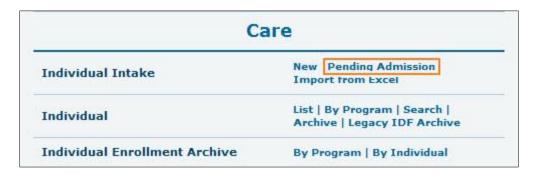


FNRC Vendor Provider

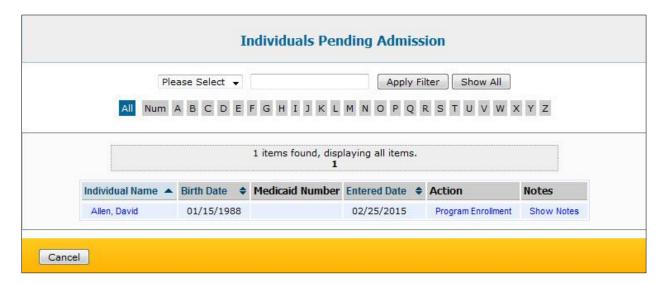
Enrolling Individuals from Pending Admission Status

Enroll Individuals to Program from Pending Admission

1. Click on the **Pending Admission** link beside the 'Individual Intake' option on the Admin tab on your Dashboard.

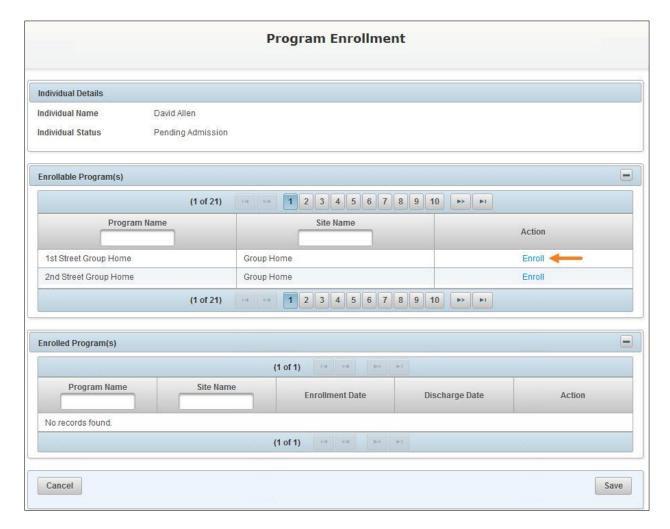


2. On the 'Individual Pending Admission' page, click on the **Program Enrollment** link under the 'Action' column.

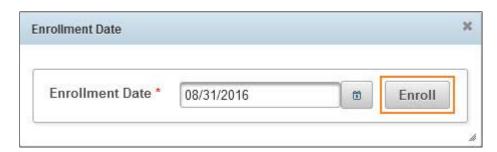


3. This will take you to the 'Program Enrollment' page. To enroll the individual to a Program, click on the **Enroll** link corresponding to the Program in the 'Enrollable Program(s)' section.



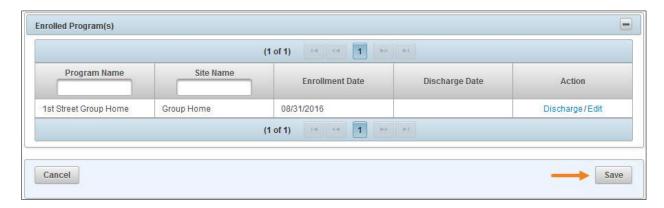


4. Enter an enrollment date for the Program and click on the **Enroll** button.



5. The Program will be listed in the 'Enrolled Program(s)' section on the 'Program Enrollment' page. When you are done, click on the **Save** button at the bottom of the page.

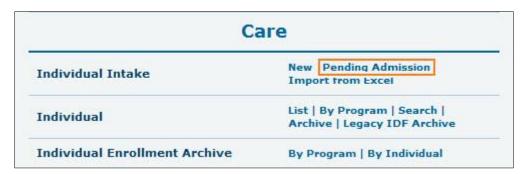




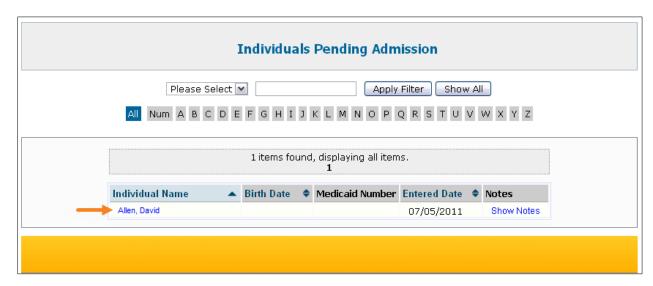
Admit Individuals from Pending Admission using Individual Data Form

To Admit individuals with Pending Admission status using Individual Data form, follow the steps below:

1. Click on the **Pending Admission** link beside the 'Individual Intake' option on the Admin tab on your Dashboard.

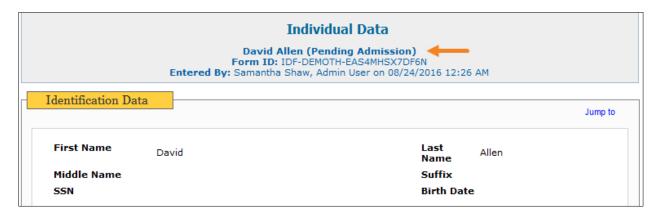


2. On the 'Individual Pending Admission' page, click on the individual's name to admit the individual into the system.



3. After clicking on the individual's name, you will be taken to the Individual Data page of the respective individual. The status of the individual will be shown as 'Pending Admission'.





4. To admit the individual into the system, scroll down to the bottom of the Individual Data page. Click on the **Admit** button to enter the individual into the system.



5. Clicking the 'Admit' button will take you to the 'Admit Individual' page. Enter the Admission Date and click on the **Done** button.

