Warwick SkillsForge

Researchers – View Booking Summaries

Once you have signed into Warwick SkillsForge via the blue Single Sign on button below:

[Image]

Via ‘Useful Shortcuts’:

➢ [Click] on ‘View your Bookings Summary’

Useful Shortcuts

Development
- Complete your Development Needs Analysis
- Find & book a course/workshop
- View your Booking Summary
- Log your own development activities
- See your Completed Activity Log

Or via the ‘Professional Development Tab’:

➢ [Click] on ‘My Booking Summary’

The following screen will appear:

[Table]

NB. If you have no events booked there will be no items in the table.
The table shows booked events which you:

1. have booked/attended/have attended but attendance has not been processed yet/part-attended/been excused from/or did not show up to (No-Show);
2. are booked on with a future date;
3. are on waiting list for.

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Booked</th>
<th>Attended</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/01/2019</td>
<td>RSP-W9 - The Academic Writing Series: How to Write a Literature Review</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>19/10/2017</td>
<td>RSP-RWG1 - Researcher Writing Group</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>13/11/2018</td>
<td>CAORE4 - CAORE - Developing a critical voice through academic writing and critical reading</td>
<td></td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>17/05/2018</td>
<td>RSP-21 - MyResearch</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>05/12/2017</td>
<td>RSP-WBC - Writing Workshop</td>
<td></td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Once you have been marked attended or part attended, the event will populate your ‘Activity Log’ table.

Once you have been marked as fully attended, the relevant total credits will show in the ‘Booking Summary’ page and in your ‘Activity Log’ table and Whirligig.

NB. At the facilitators discretion, if you part-attend – some credits up to the total may be recorded. Once you have been marked as part-attended, the recorded credits will show in the ‘Booking Summary’ page and in your ‘Activity Log’ table and Whirligig.

To view the booked activity:

➢ [Click] into code link in the ‘Title’ field:

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08/2019</td>
<td>RSPTEST - SkillsForge Test Event</td>
</tr>
</tbody>
</table>

If you have a future booked event following screen will appear:
NB. On this page you can cancel your booking /or/ if there is more than one session available - you can edit your booking for different dates/times.

[See details of how in the Quick User Guide – Researchers – Booking Events; Register on Waiting List]

To note: where only one session is available the ‘Edit this booking’ button will be ‘Sorry, not possible to edit this booking.’

If you are on a waiting list following screen will appear:

Click all the dates you can make and we’ll offer you a place when one becomes available.

**Session 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Apr 2018</td>
<td>13:00 - 15:00</td>
<td>Places</td>
</tr>
<tr>
<td>25 Apr 2019</td>
<td>13:00 - 15:00</td>
<td>Waiting List</td>
</tr>
</tbody>
</table>

Select all | Select none

Cancel place on waiting list  Exit waiting list  Update waiting list selection

NB. On this page you can cancel your place on waiting list /or/ exit the waiting list /or/ if there is more than one session available you can update your waiting list selection for different dates/times.
[See details of how in the Quick User Guide – Researchers – Booking Events; Register on Waiting List]

To note: where there is more than one session – choose all relevant dates that you are able to make. This means you will be considered for all dates chosen should a place become available.

To note: where only one session is available the ‘Edit this booking’ button will be ‘Sorry, not possible to update your waiting list selection.’

If you have previously booked an event the following screen will appear:

You have a previous booking. Click here to view the booking

This course is delivered in a single session.

### Session 1

- **11 May 2010 10:00 – 12:00**
  - Workshop
  - PLACES
  - Venue: R0.14 Seminar Room, Ramp...

- **23 May 2018 16:00 – 17:00**
  - Workshop
  - PLACES
  - Venue: R0.14 Seminar Room, Ramp...

Register interest on waiting list  Book

NB. You will still see the option to register on a waiting list/or/book a place on the event where possible. This is so – should you wish to repeat the training- you are still able to book again.

**Contact:**

Should you have any issues or queries (or feedback on this user guide) with regard to viewing your booking summary please contact the PGR Professional Development Officer in the Graduate School via: PGRDevelopment@warwick.ac.uk or tel: 024 761 50401 (ext. 50401)