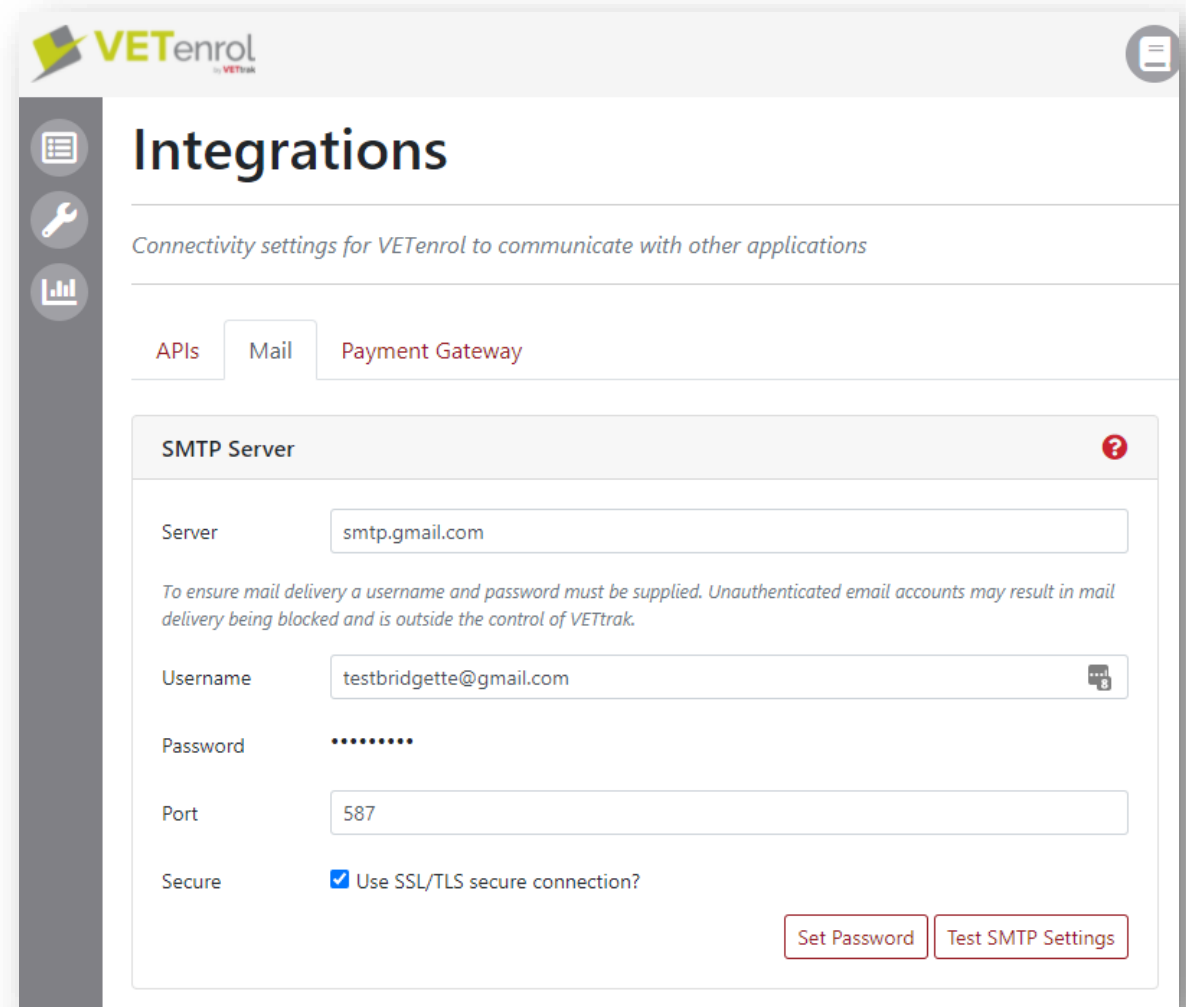
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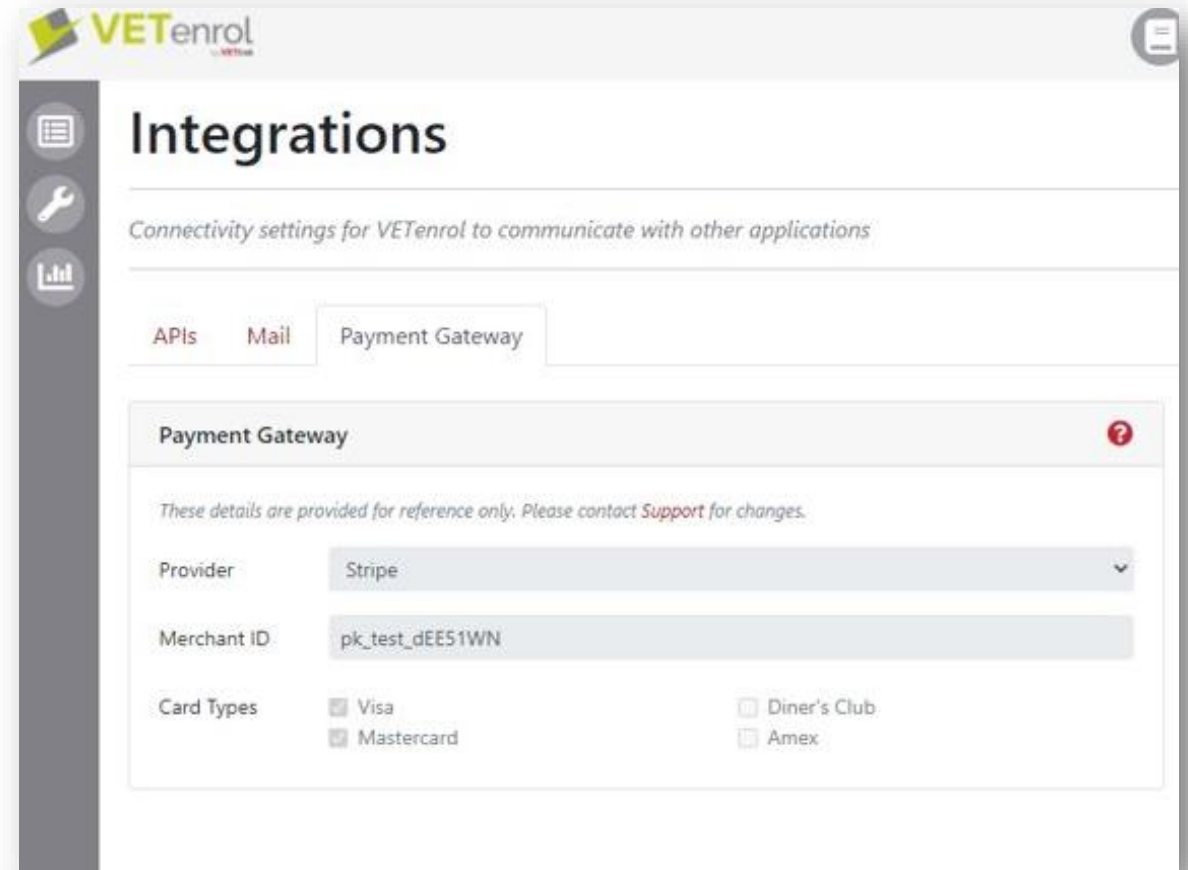
It's important to note that these details are bespoke to your company, and you may need to communicate with an IT resource to retrieve them.



The screenshot displays the VETenrol web interface, specifically the 'Integrations' section. The page title is 'Integrations' with a subtitle 'Connectivity settings for VETenrol to communicate with other applications'. There are three tabs: 'APIs', 'Mail', and 'Payment Gateway'. The 'Mail' tab is selected. Under the 'SMTP Server' heading, there are input fields for 'Server' (smtp.gmail.com), 'Username' (testbridgette@gmail.com), 'Password' (masked with dots), and 'Port' (587). A checkbox labeled 'Use SSL/TLS secure connection?' is checked. A note states: 'To ensure mail delivery a username and password must be supplied. Unauthenticated email accounts may result in mail delivery being blocked and is outside the control of VETtrak.' At the bottom right, there are two buttons: 'Set Password' and 'Test SMTP Settings'.

Finance / Payment Gateway

The ability to incorporate a **Payment Gateway** can be beneficial to any applicants that may wish to pay their fees at the time of registration.

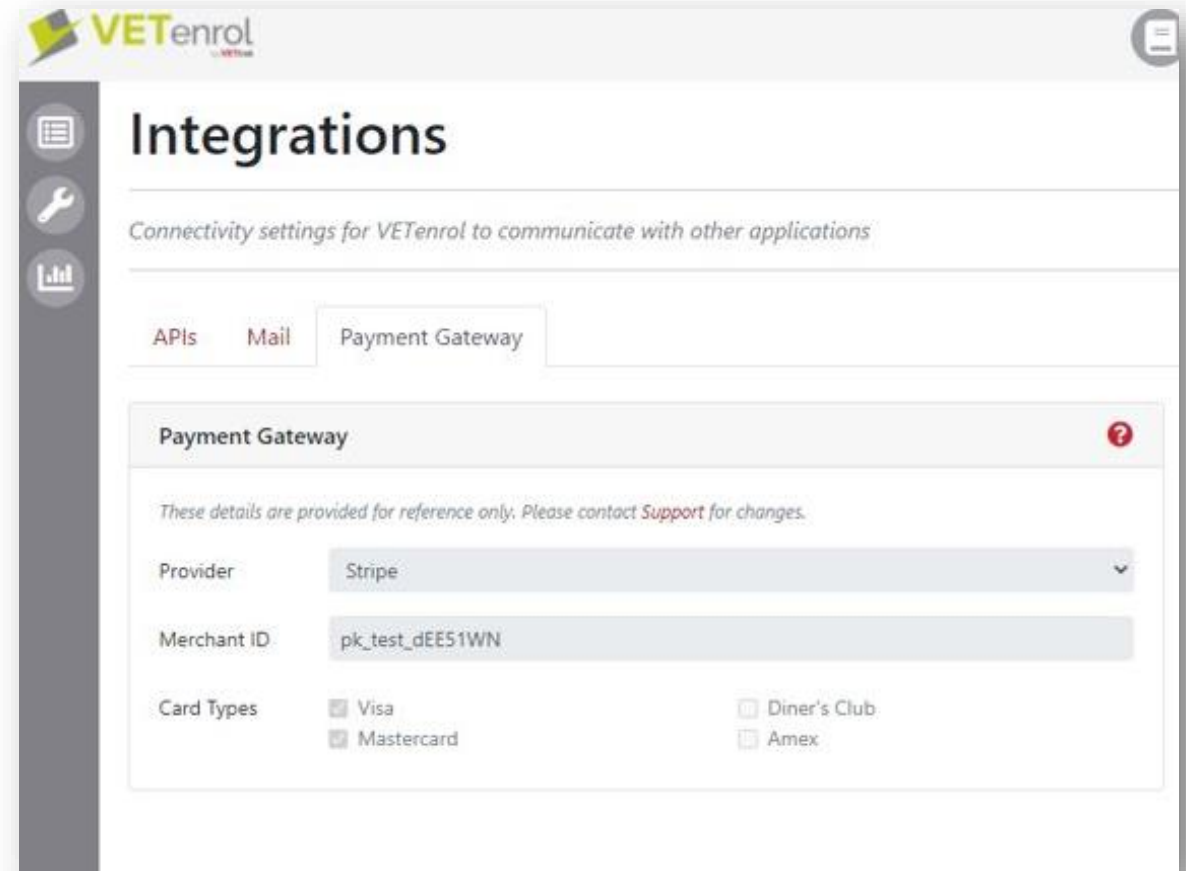


The screenshot displays the VETenrol web interface. At the top, the VETenrol logo is visible. Below it, a sidebar contains icons for a menu, a wrench (settings), and a bar chart. The main content area is titled "Integrations" and includes a subtitle: "Connectivity settings for VETenrol to communicate with other applications". There are three tabs: "APIs", "Mail", and "Payment Gateway", with the latter being the active tab. The "Payment Gateway" section has a header with a red question mark icon. Below this, a note states: "These details are provided for reference only. Please contact [Support](#) for changes." The settings include a "Provider" dropdown menu set to "Stripe", a "Merchant ID" text field containing "pk_test_dEE51WN", and a "Card Types" section with checkboxes for "Visa", "Mastercard", "Diner's Club", and "Amex".

Finance / Payment Gateway

The ability to incorporate a **Payment Gateway** can be beneficial to any applicants that may wish to pay their fees at the time of registration.

This can be used to incorporate a **Secure Credit Card Transaction** process handled by a trusted source.

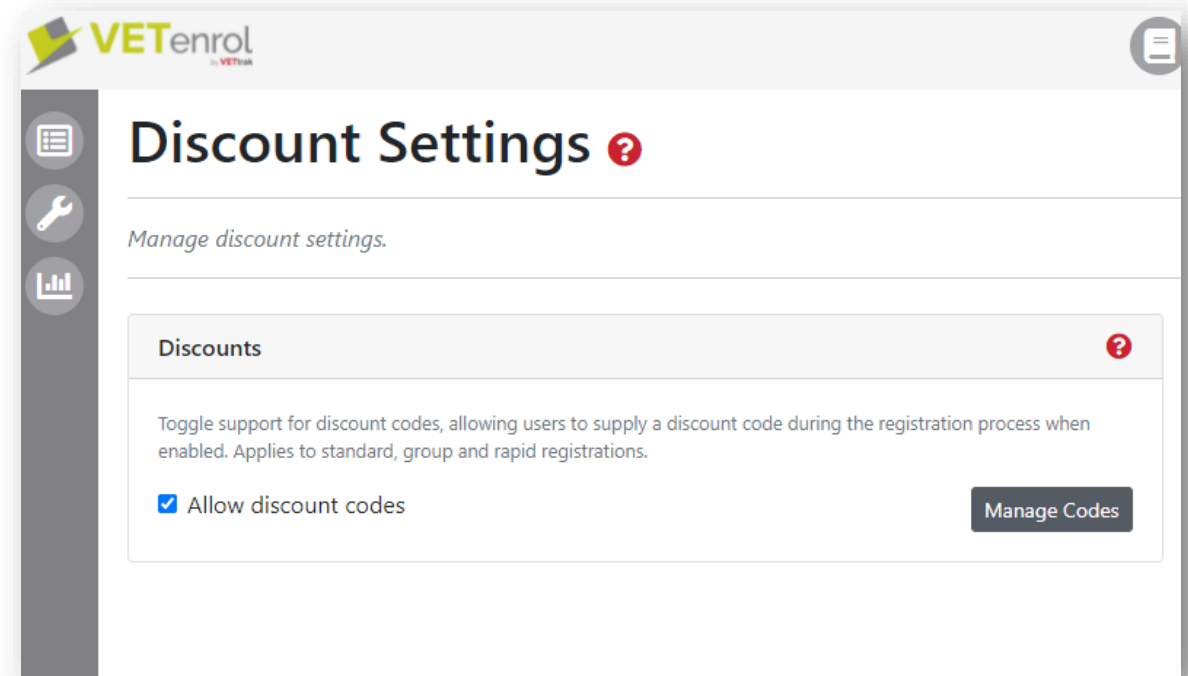


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Finance / Payment Gateway

There is also a range of financial options available to shape your fee structures based off unique criteria, including:

- Discount Codes
- Group Discounts
- Credit Card Discounts



Let's take a closer look!

Financial Features - Configuring Payment Settings, Discount Settings

Relevant Help Centre resources:

- [Automated Credit Card Payment Providers](#)
- [Credit Card Discount](#)
- [Discounts](#)
- [Volume Discounts](#)

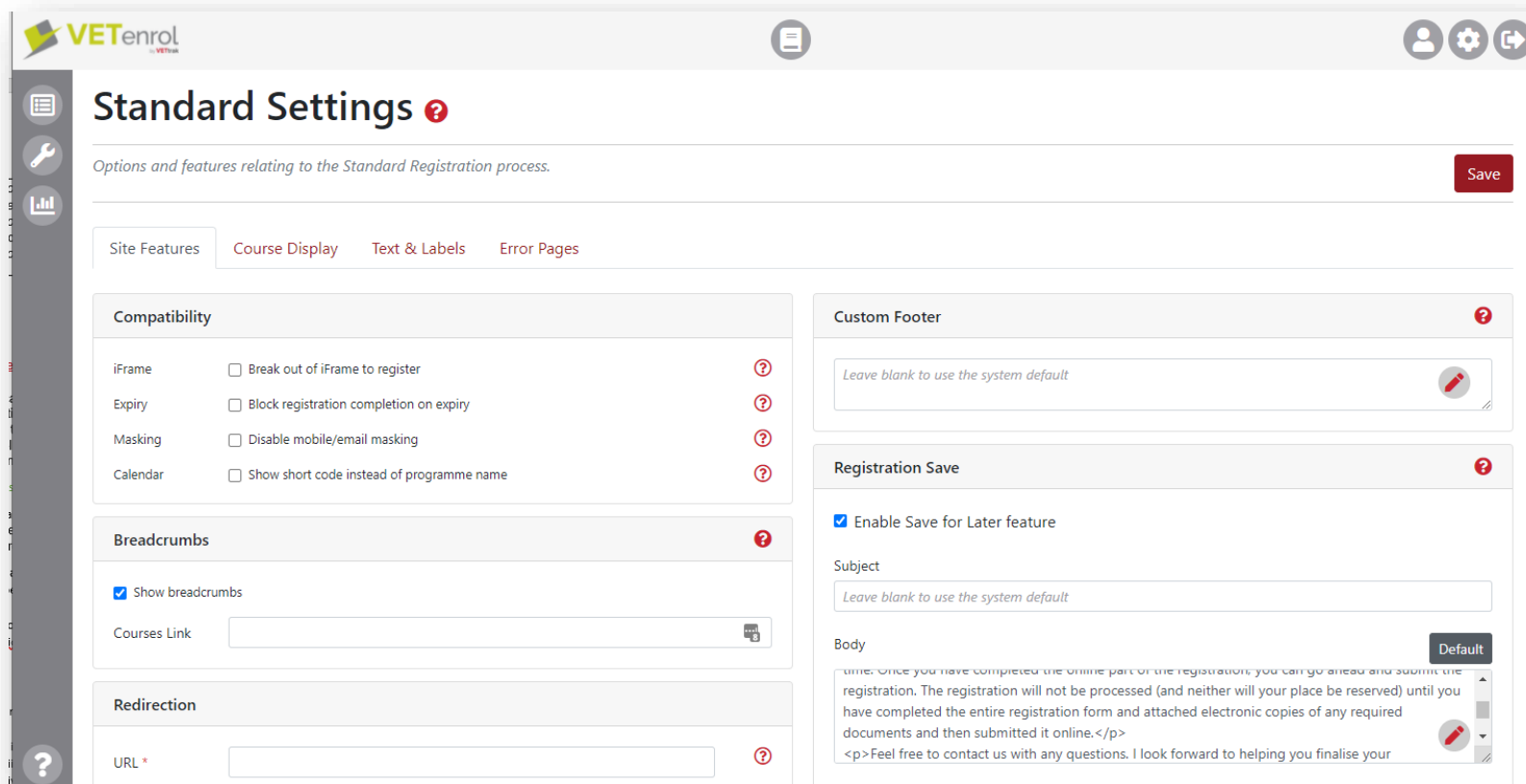




Standard **VE**Tenrol Settings

Standard Settings














A range of **Standard Settings** can be found under the **Configuration – Settings** area, within the **Admin Portal**:



The screenshot displays the 'Standard Settings' page in the VETenrol Admin Portal. The page title is 'Standard Settings' with a help icon. Below the title is a subtitle: 'Options and features relating to the Standard Registration process.' A 'Save' button is located in the top right corner. The page is divided into several sections: 'Site Features', 'Course Display', 'Text & Labels', and 'Error Pages'. The 'Course Display' section is currently active. It contains three sub-sections: 'Compatibility', 'Breadcrumbs', and 'Redirection'. The 'Compatibility' section has four checkboxes: 'Break out of iFrame to register', 'Block registration completion on expiry', 'Disable mobile/email masking', and 'Show short code instead of programme name'. The 'Breadcrumbs' section has a checkbox for 'Show breadcrumbs' and a text input for 'Courses Link'. The 'Redirection' section has a text input for 'URL'. The 'Custom Footer' section has a text input with the placeholder 'Leave blank to use the system default'. The 'Registration Save' section has a checkbox for 'Enable Save for Later feature', a text input for 'Subject' with the placeholder 'Leave blank to use the system default', and a text area for 'Body' with a 'Default' button. The 'Body' text area contains the following text: 'Once you have completed the online part of the registration, you can go ahead and submit the registration. The registration will not be processed (and neither will your place be reserved) until you have completed the entire registration form and attached electronic copies of any required documents and then submitted it online.</p><p>Feel free to contact us with any questions. I look forward to helping you finalise your'.

Standard Settings

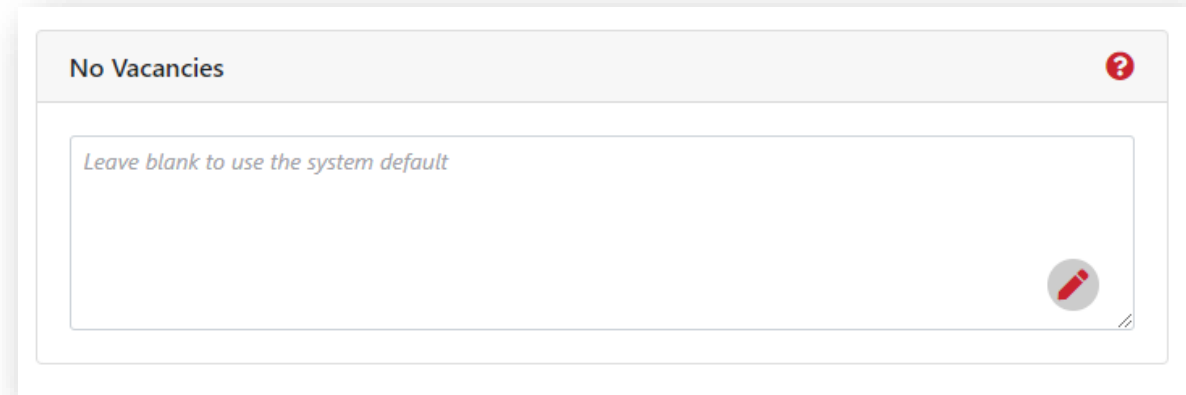
These standard settings control items such as **Site Features, Course Information Displayed** and **Text and Label** details that are present during the **Online Registration Process**.

Occurrence Details		
Dates	<input type="checkbox"/> Show registration close dates	
	<input type="checkbox"/> Show course start and end dates	
Course Code	<input type="checkbox"/> Show occurrence short code	
Vacancies	<input type="checkbox"/> Show vacancies	
Locations	<input checked="" type="checkbox"/> Hide occurrence location	
Qualification	<input type="checkbox"/> Hide qualification	
	<input type="checkbox"/> Hide qualification code from headings	
Delivery Mode	<input type="checkbox"/> Show delivery mode details	
Description	<input checked="" type="checkbox"/> Show occurrence description details	
	<input type="checkbox"/> Show occurrence description on registration steps	
Costs	<input checked="" type="checkbox"/> Show enrolment costs	
	<input checked="" type="checkbox"/> Hide costs with a zero dollar value	
Classes	<input checked="" type="checkbox"/> Show View Classes button	

Standard Settings

You can also configure any **Error Pages** that may display – customising messages to display when a user encounters a problem.

A good example of this in use, is displaying a unique message if an Occurrence no longer has any room within it for new registrations.



Let's take a closer look!

Standard Settings – Including Site Features, Course Display Text and Labels, Error Pages

Relevant Help Centre resources:

- [Headings and Text](#)
- [Save for Later](#)
- [Error Notifications](#)
- [Confirmation Page](#)





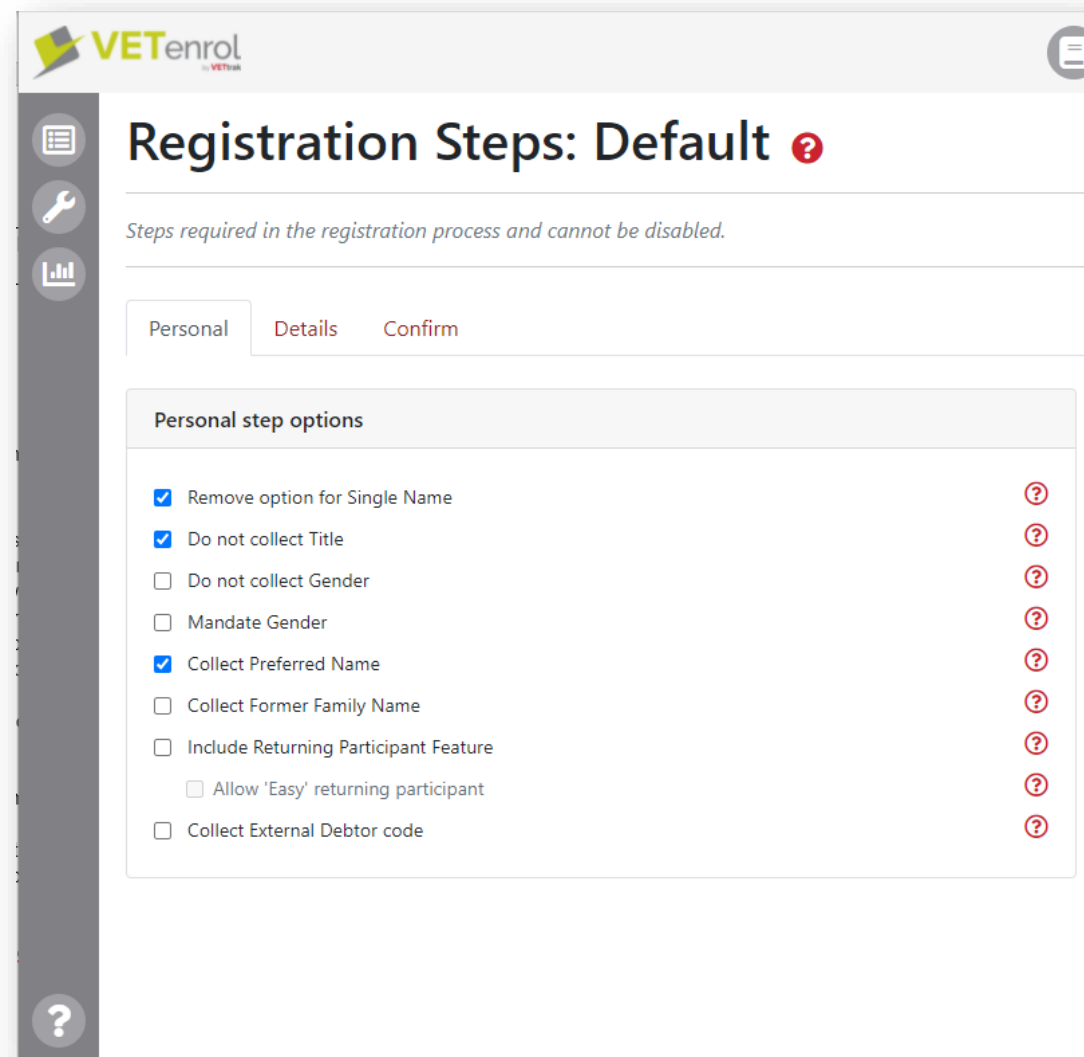
VETenrol

Configuring Enrolment / Registration Steps

Enrolment/Registration Steps

The most configurable part of VETenrol is the **Registration Process**.

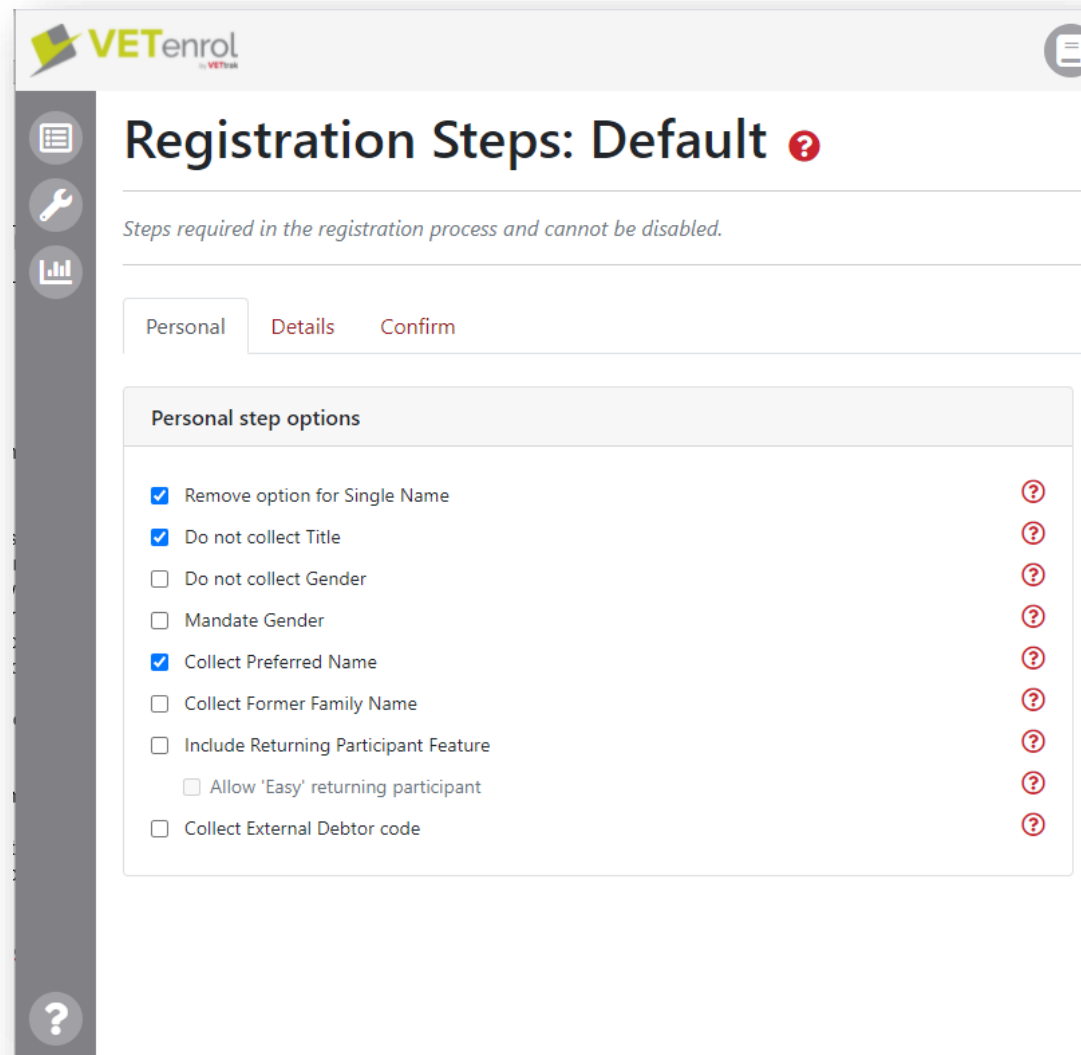
This encapsulates the online steps that a student will take to complete their registration – with a vast amount of customisable options to cater to the information you wish to capture.



Enrolment/Registration Steps

Customising this process allows you to shape the amount of admin work that is shared between the applicant completing the online registration, and your RTO staff that are responsible for overseeing it.

It also dictates how much information you are expecting to populate within your VETtrak system.



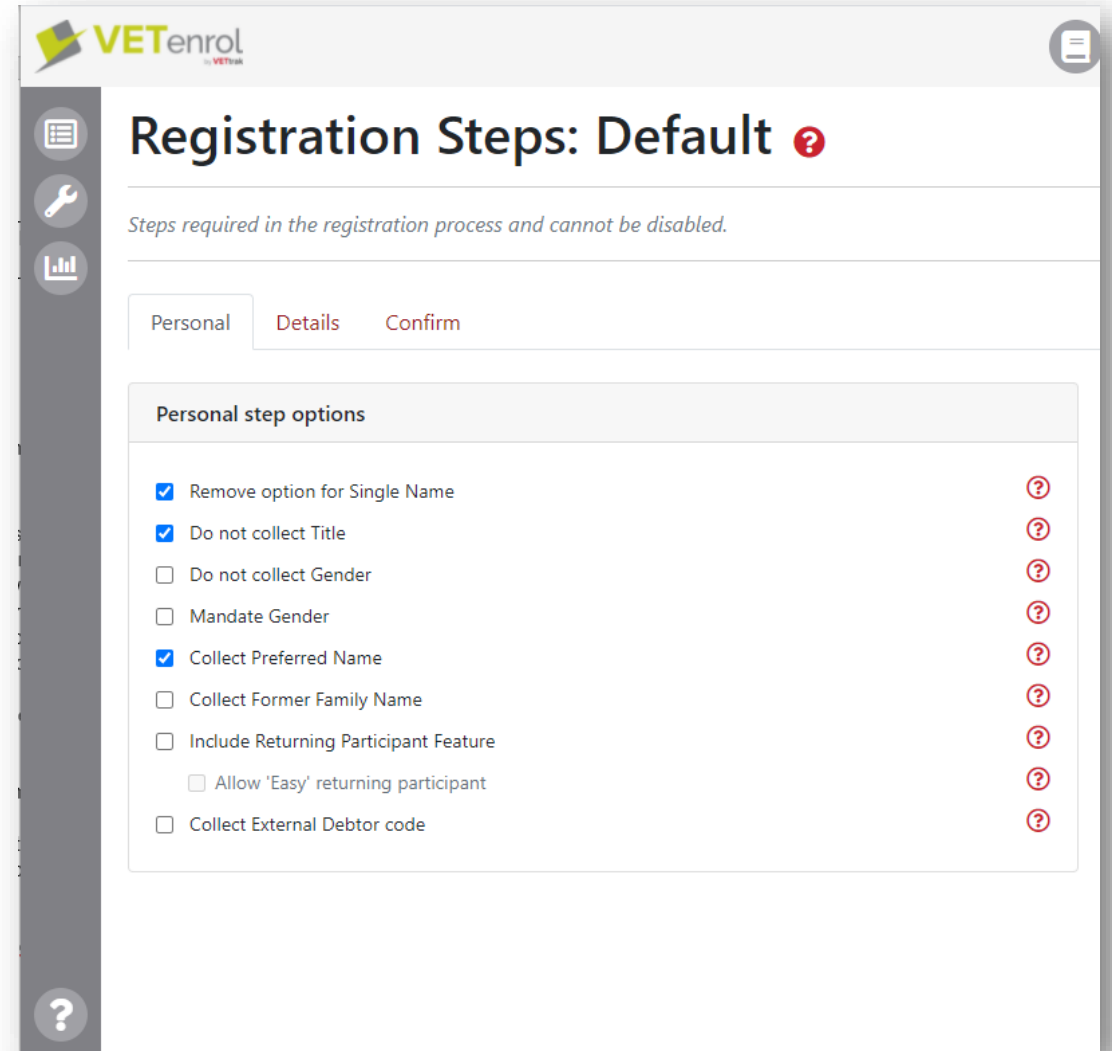
The screenshot shows the VETenrol web interface for configuring registration steps. The page title is "Registration Steps: Default" with a help icon. Below the title is a note: "Steps required in the registration process and cannot be disabled." There are three tabs: "Personal" (selected), "Details", and "Confirm". Under the "Personal" tab, there is a section titled "Personal step options" containing a list of checkboxes and their corresponding help icons:

- ☒ Remove option for Single Name ?
- ☒ Do not collect Title ?
- ☐ Do not collect Gender ?
- ☐ Mandate Gender ?
- ☒ Collect Preferred Name ?
- ☐ Collect Former Family Name ?
- ☐ Include Returning Participant Feature ?
 - ☐ Allow 'Easy' returning participant ?
- ☐ Collect External Debtor code ?

Enrolment/Registration Steps

These steps are categorised into unique sections, including:

- **Default Steps**
Essential items that cannot be disabled
- **Optional Steps**
Items that can be toggled depending on your data capture needs
- **Funding Steps**
Items referring to unique government needs, such as VET Student Loans or Smart&Skilled
- **Industry Steps**
Unique items that cater to specific industry needs, ie 'Working with Children'

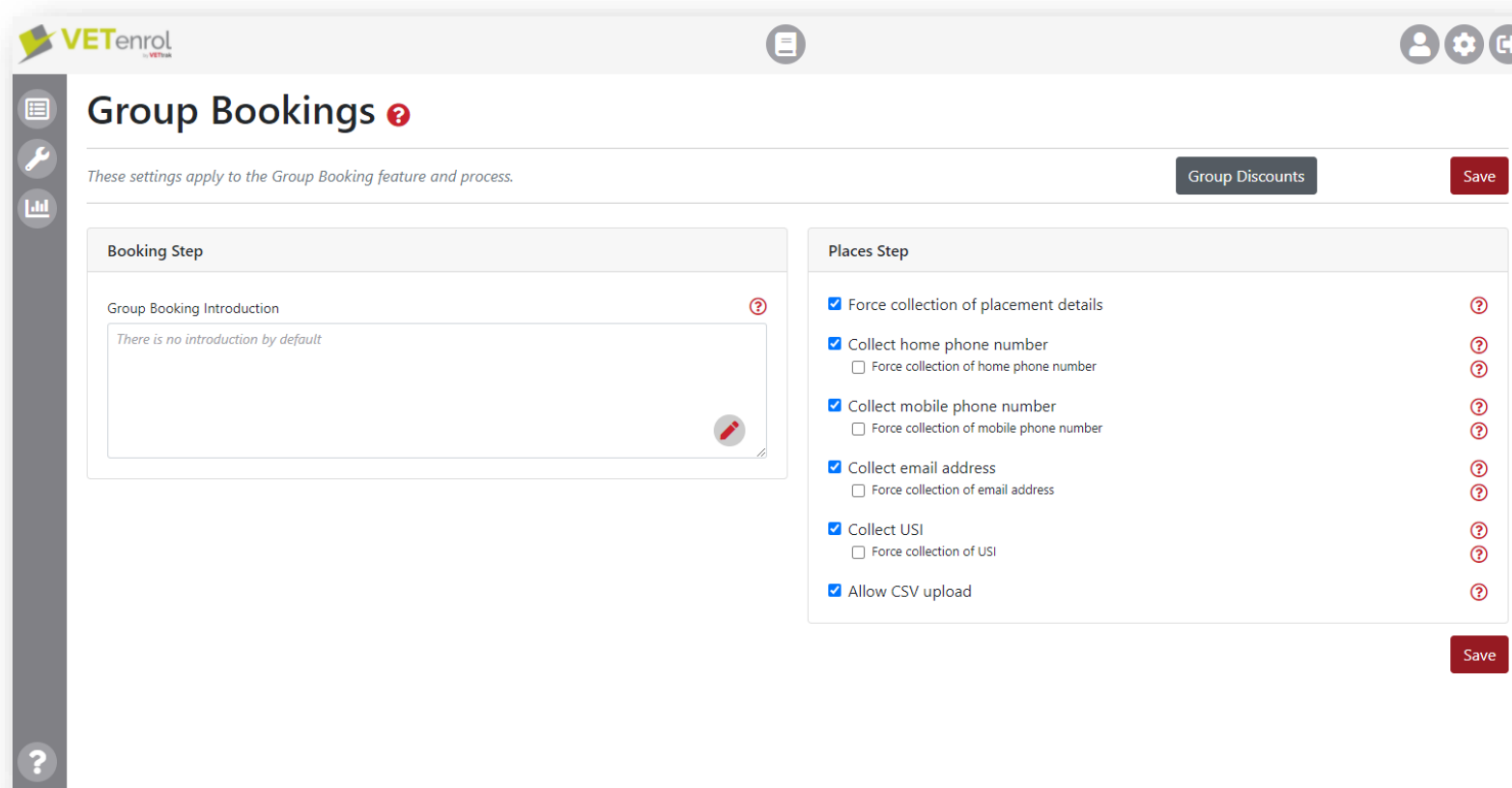


The screenshot shows the VETenrol web interface for configuring registration steps. The page title is 'Registration Steps: Default' with a help icon. Below the title is a note: 'Steps required in the registration process and cannot be disabled.' There are three tabs: 'Personal' (selected), 'Details', and 'Confirm'. Under the 'Personal' tab, there is a section titled 'Personal step options' containing a list of checkboxes and their corresponding help icons:

Option	Help Icon
<input checked="" type="checkbox"/> Remove option for Single Name	?
<input checked="" type="checkbox"/> Do not collect Title	?
<input type="checkbox"/> Do not collect Gender	?
<input type="checkbox"/> Mandate Gender	?
<input checked="" type="checkbox"/> Collect Preferred Name	?
<input type="checkbox"/> Collect Former Family Name	?
<input type="checkbox"/> Include Returning Participant Feature	?
<input type="checkbox"/> Allow 'Easy' returning participant	?
<input type="checkbox"/> Collect External Debtor code	?

Group Bookings

There are also unique settings that can be applied to Group/Bulk registrations where a company may submit a group of learners:



The screenshot shows the VETenrol Group Bookings settings page. The page has a header with the VETenrol logo and a sidebar with navigation icons. The main content area is titled "Group Bookings" and contains two sections: "Booking Step" and "Places Step".

Booking Step

Group Booking Introduction ?

There is no introduction by default

Places Step

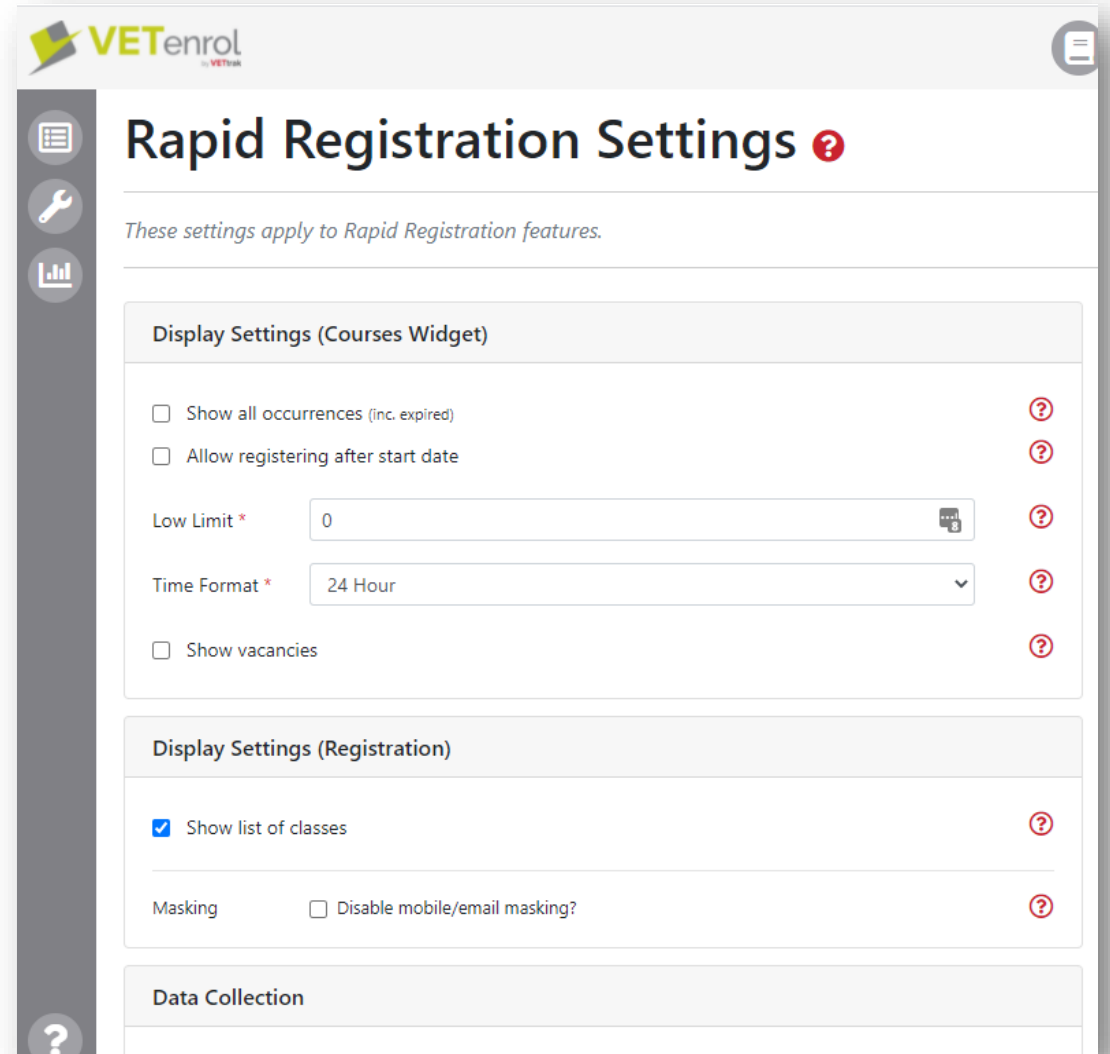
- ☒ Force collection of placement details ?
- ☒ Collect home phone number ?
 - ☐ Force collection of home phone number ?
- ☒ Collect mobile phone number ?
 - ☐ Force collection of mobile phone number ?
- ☒ Collect email address ?
 - ☐ Force collection of email address ?
- ☒ Collect USI ?
 - ☐ Force collection of USI ?
- ☒ Allow CSV upload ?

Buttons: Group Discounts, Save, Save

Rapid Registration

If you wish to capture short-hand information for the sake of **rapidly** enrolling students, the configuration of **Rapid Registration** allows you to do so.

Rapid Registration will target minimal essential information to establish a registration via a condensed process.



The screenshot shows the VETenrol Rapid Registration Settings page. The page has a sidebar with icons for a menu, settings, and a help icon. The main content area is titled "Rapid Registration Settings" with a help icon. Below the title, a note states "These settings apply to Rapid Registration features." The settings are organized into three sections: "Display Settings (Courses Widget)", "Display Settings (Registration)", and "Data Collection".

Display Settings (Courses Widget)

- ☐ Show all occurrences (inc. expired) ?
- ☐ Allow registering after start date ?
- Low Limit * 0 ?
- Time Format * 24 Hour ?
- ☐ Show vacancies ?

Display Settings (Registration)

- ☒ Show list of classes ?
- Masking ☐ Disable mobile/email masking? ?

Data Collection

Let's take a closer look!

Registration Steps, Group Bookings

Relevant Help Centre resources:

- [Registration Settings](#)
- [Registration Settings: Group Bookings](#)







VETenrol: Custom Content




Custom Steps

There are tools that allow a VETenrol user to collect **custom information** that may not be natively available in VETenrols registration steps.

This can cater to bespoke information that suits your RTO or industry.









Custom Step

The custom step during the registration process supports the asking of customised sets of questions. These apply to the Standard and Rapid registration processes.

Question Set 

Heading

Description


































Type

Apply to all programmes and occurrences

New

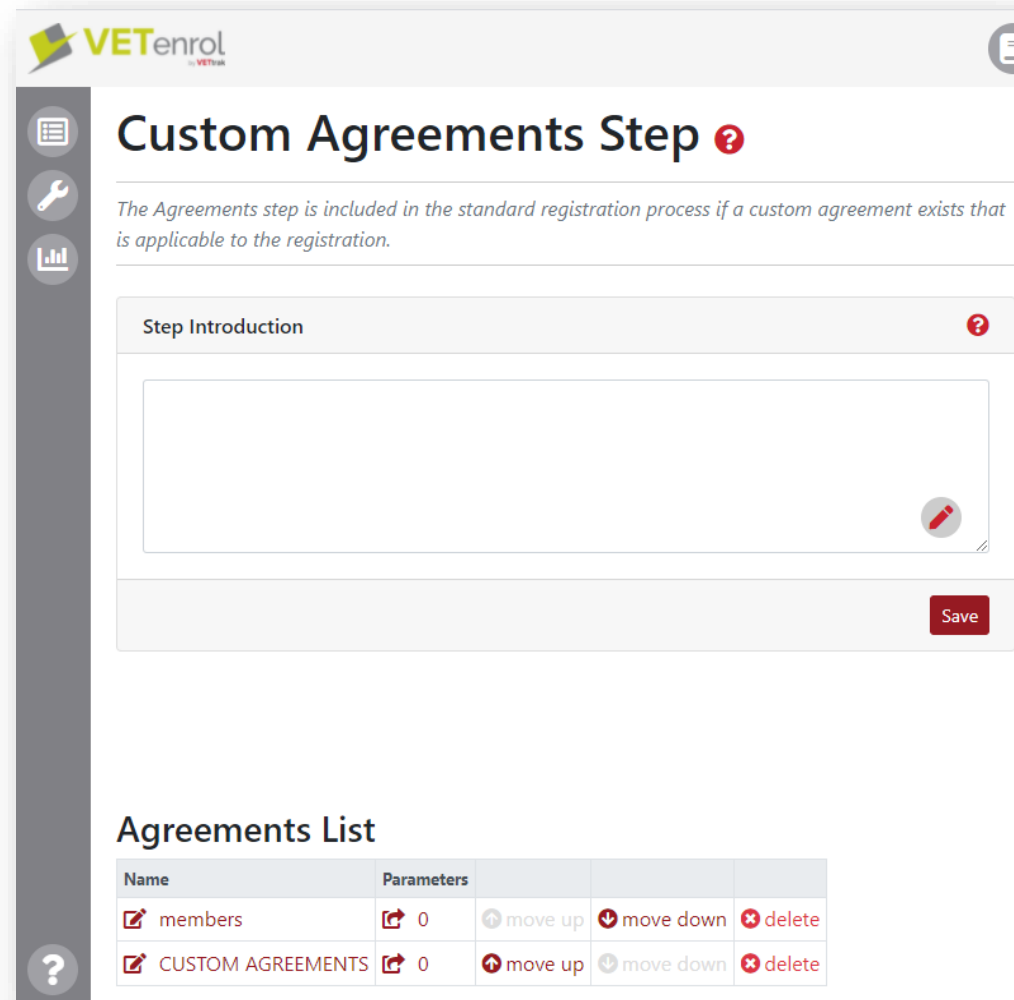
Save

Heading	Applies to	Questions					
 Support Questions	All	 4	 move up	 move down	 duplicate	 preview	 delete
 Members	 Selected	 3	 move up	 move down	 duplicate	 preview	 delete
 Bread	 Selected	 2	 move up	 move down	 duplicate	 preview	 delete
 Pre-Training Review	 Selected	 4	 move up	 move down	 duplicate	 preview	 delete











Custom Agreements

Within **VETenrol** you can customise agreement information to be displayed to your applicants.

This can be configured for specific registrations or just particular programmes on offer.



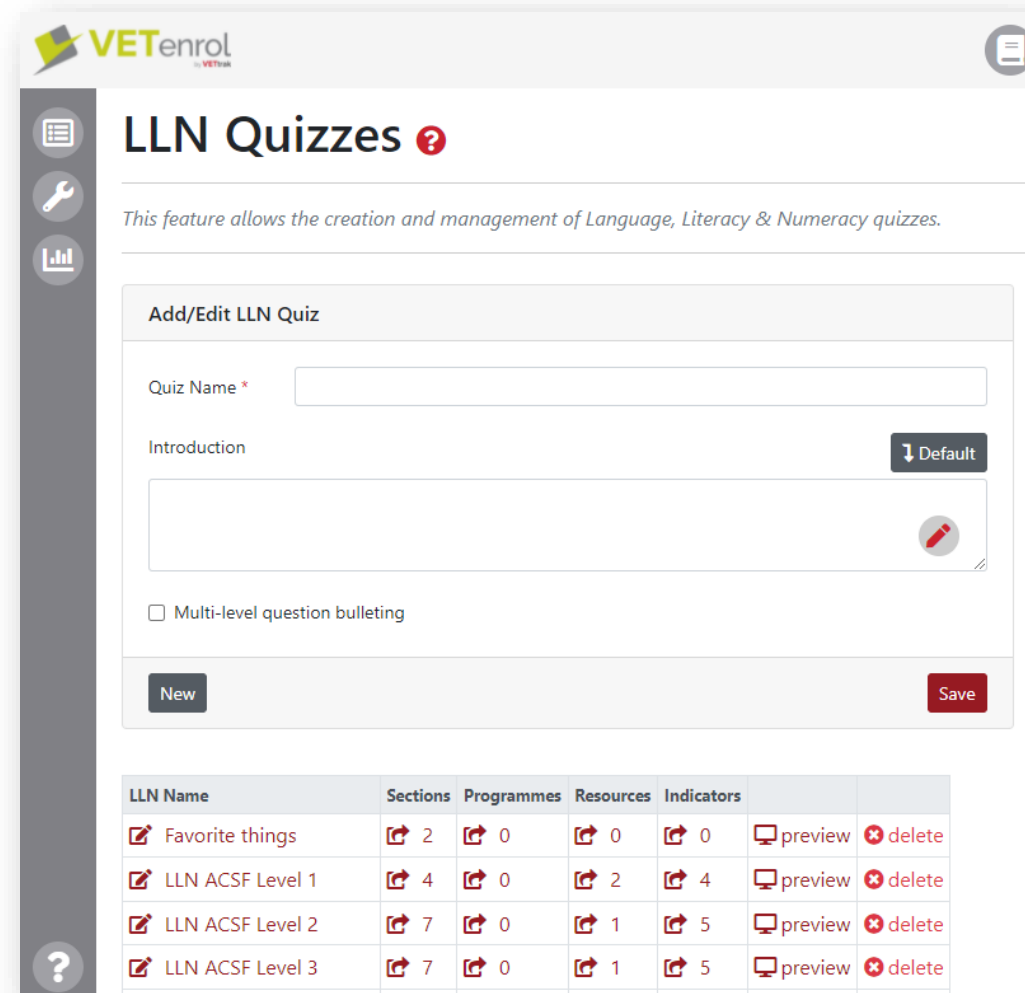
The screenshot shows the 'Custom Agreements Step' configuration page in the VETenrol system. The page has a sidebar with icons for a menu, settings, and analytics. The main content area is titled 'Custom Agreements Step' with a help icon. Below the title is a descriptive text: 'The Agreements step is included in the standard registration process if a custom agreement exists that is applicable to the registration.' The main section is 'Step Introduction', which contains a large text input field and a 'Save' button. At the bottom, there is an 'Agreements List' table.

Name	Parameters			
 members	 0	 move up	 move down	 delete
 CUSTOM AGREEMENTS	 0	 move up	 move down	 delete





























Language, Literacy, Numeracy – LLN Quizzes

The administration panel also allows the creation and management of LLN Quiz options for your registration processes.

These can be assigned on a per-programme basis, allowing you to target the training offerings that require additional support.



The screenshot shows the VETenrol LLN Quizzes administration interface. It includes a sidebar with navigation icons, a main header with the VETenrol logo and a menu icon, and a content area titled 'LLN Quizzes' with a help icon. Below the title is a descriptive sentence: 'This feature allows the creation and management of Language, Literacy & Numeracy quizzes.' The main content area has a section for 'Add/Edit LLN Quiz' with a 'Quiz Name' input field, an 'Introduction' text area with a 'Default' button, and a 'Multi-level question bulleting' checkbox. At the bottom of this section are 'New' and 'Save' buttons. Below the form is a table listing existing quizzes.

LLN Name	Sections	Programmes	Resources	Indicators		
 Favorite things	 2	 0	 0	 0	 preview	 delete
 LLN ACSF Level 1	 4	 0	 2	 4	 preview	 delete
 LLN ACSF Level 2	 7	 0	 1	 5	 preview	 delete
 LLN ACSF Level 3	 7	 0	 1	 5	 preview	 delete

Let's take a closer look!

Custom Steps, Custom Agreements, LLN Quizzes

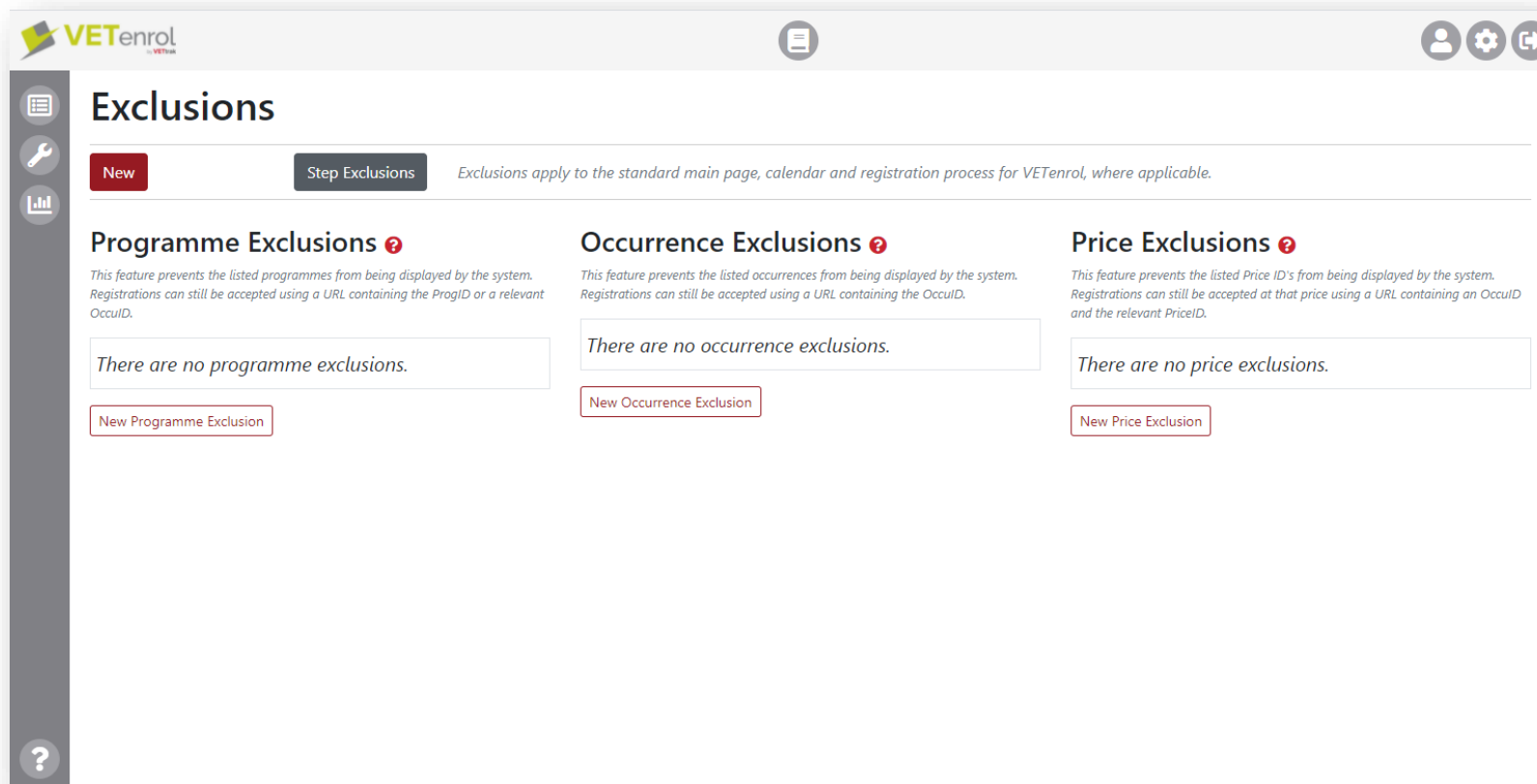
Relevant Help Centre resources:

- [Custom Forms](#)
- [Custom Agreements](#)
- [Language, Literacy & Numeracy Quizzes \(LLNs\)](#)



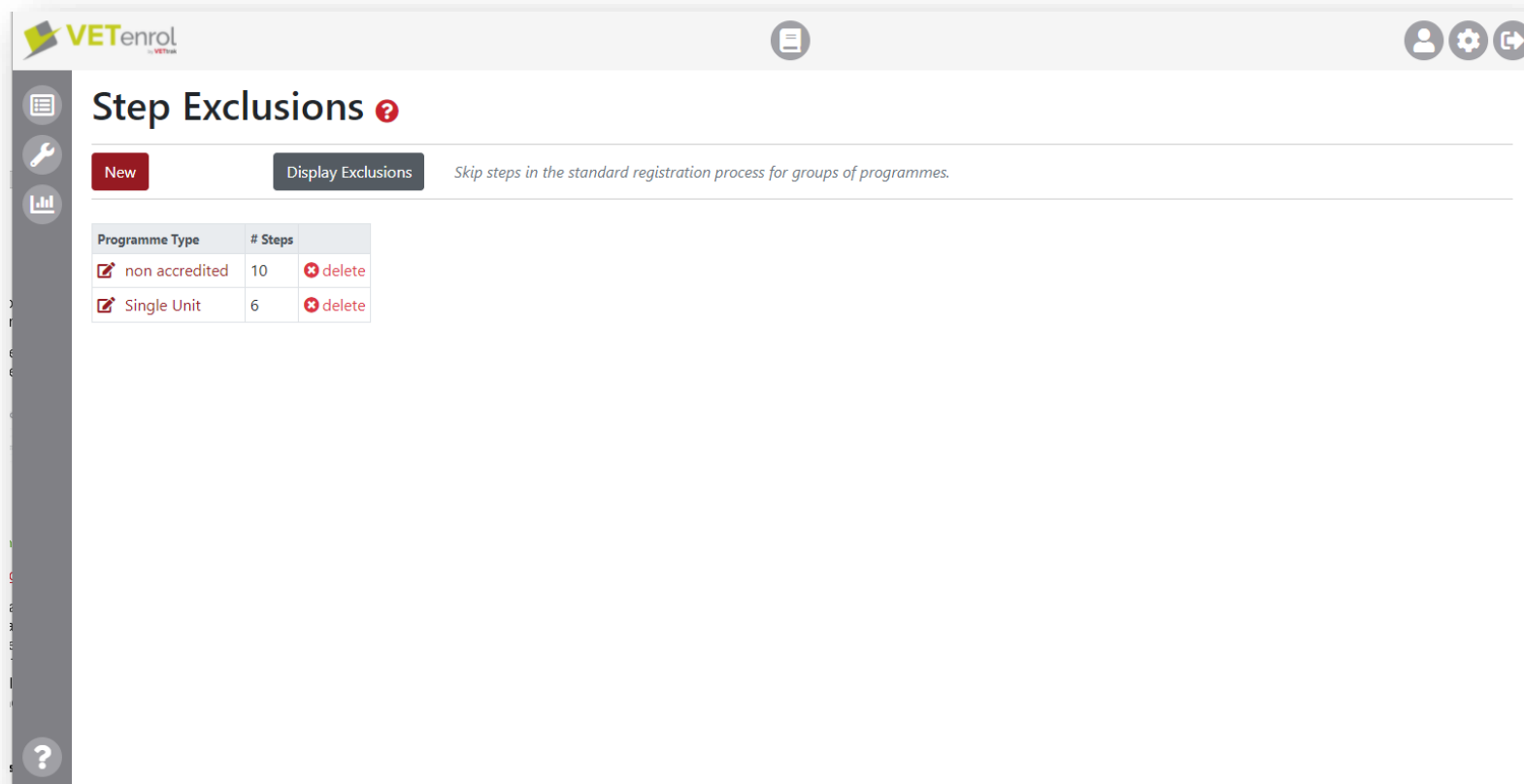
Exclusions

If you require, you can exclude specific Programmes/Prices or Occurrences to be obscured from your **VETenrol** instance.



Step Exclusions

There are also options allowing you to create exclusions to Steps within your registration process where required.



The screenshot shows the VETenrol web application interface for managing Step Exclusions. The header includes the VETenrol logo, a menu icon, and user settings icons. The main title is "Step Exclusions" with a help icon. Below the title are buttons for "New" and "Display Exclusions", followed by a descriptive text: "Skip steps in the standard registration process for groups of programmes." A table lists the current exclusions:

Programme Type	# Steps	
<input checked="" type="checkbox"/> non accredited	10	delete
<input checked="" type="checkbox"/> Single Unit	6	delete

Let's take a closer look!

Exclusions, Step Exclusions

Relevant Help Centre resources:

- [List Exclusions](#)
- [Step Exclusions](#)
- [Occurrence Exclusions](#)

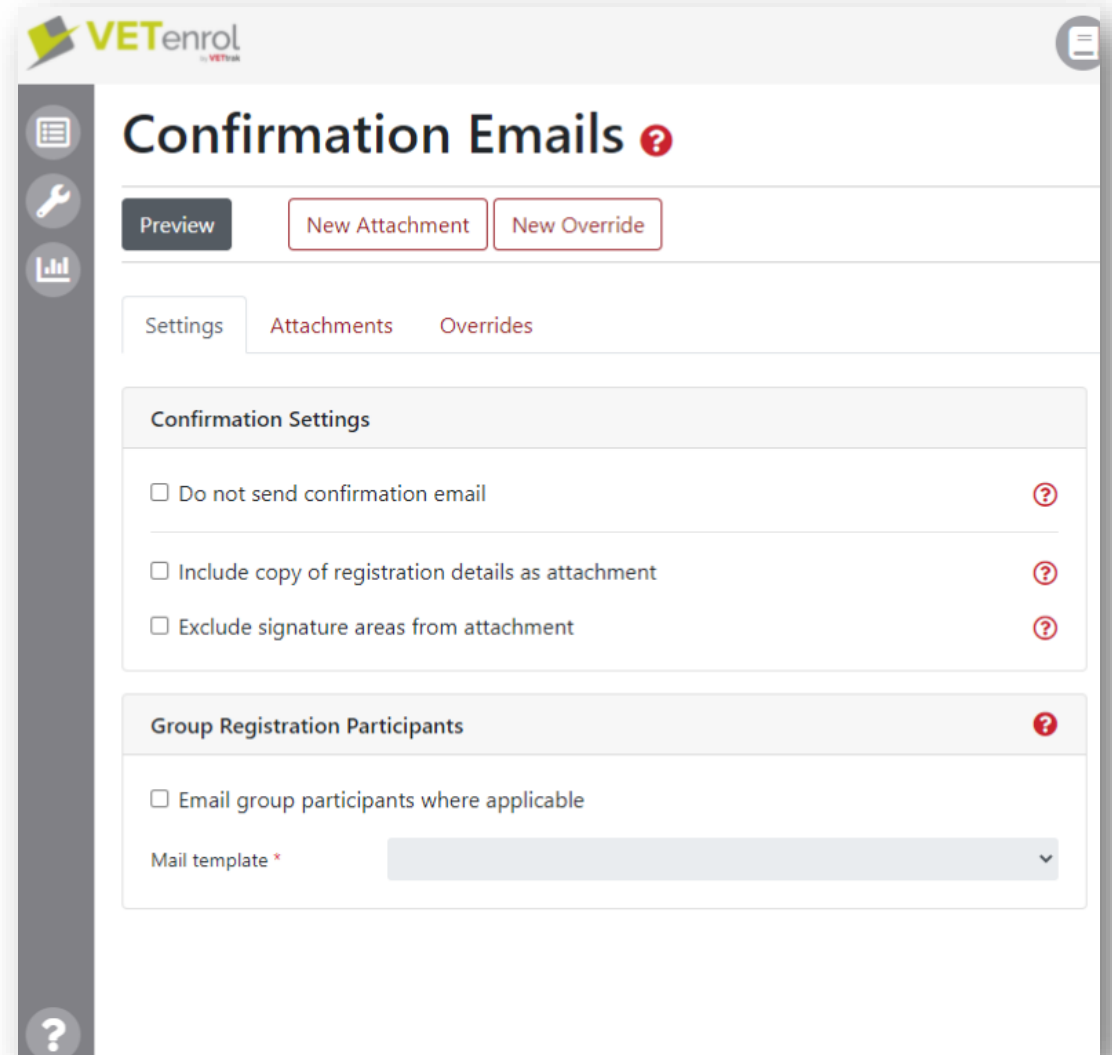


The background features a dark, monochromatic image of a laptop. A person's hands are visible at the bottom, typing on the keyboard. Numerous white-outlined envelope icons of various sizes are scattered across the upper half of the image, appearing to float or be sent from the laptop screen.

VETenrol: Email and Admin Preferences

Confirmation Email

If you have configured VETenrol to make use of your Mail Server settings, you can format **Confirmation Emails** to be sent after a registration is completed.



The screenshot shows the VETenrol web interface for managing Confirmation Emails. The page has a sidebar with icons for a menu, settings (wrench), and analytics (bar chart). The main header includes the VETenrol logo and a help icon. The title is "Confirmation Emails" with a red question mark icon. Below the title are three buttons: "Preview" (dark grey), "New Attachment" (red outline), and "New Override" (red outline). A tabbed interface shows "Settings" (active), "Attachments", and "Overrides". The "Settings" tab contains two sections: "Confirmation Settings" and "Group Registration Participants". The "Confirmation Settings" section has three checkboxes, each with a red question mark icon: "Do not send confirmation email", "Include copy of registration details as attachment", and "Exclude signature areas from attachment". The "Group Registration Participants" section has one checkbox "Email group participants where applicable" and a "Mail template" dropdown menu with a red asterisk indicating it is required. A red question mark icon is also present in the bottom left corner of the sidebar.

VETenrol

Confirmation Emails ?

Preview New Attachment New Override

Settings Attachments Overrides

Confirmation Settings

- ☐ Do not send confirmation email ?
- ☐ Include copy of registration details as attachment ?
- ☐ Exclude signature areas from attachment ?

Group Registration Participants ?

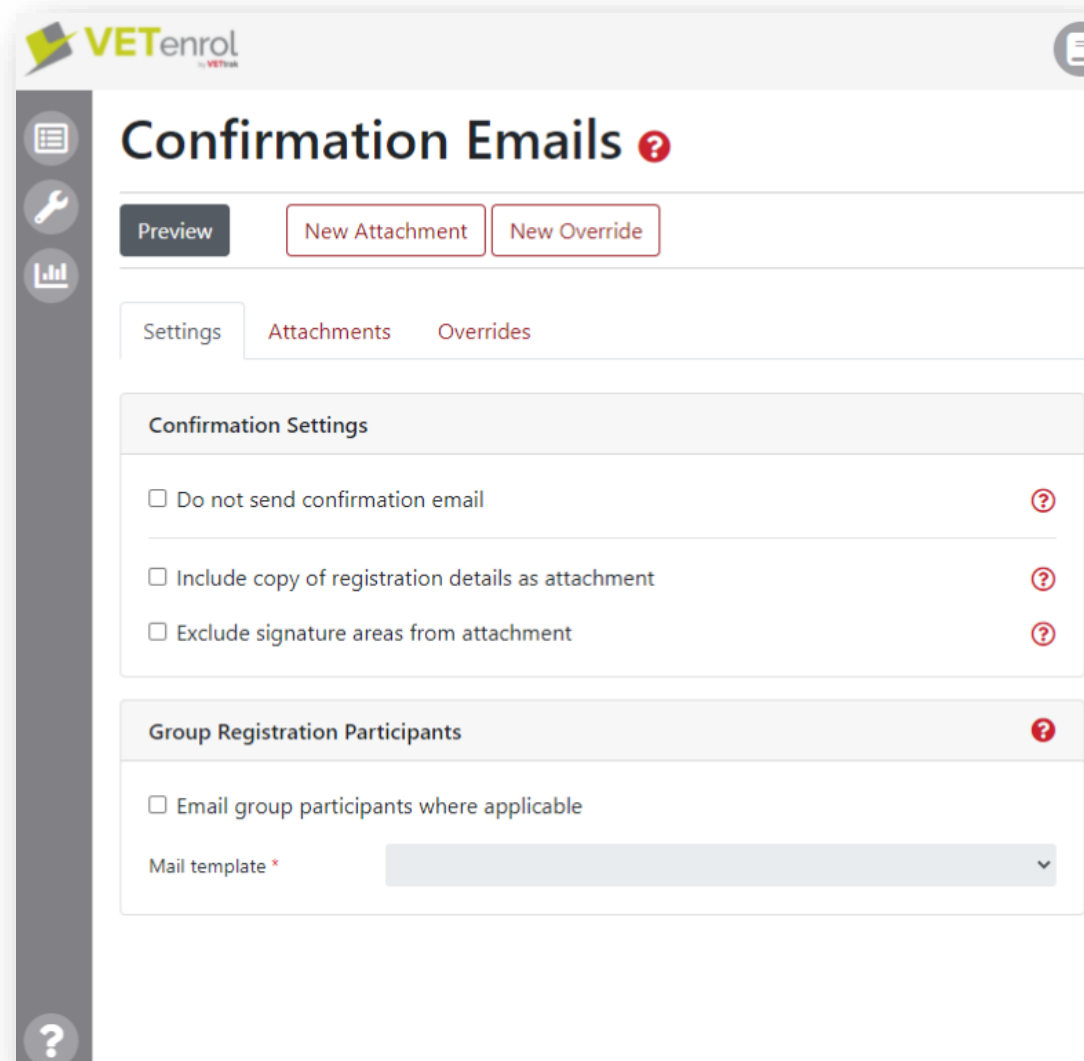
- ☐ Email group participants where applicable

Mail template *

Confirmation Email

If you have configured VETenrol to make use of your Mail Server settings, you can format **Confirmation Emails** to be sent after a registration is completed.

These can be set up in a way that their sending is automated, reducing the amount of admin work needed for initial student contact!



The screenshot shows the VETenrol web interface for managing Confirmation Emails. The page has a sidebar with icons for a menu, settings, and analytics. The main content area is titled "Confirmation Emails" with a help icon. Below the title are three buttons: "Preview", "New Attachment", and "New Override". There are three tabs: "Settings" (active), "Attachments", and "Overrides". The "Settings" tab contains two sections: "Confirmation Settings" and "Group Registration Participants". The "Confirmation Settings" section has three checkboxes: "Do not send confirmation email", "Include copy of registration details as attachment", and "Exclude signature areas from attachment". The "Group Registration Participants" section has one checkbox: "Email group participants where applicable". At the bottom, there is a "Mail template" dropdown menu with a red asterisk indicating it is required. A help icon is also present in the bottom left corner of the sidebar.

VETenrol

Confirmation Emails ?

Preview New Attachment New Override

Settings Attachments Overrides

Confirmation Settings

- ☐ Do not send confirmation email ?
- ☐ Include copy of registration details as attachment ?
- ☐ Exclude signature areas from attachment ?

Group Registration Participants ?

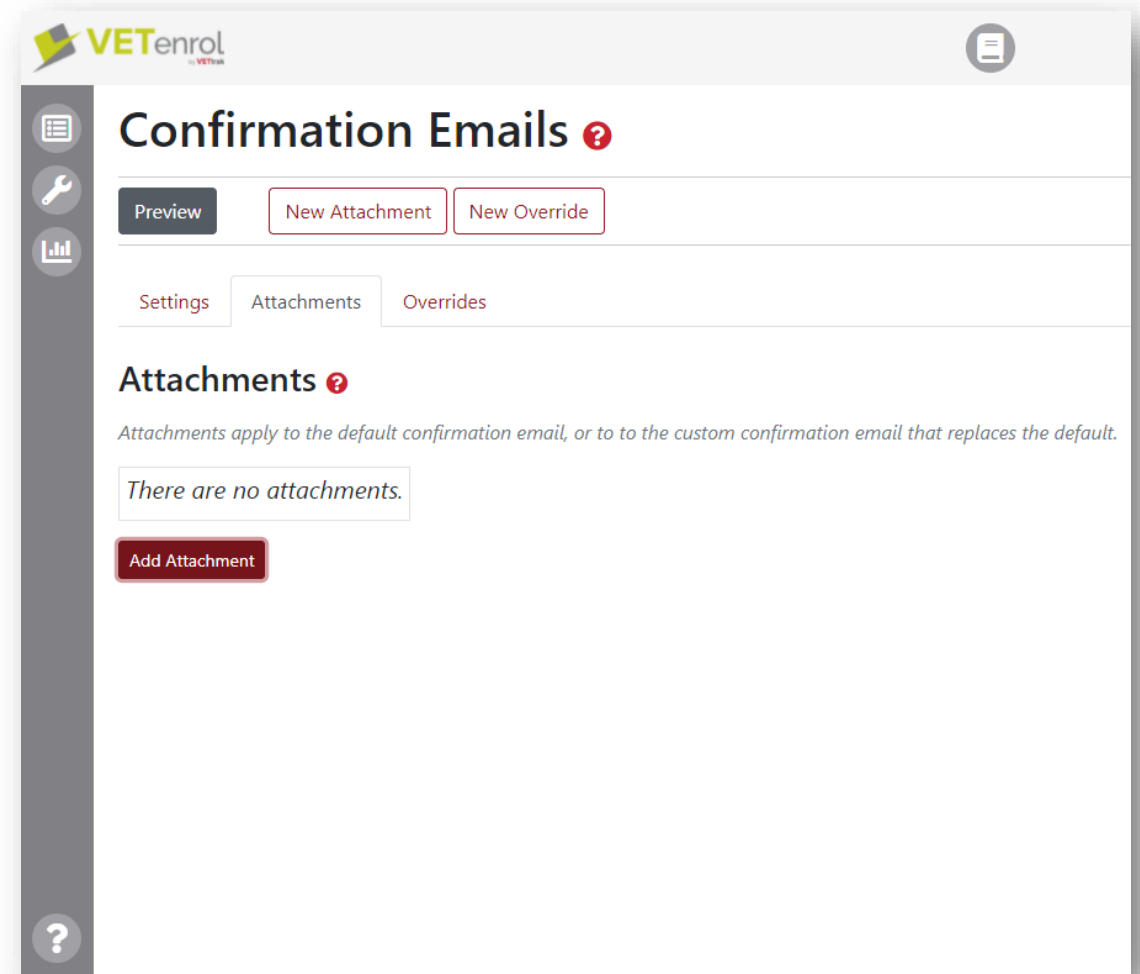
- ☐ Email group participants where applicable

Mail template *

Attachments

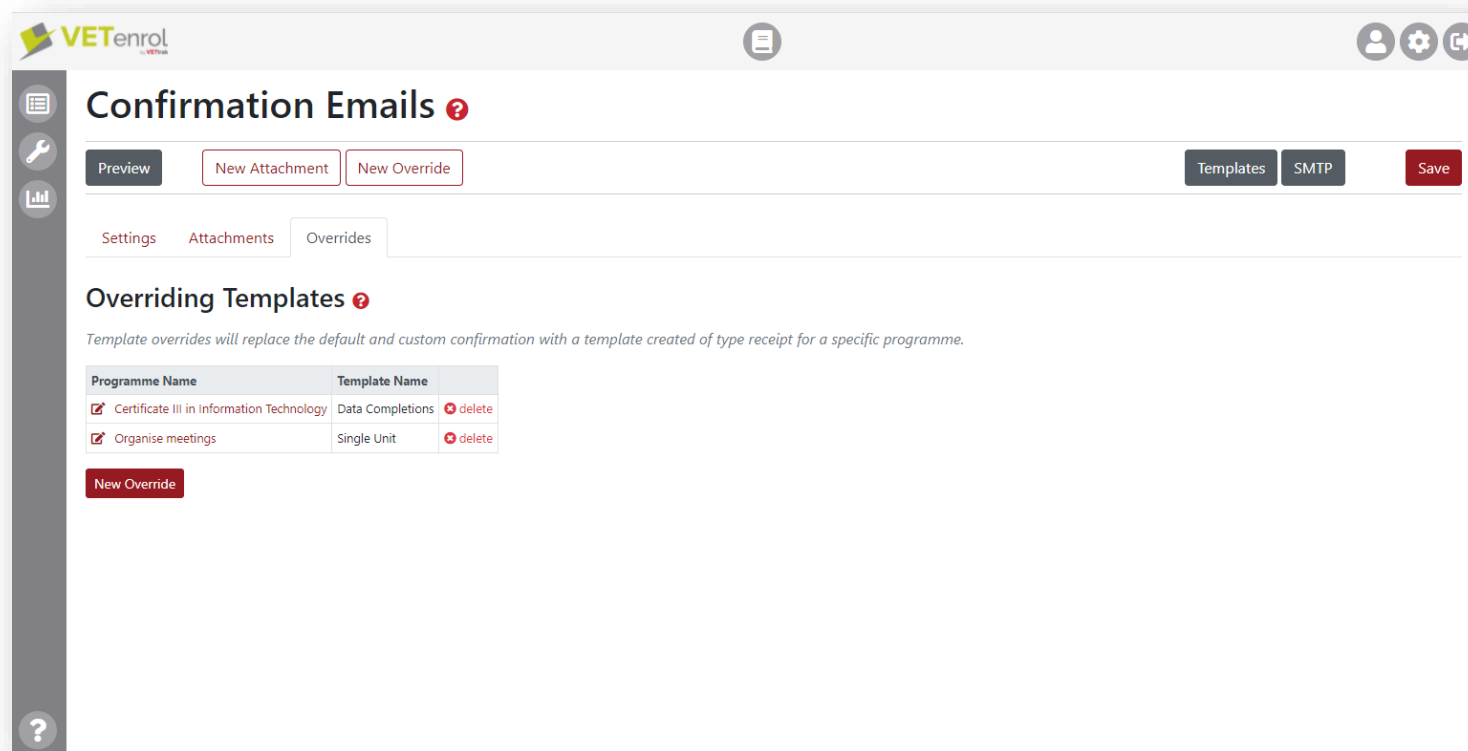
You can also easily configure specific attachments for student contact – providing access to electronic files that are relevant to the registration.

These files can even be associated with specific **Programmes** or **Occurrences** – even **Location** specific items can be configured.



Override Templates

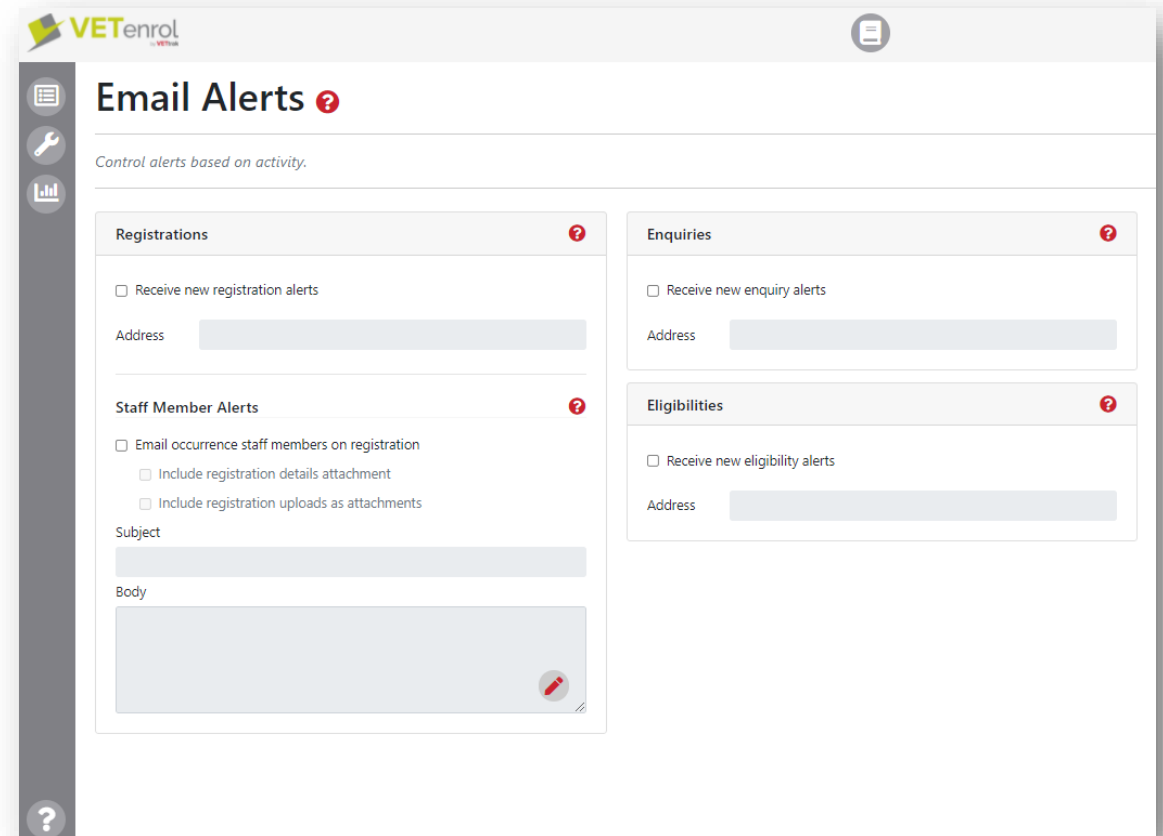
Override template can be used to replace default confirmation emails – configured to suit specific programmes, etc.



Email Alerts

Confirmation emails are all well and good, but there is also a need to be made aware of particular triggers within your VETenrol environment – such as alerting Admin staff about new registrations.

Email Alerts address this need by providing some configurable options to facilitate your own alert template.



The screenshot displays the 'Email Alerts' configuration interface within the VETenrol system. The page features a sidebar with navigation icons and a main content area with the title 'Email Alerts' and a subtitle 'Control alerts based on activity.' The configuration is organized into three columns:

- Registrations:** Includes a checkbox for 'Receive new registration alerts' and an 'Address' input field.
- Staff Member Alerts:** Includes a checkbox for 'Email occurrence staff members on registration', two sub-checkboxes for 'Include registration details attachment' and 'Include registration uploads as attachments', and text input fields for 'Subject' and 'Body'.
- Enquiries:** Includes a checkbox for 'Receive new enquiry alerts' and an 'Address' input field.
- Eligibilities:** Includes a checkbox for 'Receive new eligibility alerts' and an 'Address' input field.

Each section has a red question mark icon in its top right corner. A red pencil icon is located at the bottom right of the 'Body' text area.

Let's take a closer look!

Email Admin, Templates, Overrides and Alerts

Relevant Help Centre resources:

- [The Alerts & Notifications page](#)
- [Email Templates](#)
- [Confirmation Email](#)
- [Registration Receipts](#)
- [Special Variables in VETenrol](#)





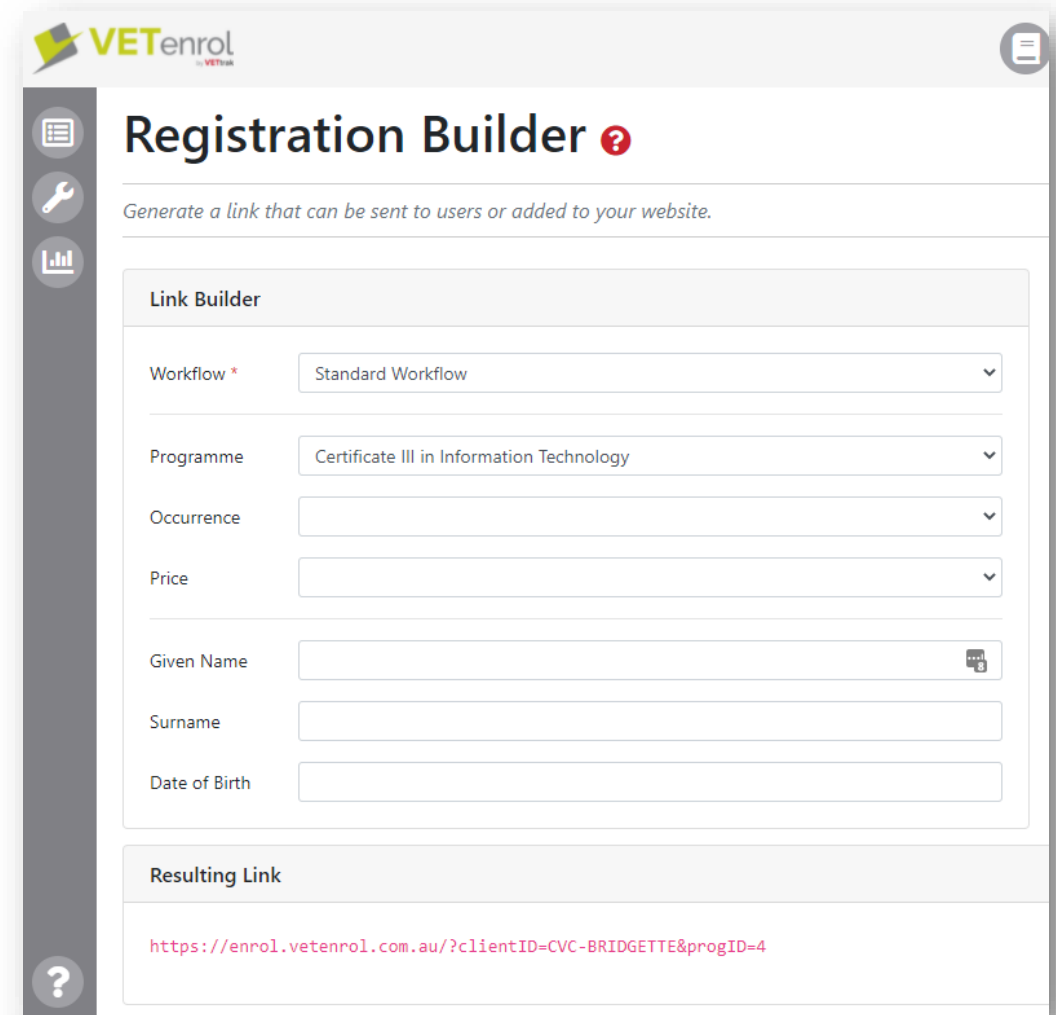
VETenrol: Tools

Registration Builder

The **Registration Builder** is available within the **Client Admin** section of the **VETenrol** Admin Portal.

It provides a simplified method of creating a registration link through a series of simple drop-down menus.

Select the relevant training offering, and further customise it to cater to a targeted prospective student by adding both **Name** and **Date of Birth** details.



The screenshot shows the VETenrol Registration Builder interface. The header includes the VETenrol logo and a help icon. The main title is "Registration Builder" with a red question mark icon. Below the title is a subtitle: "Generate a link that can be sent to users or added to your website." The interface is divided into two main sections: "Link Builder" and "Resulting Link".





Link Builder

- Workflow ***: Standard Workflow (dropdown menu)
- Programme**: Certificate III in Information Technology (dropdown menu)
- Occurrence**: (dropdown menu)
- Price**: (dropdown menu)
- Given Name**: (text input field with a user icon)
- Surname**: (text input field)
- Date of Birth**: (text input field)

Resulting Link

<https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&progID=4>

This function provides a simplified method of creating an **Eligibility Link**. By choosing the desired form and outcomes, generate a link that can be sent to users or added to your website.

Eligibility Builder ?

Generate a link that can be sent to users or added to your website.

Eligibility Form

ACT MFA Funding Eligibility Test

▼

Question	No Outcome	No Option	Yes Outcome	Yes Option
Do you perform at least 80% of your work in the building and construction industry in the ACT?	Non-Member and Not eligible for member discount or MFA Funding	Contact Form	Non-Member but eligible for Training Fund Authority funding.	Contact Form
Do you perform at least 80% of your work in the building and construction industry in the ACT?	Eligible for Member discount.	Contact Form	Member Rate and eligible for Training Fund Authority funding.	Contact Form
Do you work in or in connection with the building and construction industry in the ACT?	Eligible for Member discount.	Contact Form		
Do you work in or in connection with the building and construction industry in the ACT?	Non-Member and Not eligible for member discount or MFA Funding	Contact Form		

Result


<https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=Eligibility.aspx&eID=23&o=&yt=&yo=&yc=&yp=&yf=&nt=&no=&nc=&np=&nf=>




copy




Eligibility Name

Links

Unsurprisingly, the **Links** functionality allows you to catalogue specific helpful links to be used across your website, or to be sent to your learners!































Links

Various links available for VETenrol.

Title	URL	
 Standard Link	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE	 copy
 Calendar with Categories	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=calendar.aspx	 copy
 Calendar with Course List	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=kalendar.aspx	 copy
 Category View	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=categoryview.aspx	 copy
 Schedule View	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=schedule.aspx	 copy
 Search	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&page=search.aspx&altCSS=1	 copy
 Enrol into a specific class from an occurrence	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=register.aspx	 copy
 Data Completion Link (replace XXXX with VETtrak enro_id)	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=completeregistration.aspx&elD=XXXX	 copy
 Rapid Registrations: Courses	https://enrol.vetenrol.com.au/?clientID=CVC-BRIDGETTE&page=courses.aspx	 copy
 Course Enquiry Widget	https://enrol.vetenrol.com.au/CourseEnquiry?clientID=CVC-BRIDGETTE	 copy
 Award Verification Service	https://enrol.vetenrol.com.au/VerifyAward?clientID=CVC-BRIDGETTE	 copy
 Useful URL Parameters	https://customer.vettrak.com.au/hc/en-us/articles/219809528-URL-Querystring-Parameters-for-VETenrol	 copy

API Summary

Within the **Reports** section, you can access an **API Summary** – which will list all the **Programmes** and **Occurrences** returned by the **VETtrak** API. Very useful for obtaining **Names** and **IDs** within **VETenrol**!

API Summary ?

A list of programmes and occurrences returned by the VETtrak API.

Workflow

Standard enrolment

☐ Include ALT CSS

☒ Show all occurrences

Programme Name	Programme Type	Price Name	Amount	Programme ID	Occurrence ID	Short Code	Price ID	Start Date	End Date	Location Code	Qualification Code	Vacancies	Auto	URL
Certificate III in Information Technology	Qualification			4										https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&progid=4
Certificate III in Information Technology	Qualification			4	146			1/07/2021	30/07/2021	4000	ICT30120	7	False	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=146
Certificate III in Information Technology	Qualification	Course Fee	\$66.66	4	146		1 (Course Fee)	1/07/2021	30/07/2021	4000	ICT30120	7	False	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=146&priceid=1
Certificate III in Information Technology	Qualification			4	197			1/08/2021	30/08/2021	4000	ICT30120	9998	False	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=197
Certificate III in Information Technology	Qualification	Course Fee	\$456.32	4	197		1 (Course Fee)	1/08/2021	30/08/2021	4000	ICT30120	9998	False	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=197&priceid=1
Organise meetings	Single Unit			6										https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&progid=6
Organise meetings	Single Unit			6	147			1/07/2021	2/07/2021	7000		5	True	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=147
Organise meetings	Single Unit	Member	\$10.00	6	147		10 (Member)	1/07/2021	2/07/2021	7000		5	True	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=147&priceid=10
Organise meetings	Single Unit			6	177			19/07/2021	25/07/2021	7000		46	False	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=177
Organise meetings	Single Unit	Member	\$50.00	6	177		10 (Member)	19/07/2021	25/07/2021	7000		46	False	https://enrol.vetenrol.com.au/?clientid=CVC-BRIDGETTE&occid=177&priceid=10

Let's take a closer look!

Registration Builder, Eligibility Builder, Links and API Summary.

Relevant Help Centre resources:

- [Using the Summary Report](#)
- [VETenrol Links for your Website](#)
- [Registration Builder](#)
- [Eligibilities](#)

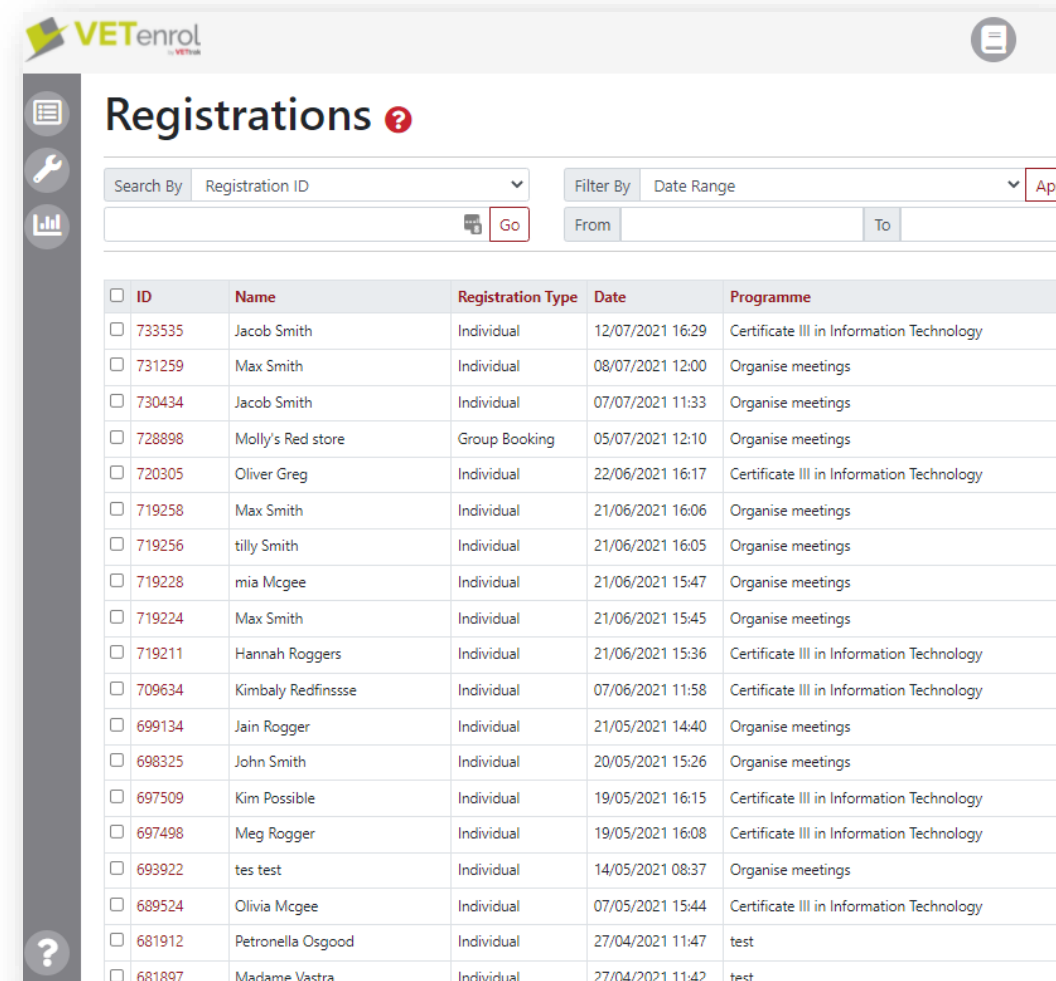




VETenrol: Activity

Viewing Registrations within VETenrol

Within the **Client Admin** area, you can view the **Activity > Registrations** area, displaying a full list of the registrations processed via your **VETenrol** system.







The screenshot shows the VETenrol web interface. At the top, there's a header with the VETenrol logo and a menu icon. Below the header, the page title is "Registrations" with a help icon. There are search and filter options: "Search By" with a dropdown set to "Registration ID" and a "Go" button, and "Filter By" with a dropdown set to "Date Range" and an "Apply" button. Below these are "From" and "To" date input fields. The main content is a table with columns: ID, Name, Registration Type, Date, and Programme. The table contains 20 rows of registration data. On the left side of the interface, there is a vertical sidebar with icons for a list, a key, and a bar chart, and a question mark icon at the bottom.

<input type="checkbox"/>	ID	Name	Registration Type	Date	Programme
<input type="checkbox"/>	733535	Jacob Smith	Individual	12/07/2021 16:29	Certificate III in Information Technology
<input type="checkbox"/>	731259	Max Smith	Individual	08/07/2021 12:00	Organise meetings
<input type="checkbox"/>	730434	Jacob Smith	Individual	07/07/2021 11:33	Organise meetings
<input type="checkbox"/>	728898	Molly's Red store	Group Booking	05/07/2021 12:10	Organise meetings
<input type="checkbox"/>	720305	Oliver Greg	Individual	22/06/2021 16:17	Certificate III in Information Technology
<input type="checkbox"/>	719258	Max Smith	Individual	21/06/2021 16:06	Organise meetings
<input type="checkbox"/>	719256	tilly Smith	Individual	21/06/2021 16:05	Organise meetings
<input type="checkbox"/>	719228	mia Mcgee	Individual	21/06/2021 15:47	Organise meetings
<input type="checkbox"/>	719224	Max Smith	Individual	21/06/2021 15:45	Organise meetings
<input type="checkbox"/>	719211	Hannah Roggers	Individual	21/06/2021 15:36	Certificate III in Information Technology
<input type="checkbox"/>	709634	Kimbaly Redfinsse	Individual	07/06/2021 11:58	Certificate III in Information Technology
<input type="checkbox"/>	699134	Jain Rogger	Individual	21/05/2021 14:40	Organise meetings
<input type="checkbox"/>	698325	John Smith	Individual	20/05/2021 15:26	Organise meetings
<input type="checkbox"/>	697509	Kim Possible	Individual	19/05/2021 16:15	Certificate III in Information Technology
<input type="checkbox"/>	697498	Meg Rogger	Individual	19/05/2021 16:08	Certificate III in Information Technology
<input type="checkbox"/>	693922	tes test	Individual	14/05/2021 08:37	Organise meetings
<input type="checkbox"/>	689524	Olivia Mcgee	Individual	07/05/2021 15:44	Certificate III in Information Technology
<input type="checkbox"/>	681912	Petronella Osgood	Individual	27/04/2021 11:47	test
<input type="checkbox"/>	681897	Madame Vastra	Individual	27/04/2021 11:42	test

Viewing Registrations within VETenrol

In this area, you can easily review registration information





Registrations ?

Search By Registration ID







































Filter By Date Range

Apply Reset

From To

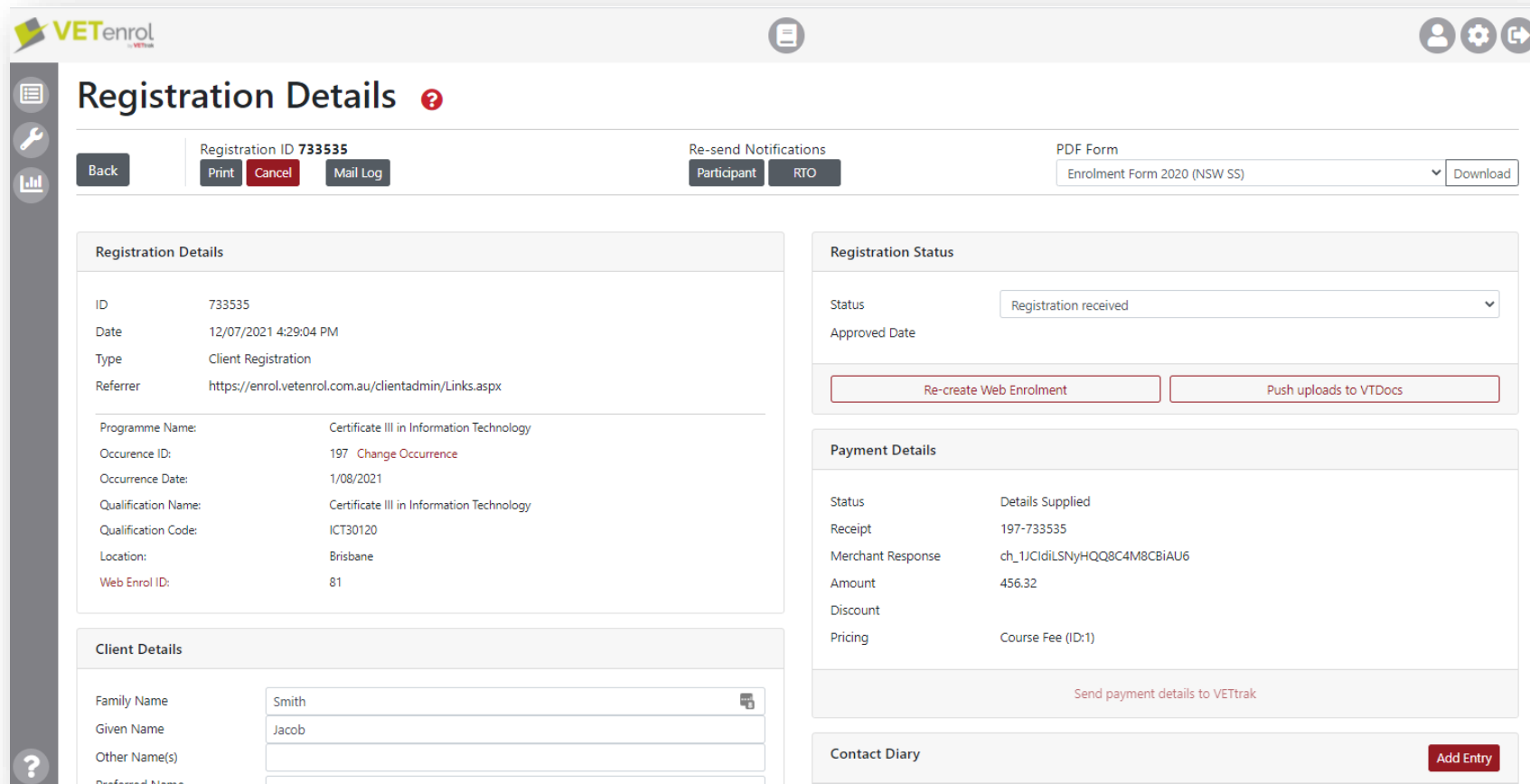
Status Registration received

Export

ID	Name	Registration Type	Date	Programme	OcculD	Cost	Payment Status	Receipt #	Status		
<input type="checkbox"/> 733535	Jacob Smith	Individual	12/07/2021 16:29	Certificate III in Information Technology	197	456.32	Details Supplied	197-733535	Registration received		
<input type="checkbox"/> 731259	Max Smith	Individual	08/07/2021 12:00	Organise meetings	177	50.00	Invoice Me	177-731259	Registration received		
<input type="checkbox"/> 730434	Jacob Smith	Individual	07/07/2021 11:33	Organise meetings	177	50.00	Invoice Me	177-730434	Registration received		
<input type="checkbox"/> 728898	Molly's Red store	Group Booking	05/07/2021 12:10	Organise meetings	177	100.00	Bill to Business	177-728898	Registration received		
<input type="checkbox"/> 720305	Oliver Greg	Individual	22/06/2021 16:17	Certificate III in Information Technology	146	66.66	Invoice Me	146-720305	Registration received		
<input type="checkbox"/> 719258	Max Smith	Individual	21/06/2021 16:06	Organise meetings	147	10.00	Details Supplied	147-719258	Registration received		
<input type="checkbox"/> 719256	tilly Smith	Individual	21/06/2021 16:05	Organise meetings	147	10.00	Pending Payment		Registration received		
<input type="checkbox"/> 719228	mia McGee	Individual	21/06/2021 15:47	Organise meetings	147	10.00	Details Supplied	147-719228	Registration received		
<input type="checkbox"/> 719224	Max Smith	Individual	21/06/2021 15:45	Organise meetings	147	10.00	Pending Payment		Registration received		
<input type="checkbox"/> 719211	Hannah Rogers	Individual	21/06/2021 15:36	Certificate III in Information Technology	146	66.66	Pending Payment		Registration received		
<input type="checkbox"/> 709634	Kimbal Redfinssse	Individual	07/06/2021 11:58	Certificate III in Information Technology	146	66.66	Pending Payment		Registration received		
<input type="checkbox"/> 699134	Jain Rogger	Individual	21/05/2021 14:40	Organise meetings	136	10.00	Details Supplied	136-699134	Registration received		
<input type="checkbox"/> 698325	John Smith	Individual	20/05/2021 15:26	Organise meetings	135	10.00	Details Supplied	135-698325	Registration received		
<input type="checkbox"/> 697509	Kim Possible	Individual	19/05/2021 16:15	Certificate III in Information Technology	15	600.00	Invoice Me	15-697509	Registration received		
<input type="checkbox"/> 697498	Meg Rogger	Individual	19/05/2021 16:08	Certificate III in Information Technology	15	600.00	Pending Payment		Registration received		
<input type="checkbox"/> 693922	tes test	Individual	14/05/2021 08:37	Organise meetings	119	0.00	n/a	119-693922	Registration received		
<input type="checkbox"/> 689524	Olivia McGee	Individual	07/05/2021 15:44	Certificate III in Information Technology	122	50.00	Invoice Me	122-689524	Registration received		
<input type="checkbox"/> 681912	Petronella Osgood	Individual	27/04/2021 11:47	test	112	0.00	n/a	112-681912	Registration received		
<input type="checkbox"/> 681897	Madame Vastra	Individual	27/04/2021 11:42	test	112	0.00	n/a	112-681897	Registration received		

Viewing Registrations within VETenrol

In this area, you can easily review registration information – even providing the opportunity to review individual registrations, with fields such as **Payment Status** and **Registration Status**.



The screenshot displays the 'Registration Details' page in the VETenrol system. The page is divided into several sections: 'Registration Details', 'Registration Status', 'Payment Details', and 'Client Details'. The 'Registration Details' section shows the registration ID 733535, date 12/07/2021 4:29:04 PM, type Client Registration, and referrer https://enrol.vetenrol.com.au/clientadmin/Links.aspx. The 'Registration Status' section shows the status as 'Registration received' and the approved date. The 'Payment Details' section shows the status as 'Details Supplied', receipt 197-733535, merchant response ch_1JCidiLSNyHQQ8C4M8CBIAU6, amount 456.32, discount, and pricing Course Fee (ID:1). The 'Client Details' section shows the family name Smith, given name Jacob, and other name(s). The page also includes a sidebar with navigation icons and a top bar with user and settings icons.

Registration Details ?

Registration ID **733535**

Back Print Cancel Mail Log

Re-send Notifications Participant RTO

PDF Form Enrolment Form 2020 (NSW SS) Download

Registration Details

ID	733535
Date	12/07/2021 4:29:04 PM
Type	Client Registration
Referrer	https://enrol.vetenrol.com.au/clientadmin/Links.aspx

Programme Name: Certificate III in Information Technology

Occurrence ID: 197 [Change Occurrence](#)

Occurrence Date: 1/08/2021

Qualification Name: Certificate III in Information Technology

Qualification Code: ICT30120

Location: Brisbane

Web Enrol ID: 81

Registration Status

Status: Registration received

Approved Date

[Re-create Web Enrolment](#) [Push uploads to VTDocs](#)

Payment Details

Status	Details Supplied
Receipt	197-733535
Merchant Response	ch_1JCidiLSNyHQQ8C4M8CBIAU6
Amount	456.32
Discount	
Pricing	Course Fee (ID:1)

[Send payment details to VETtrak](#)

Client Details

Family Name: Smith

Given Name: Jacob

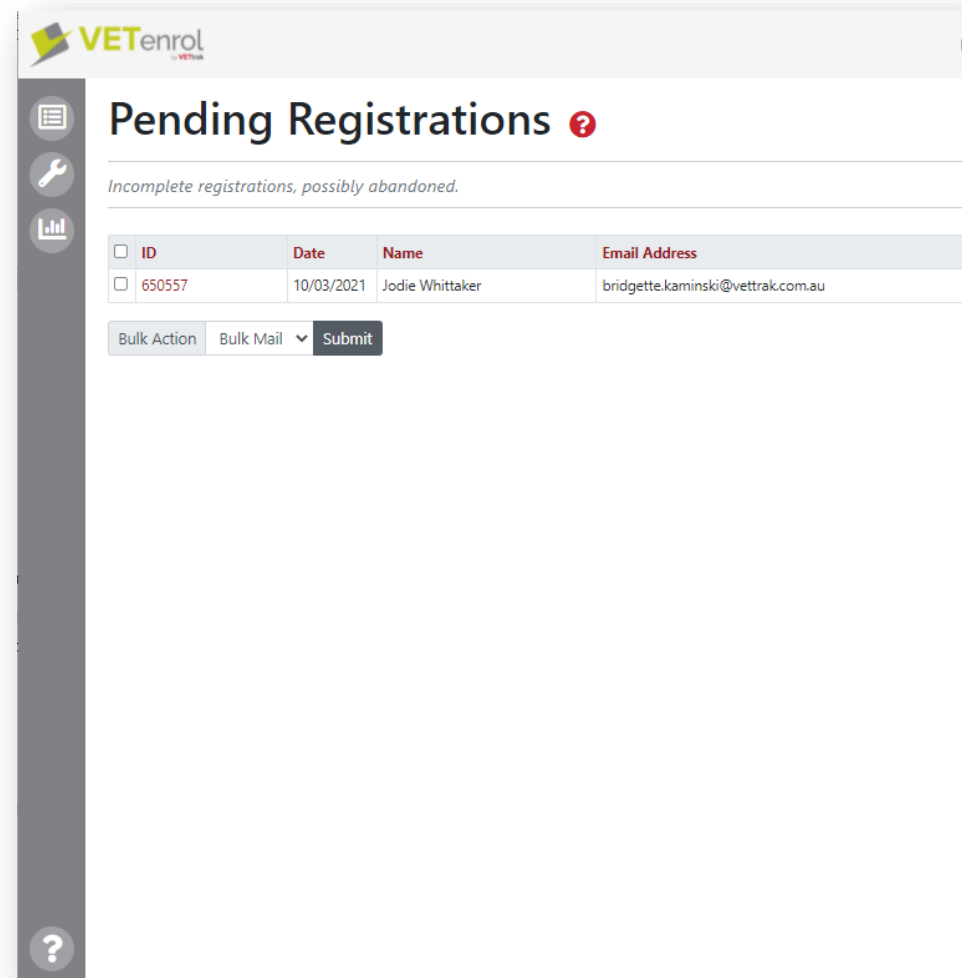
Other Name(s):

Preferred Name:

Contact Diary [Add Entry](#)

Abandoned/Pending Registrations

Sometimes a registration may not be completed – whether it was abandoned or interrupted, the **Pending Registrations** area will show whatever information was captured before the registration process was interrupted.




The screenshot shows the VETenrol web interface. At the top left is the VETenrol logo. Below it is a sidebar with three icons: a list, a wrench, and a bar chart. The main content area is titled "Pending Registrations" with a red question mark icon. Below the title is a subtitle: "Incomplete registrations, possibly abandoned." Below this is a table with four columns: ID, Date, Name, and Email Address. The table contains one row with the following data: ID 650557, Date 10/03/2021, Name Jodie Whittaker, and Email Address bridgette.kaminski@vettrak.com.au. Below the table is a "Bulk Action" section with a dropdown menu set to "Bulk Mail" and a "Submit" button. At the bottom left of the sidebar is a question mark icon.

ID	Date	Name	Email Address
650557	10/03/2021	Jodie Whittaker	bridgette.kaminski@vettrak.com.au

Parent Workflow

Parent/Guardian Workflow can be enabled to assist with any client that is detected as a **minor**, allowing them to nominate a **Parent/Guardian** to assist with their application via an email request for authorisation of the registration.



?

⚙

📊

Parent/Guardian Workflow ?

Alter the standard registration process to require parental consent for users under 18.

Workflow

☒ Enable Parent/Guardian Workflow

Notices ?

Student Notice

Leave blank to use the system default

✎

Student Completion Blurb

Leave blank to use the system default

✎

Parent Notice

Leave blank to use the system default

✎

Parent/Guardian Email ?

Subject

Leave blank to use the system default

Body

↓ Default

<h3> Your signature is required </h3>
<p> Hello, *given* *surname* has started a registration with *rtoname* for the course ""*programname*" and we require your signature in order to complete the process. You can review and sign the registration by clicking on this link. </p>

✎

Save

Save

Let's take a closer look!

Viewing Registrations

Relevant Help Centre resources:

- [Registrations](#)
- [How to approve a Registration](#)
- [Enrolment Status](#)
- [Abandoned](#)
- [Parent Workflow](#)

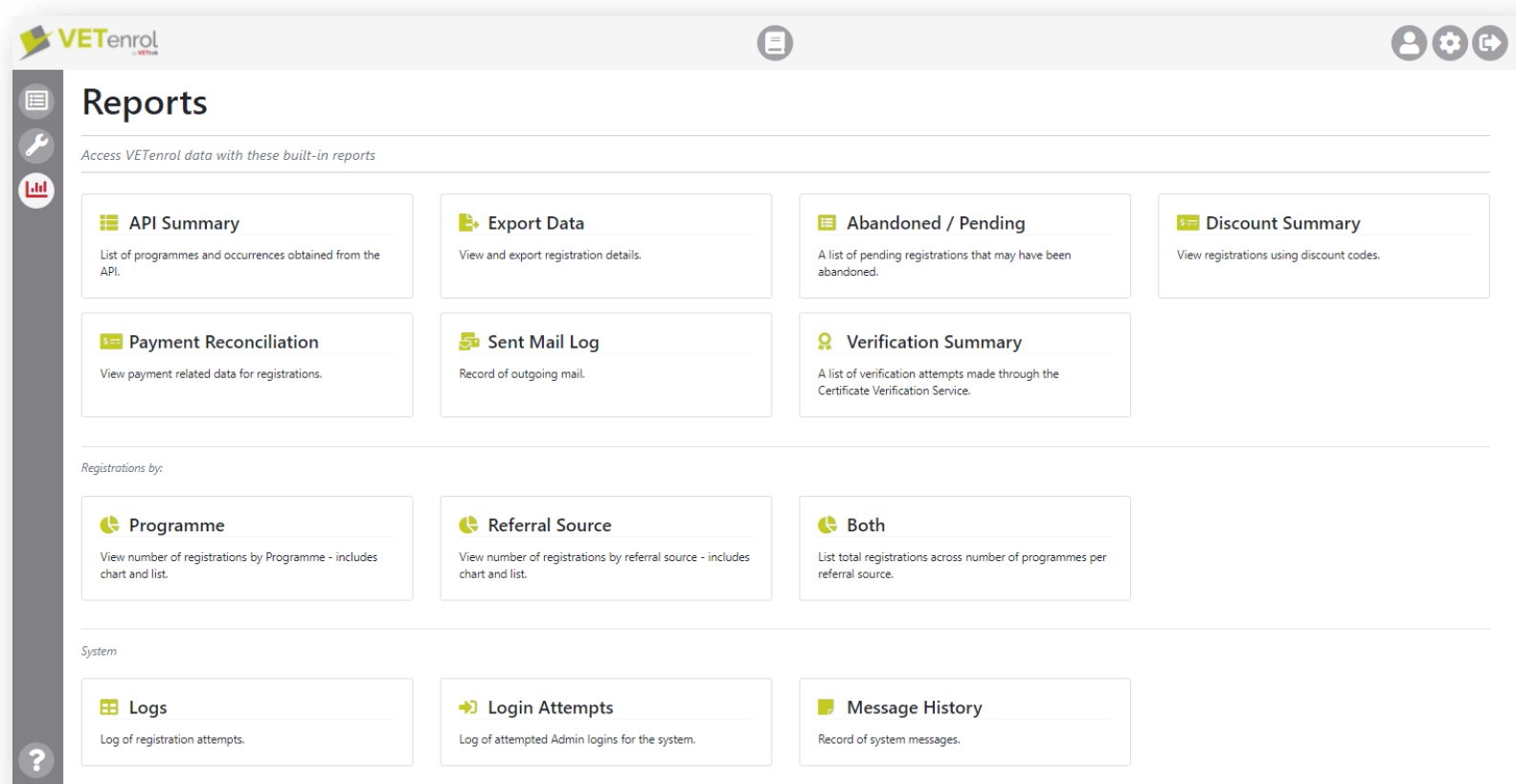


VETenrol: Reports



Reports

Within **VETenrol**, you can access a range of **Reports** to quickly access and view key information from the system, including details regarding **Registrations**, **Email Contact** and more.



Let's take a closer look!

VETenrol Reports

Relevant Help Centre resources:

- [Reports](#)
- [Message History](#)
- [Mail Summary](#)
- [Enrolments by Programme](#)
- [Enrolments by Referral Source](#)





Item:
That's a Wrap!



VETenrol represents an opportunity to collaborate with your prospective learners in a streamlined and feature rich way.

With a robust selection of management options, you can entirely tailor your learning offerings in an online space – freeing up admin time from tedious data entry and focus on the management of your learners.



VETenrol has an entire section of the Help Centre dedicated to it, as a feature product of the **VETtrak** suite.

- [VETenrol \(Help Centre Section\)](#)