

4. To view a contract or document, click on the document to select it, and then click View. You can then print or save the PDF file that is displayed, if desired.
5. To save a copy of the contract or document on your computer, click on it to select and then click Save As. Navigate to the desired location, type a name for the file, and click Save.
6. To export a copy of the list, place your cursor anywhere in the title bar for the table, right-click the selected title, and click Excel Export. Navigate to the desired location, type a name for the file, and click Save. Then click Yes if you want to view the exported file immediately.
7. When you are finished, click Close to exit.
8. You can also print all submitted documents from Enrollment Management. Click Maintenance > Students > Online Contracts tab, and then click View. The submitted contract appears as a PDF. You can then print or save the PDF file that is displayed, if desired.

Student Maintenance: ADDO011 - (Sun McKinnon Adams)-This Year

Enrollment | Address | Financial Aid | Custom | Online Contracts | Comments

Year	Document	Published	Published Date	Submitted	Submitted By	View
2012	Enrollment Contract 2012	<input type="checkbox"/>	04-11-13 9:27 AM	<input type="checkbox"/>		View
2012	Enrollment Contract 2012	<input type="checkbox"/>	04-11-13 9:27 AM	<input type="checkbox"/>		View
2012	Enrollment Contract 2012	<input type="checkbox"/>	04-11-13 9:27 AM	<input type="checkbox"/>		View
2011	Enrollment Contract 2011	<input checked="" type="checkbox"/>	01-18-11 10:59 AM	<input checked="" type="checkbox"/>	WILLS001	View
2010	Enrollment Contract 2010	<input type="checkbox"/>	01-14-10 10:00 AM	<input type="checkbox"/>	WILLS001	View

Online Payments

Payment Type	Amount	Account	Trans. Ref. No	Account #	Batch I.D.

Buttons: Delete, Copy URL, OK, Cancel