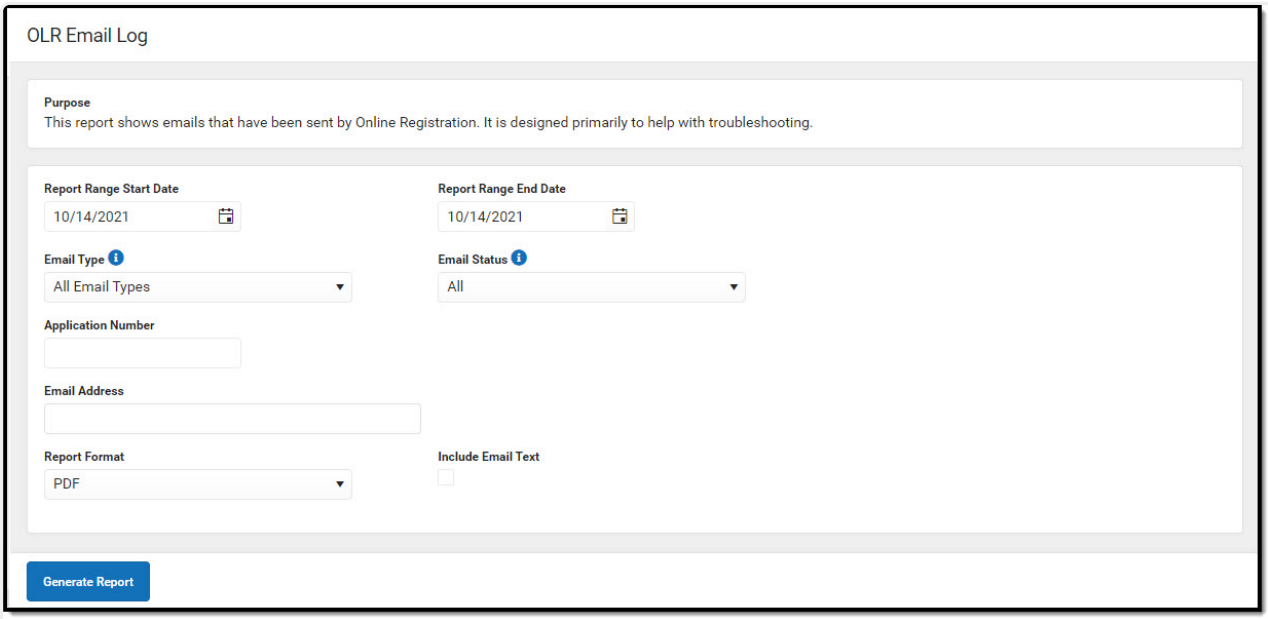
OLR Email Log

Last Modified on 07/17/2026 3:06 pm CDT

This documentation applies to both versions of Online Registration.

Tool Search: OLR Email Log

The OLR Email Log report shows emails that have been sent by Online Registration.



OLR Email Log

See the OLR Reports Tool Rights article for information on available tool rights.

Online Registration Workflow

Click here to expand...

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime).

Step		Campus Location	OLR	OLR Prime
Calendar and Enrollment Management				
1	Create calendars for the next school year	Scheduling & Courses > Calendar Setup > Calendar Wizard	X	X
2	Roll enrollments forward for the next school year.	Student Information > General Student Administration > Enrollment Roll Forward	X	X
3	Review the grade levels associated with each calendar, and if desired, mark the Exclude from Online Registration Calculations checkbox.	Scheduling & Courses > Calendar Setup > Grade Level Setup	X	X
Online Registration Setup				
4	Add Languages.	System Settings > Online Registration Setup > Language Groups	X	X
5	Enter language translations that display on Online Registration panels.	System Settings > Online Registration Setup > OLR Literals Bank	X	X
6	Enter language translations that display on Online Registration panels in the dropdown lists.	System Settings > Online Registration Setup > OLR Lists Bank	X	X
7	Create letters to send to parents announcing acceptance or denial based on their applications.	Reporting > Ad hoc Reporting > Letter Designer	X	X
8	Create approval/denial statuses.	System Settings > Online Registration Setup > OLR Status	X	X
9	Enter OLR setup information for online registration.	System Settings > Online Registration Setup > OLR Setup	X	X
10	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Settings > Custom Data and Links > Custom Tool Setup	X	X
11	Select OLR System Settings.	System Settings > Online Registration Setup > OLR System Settings	X	X

Step		Campus Location	OLR	OLR Prime
12	Enter registration dates for each school.	System Settings > Online Registration Setup > Registration Window by School		X
13	Set Document Upload Options.	System Settings > Online Registration Setup > Document Upload		X
14	Modify fields that appear on pleats using the OLR Builder. (OLR version has limited functionality.)	System Settings > Online Registration Setup > OLR Builder	X	X
15	Create Notifications.	System Settings > Online Registration Setup > OLR Notification Editor		X
16	Reference the OLR Information Center to view links to OLR tools.	System Settings > Online Registration Setup > OLR Information Center	X	X
17	Create application queues.	System Settings > Online Registration Setup > OLR Queue Setup		X
18	Modify application queues.	Census > Online Registration > OLR Queue Applications		X
19	Review the Configuration List Editor to verify the appropriate options are in the dropdown lists.	System Settings > Online Registration Setup > OLR Configuration List Editor	X	X
Student Application Entry *These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the Enter Applications article for information on accessing OLR and other important information.*				
20	Enter Household Information.	Portal > Online Registration > Household	X	X
21	Enter Parent/Guardian Information.	Portal > Online Registration > Parent/Guardian	X	X
22	Enter Emergency Contact Information.	Portal > Online Registration > Emergency Contact	X	X

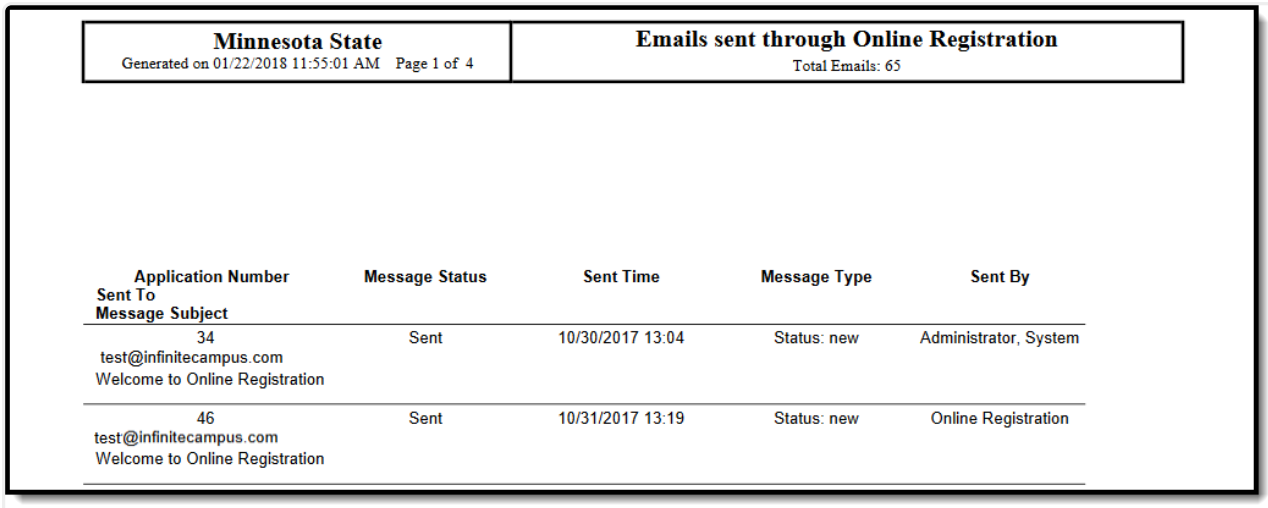
Step		Campus Location	OLR	OLR Prime
23	Enter Other Household Children.	Portal > Online Registration > Other Household (non-enrolled children)	X	X
24	Enter Student Information.	Portal > Online Registration > Student	X	X
25	Review and complete student registration.	Portal > Online Registration > Completed	X	X
Process and Analyze Applications				
26	View applications that have been submitted by year or school and by status.	Census > Online Registration > OLR Dashboard	X	X
27	Search for applications by status and begin review and approval of them. • Staff Processing • Student Processing • Health Staff Processing • Parent Information	Census > Online Registration > Staff Processing, Student Processing, Health Processing, Parent Information	X	X
28	Run the OLR Summary.	Census > Online Registration > OLR Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Bank Replacer	X	X
30	Merge list options from the List Value Updater from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	System Settings > Online Registration Setup > Mass Re-Post Applications		X
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Settings > Data Change Tracker	X	X

Report Editor

Field	Description
Report Range Start Date	Records are limited to those reported between the selected dates.
Report Range End Date	Records are limited to those reported between the selected dates.
Email Type	Indicates which type of emails are included in the report. • All Email Types • Emails to Parents • Notifications - emails that were triggered by a notification
Email Status	Indicates which email statuses are included in the report. • All Email Statuses • Sent - the email was sent, and the addressee should have received it • Error - there was an issue in sending the email to the addressee and it has not been sent • Processing - the email has not yet been sent to the addressee
Application Number	Records are limited to those containing the entered Application Number.
Email Address	Records are limited to those containing the entered Email Address.
Report Format	The report displays in the selected format. Options include: CSV or PDF.
Include Email Text *PDF Only*	When marked, the text content of the reported email(s) is included in the report.
Export report to:	Option to generate the report in either a PDF or CSV format.

Generate the Report

1. Enter dates between the desired time period to limit records reported to those between the selected dates.
2. Select an **Email Type** from the drop list.
3. Select an **Email Status** from the drop list.
4. Enter an **Application Number** in the field if desired.
5. Enter an **Email Address** in the field if desired.
6. Mark the **Include Email Text checkbox** if desired. When marked, the text content of the reported email(s) is included in the report.
7. Select a report format from the **Export report to** dropdown.
8. Click **Generate Report**.



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Emails sent through Online Registration
Total Emails: 65

Application Number Sent To Message Subject	Message Status	Sent Time	Message Type	Sent By
34 test@infinitecampus.com Welcome to Online Registration	Sent	10/30/2017 13:04	Status: new	Administrator, System
46 test@infinitecampus.com Welcome to Online Registration	Sent	10/31/2017 13:19	Status: new	Online Registration

OLR Email Log Report (PDF)