

Warwick SkillsForge

Managing your Events

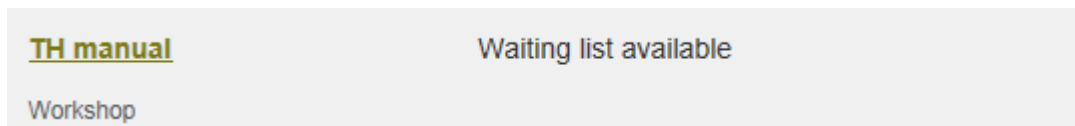
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Finding your Event

- **Sign in to Warwick SkillsForge**
- From Useful Shortcuts or the Admin drop down tab, [Select] *Manage Existing Events*. Search for the event you wish to manage. {See User Guide: Searching for events}

Once you have the event you wish to manage, [Click] on the highlighted title link



Your event details page will appear:

TH manual

Event Details

Event description:
no value.

Deep link:
Event categories:
(Ctrl+click to select multiple items)
Maximum waiting list size:
Waiting list offer time limit (hours):
Required cancellation notice (hours):
Other options:

<https://skillsforge.warwick.ac.uk/warwick/#/he/dev/eventDetails..em.providerCode=LDC.providerOrgAlias=warwick.number=6.>

- Framework: Transferable Skills (TS)
- Skill: Argument construction (AC)

10004848☒ Allow 'Mix & Match' bookings☐ Hide detailed venue information prior to booking☐ Hide facilitator details prior to booking

[Edit details](#) [Manage bookings](#) [Batch bookings](#) [Registers](#) [Waiting list](#)

26 Jul

Access Control

26 Jul 2017, 10:00 - 11:00

1 Aug 2017, 21:00 - 22:00

To note: The Deep link is the link you can copy and use when you want to insert a link to this specific event into a web page / document etc.

Edit Event Details

You will see a summary of your event with details entered as well as tabs to action

To note: you can change elements in this screen by [Clicking] in the relevant box (Event description / Event categories / Maximum waiting list size / Waiting list offer time limit / required cancellation notice and Other options boxes

- [Click] on the *Edit details* Tab

To change Access Control

- [Click] on the **Access Control** box

The following screen will appear:

2

LDC6/1

Publishing: <input type="radio"/> Published <input type="radio"/> Not published <input checked="" type="radio"/> Published from <input type="text" value="21/7/17"/>	Visibility permissions: <ul style="list-style-type: none"> • All users 	Booking permissions: <ul style="list-style-type: none"> • PGR Students
Open bookings: Open bookings on <input type="text" value="21/7/17"/> open now Close bookings on <input type="text"/> close now Bookings closed description: <i>no value.</i>	Access Control Checklist: <ul style="list-style-type: none"> ✓ Published set ✓ Visibility permissions set ✓ Booking permissions set ✓ Open bookings set <i>Further requirements for bookings:</i> <ul style="list-style-type: none"> ✓ Capacity is set on all sessions ✓ All sessions have a start date in the future 	

You can change your pre-set controls in any of the relevant boxes

To change your Published date:

- If you wish to make your event live from a certain date: [Click] on the *Published from* button and in the following box, choose a date from the drop down calendar:

Publishing: <input type="radio"/> Published <input type="radio"/> Not published <input checked="" type="radio"/> Published from <input type="text"/>	Visibility <i>no value</i>
--	--------------------------------------

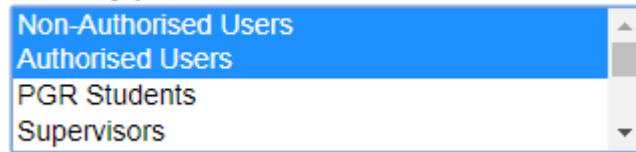
Open bookings: Open bookings on <input type="text"/> Close bookings on <input type="text"/> Bookings closed description: <i>no value.</i>	<div> <div>< 2017 Jul ></div> <table border="1"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th></tr> </thead> <tbody> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td></tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr> <td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> </tbody> </table> </div>	M	T	W	T	F	S	S	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
M	T	W	T	F	S	S																																												
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17	18	19	20	21	22	23																																												
24	25	26	27	28	29	30																																												
31	1	2	3	4	5	6																																												

Alternatively you can click on *Not Published* and the event will be removed and the *Published set* will turn from green text to red. ***Please be advised that this should only be used where bookings have not yet been made***

To add or change Visibility permissions:

- In the Visibility permissions, [Click] on the *no value* text. A box will appear that you can select visibility permissions from:

Visibility permissions:

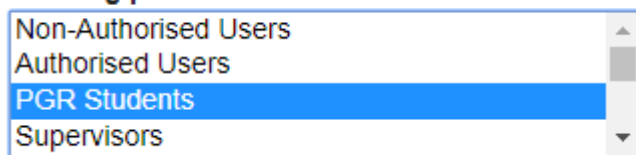


- [Click] on the visibility permission/s you require

To add or change Booking Permissions:

- In the Booking permissions, [Click] on the *no value* text. A box will appear that you can select booking permissions from:

Booking permissions:



- [Click] on the booking permission/s you require (Authorised Users are those who can log in but includes supervisors/admin staff etc)

To [Select] multiple items, you can [Hold] down the CTRL key on your keyboard whilst scrolling up and down for the relevant permission and, then [Click] to choose, [Release] the CTRL key (*The chosen permissions will be highlighted in blue*)

To open bookings or change the open bookings date:

To open your event you can:

- If you wish to open bookings now: [Click] on the *open now* link, (the **Open bookings set** will turn from red text to green in the Access Control checklist)
- If you wish to open bookings from a certain date: [Click] into the *open bookings on* box and choose a date from the drop down calendar. The new date will populate that box

Alternatively if you do not wish to open your event you can remove the text from the box by [Clicking] into the box and deleting. (the **Open bookings set** will return in the Access Control checklist)







To close your event you can:

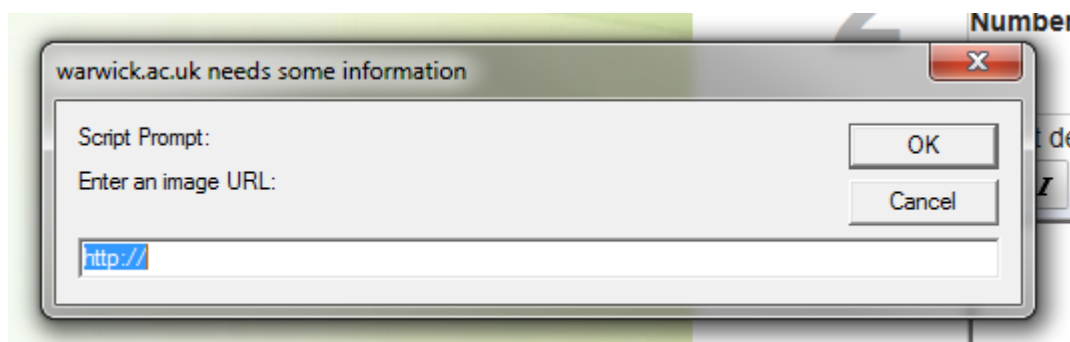
- If you wish to close bookings now: [Click] on the *close now* link. Today's date will appear in the box
- If you wish to close bookings from a certain date: [Click} into the *close bookings on* box and choose a date from the drop down calendar. The new date will populate that box

Alternatively if you do not wish to close your event you can remove the text from the box by [Clicking] into the box and deleting

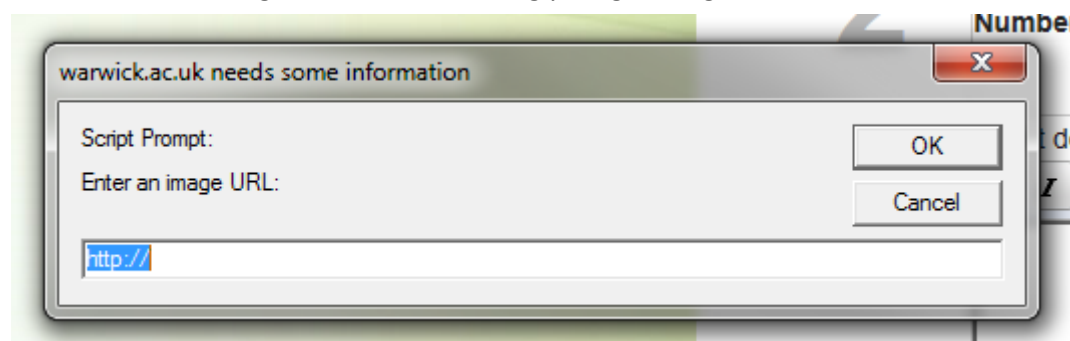
To note: you can add *bookings closed description* by [Clicking] into the *no value* text which will bring up **a description box**

In ANY Description box that appears you can:




- Make text Bold – highlight appropriate text and press 
- Make text Italic – highlight appropriate text and press 
- Underline text – highlight appropriate text and press 
- Add numerical referencing – highlight appropriate text and press 
- Add bullet points - highlight appropriate text and press 
- Insert an image – [Click] on the  icon. The prompt box below will appear requesting a http URL address – *images must be saved via URL to be able to insert*. [Type] in the URL and [Click] on OK. The image will appear in the Event description box




To note: Ensure images are sized accordingly; larger images are not recommended within this

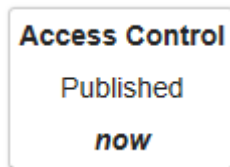


feature

- Insert a web link - highlight appropriate text and press . The prompt box below will appear requesting a http URL address. [Type] in the URL and [Click] on OK. The link will be added to the relevant text in the Event description box
- Remove a web link - highlight appropriate text and press 
- Remove formatting - highlight appropriate text and press 

- [Click] on the  in the top right hand corner to close the Access Control box

Your Access Control box will be updated:



To Edit Sessions

- [Click] onto the first session box

The Session 1 box will appear:

LDC6/1, session: 1

<p>Session type: <input type="text" value="Workshop"/></p> <p>Dates: <input type="text" value="21/7/17"/> 21:00 to 22:00 <input type="text" value="21/7/17"/></p> <p>Venue: <input type="text" value="Type to search..."/> Room booking</p> <p>Recommended capacity: <i>unspecified</i></p> <p>Capacity: 0</p> <p>Unlimited capacity: <input type="checkbox"/></p> <p>Facilitators:</p> <p><i>No facilitators selected.</i> <input type="text" value="Type to search..."/> <input type="button" value="Create Facilitator"/></p>	<p>Public notes: <i>no value.</i></p> <p>Admin notes: <i>no value.</i></p>
--	--

- [Click] onto the Session Type and amend to the relevant/best matching event type
- Amend the Dates by [Clicking] into the *Dates* boxes populated and choosing from the drop down calendar

To note: you may receive an error message if event dates overlap or are out of date order – go back into the relevant boxes and amend

LDC6/1, session: 1

Session type:

Your date overlaps other dates or is out of date order

Dates: 21:00 to

Venue: [Room booking](#)

Recommended capacity: *unspecified*

Capacity: 0

Unlimited capacity: ☐

Facilitators:

No facilitators selected.

Public notes:
no value.

Admin notes:
no value.

[Bookings](#) [Batch bookings](#) [Registers](#) [Waiting list](#)

Class Control
Published
now

12 Jul 2017, 21:00 - 27 Jul 2017, 22:00

22 Jul 2017, 21:00 - 22:00

- [Click] into the first time box to amend the start time:

Dates:

Venue: [Room booking](#)

To note: Times must be entered with 00:00 function. The end time will automatically move by one hour from the amended start time

- [Click] into the second time box to amend the finish time (if required):

Dates: 10:00 to

Venue: [Room booking](#)

- [Click] into the Venue box and a list of rooms will show in screen. If you type in your new building name (e.g. Ramphal) or room number (e.g. R0.14), the list will reduce for you to choose:

LDC6/1, session: 1

Session type:

Dates: 10:00 to 11:00

Venue:

Recommended capacity: *unspecified*

Capacity: 0

Unlimited

Facilitator:

No facilitators selected

R0.03/4, Ramphal Building, Central Campus

R0.14 Seminar Room, Ramphal Building, Central Campus

R1.13 Seminar Room, Ramphal Building, Central Campus

R3.25, Ramphal Building, Central Campus

R0.03 Seminar Room, Ramphal Building, Central Campus

R3.38, Ramphal Building, Central Campus

R1.03 Seminar Room, Ramphal Building, Central Campus

Public notes: *no value.*

Admin notes: *no value.*

- [Click] on the room you have changed to in the drop down box, and it will populate the venues field

The recommended capacity will automatically populate based on the room size

To change your event capacity:

- In the Capacity box, [Enter] the number of spaces you want for the event (***NB. The number of places and waiting list are linked to this number***)

If you wish to place everyone on a waiting list to choose participants, leave the capacity as 0. ***Please be advised that this should only be used where bookings have not yet been made***

- To amend the event facilitator from the *no facilitators selected* drop down list by [Clicking] on the name you require /or/ you can type to search by [Clicking] into the box and typing and then [Click] on the name you require

If your facilitator is not listed you can Create a Facilitator:

- Click on the Create a Facilitator button



The screen will appear:

Create a new facilitator

Name:

Email:

Phone:

- [Enter] the full name of the facilitator in the *Name* field, then [Enter] a valid email address in the *Email* field
The *Name* and *Email* fields must be completed to create a facilitator. Phone is not required but can be entered

If you don't wish to create the facilitator, [Click] on the Cancel button. This will take you back to the Session 1 panel

- [Click] on the *Create* button. This will take you back to the Session 1 panel and the facilitator will be added:
NB. You can enter more than one facilitator

Unlimited capacity: ☐

Facilitators:

- Tracy

- If you would to remove a facilitator, [Click] on

The facilitator will be removed from the list


To note:

You can add *Public notes* by [Clicking] into the *no value* text which will bring up **a description box**.

These notes will be available in the public domain

You can add *Admin notes* by [Clicking] into the *no value* text which will bring up **a description box**.

These notes will be available to Admin only

- [Click] on the  in the top right hand corner to close the Session 1 box. You will return to the Event Details page
- **You can amend details for multiple sessions as appropriate:**

12 Jul 2017, 10:00 - 21 Jul 2017, 11:00 R0.14 Seminar Room,... Tracy	22 Jul 2017, 21:00 - 22:00 - 
---	---

12 Jul 2017, 10:00 - 21 Jul 2017, 11:00 R0.14 Seminar Room,... Tracy	22 Jul 2017, 21:00 - 22:00 Space 14, Arden, West... Tracy
---	--

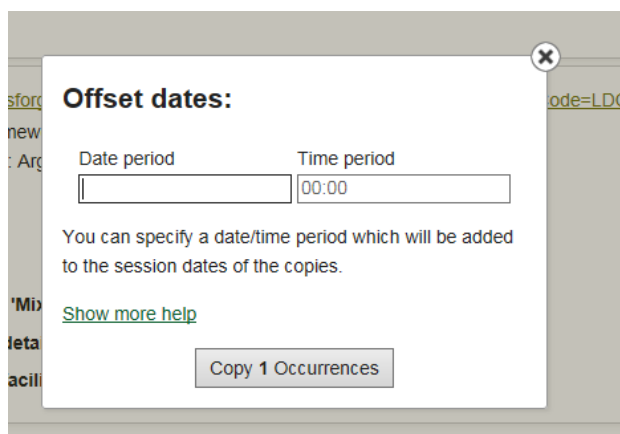
If you wish to add event occurrences:

To copy your event occurrence:

- [Click] into the empty box to the left of the screen next to the date. The row will be highlighted

<input checked="" type="checkbox"/> 12 Jul 2017 LDC6/1	Access Control Published <i>now</i>	12 Jul 2017, 10:00 - 21 Jul 2017, 11:00 R0.14 Seminar Room,... Tracy	22 Jul 2017, 21:00 - 22:00 Space 14, Arden, West... Tracy
--	--	---	--

- Click on the Copy selected occurrences box. The following *Offset dates* panel will appear:



Offset dates:

Date period Time period

You can specify a date/time period which will be added to the session dates of the copies.

[Show more help](#)

The *Show more help* link – details how to complete this section. You can [Click] onto the link to view. [Click] *Hide more help* to hide the text

- In the *Date period* box, [Enter] the timeline – e.g. if you want the course to repeat in one week's time enter 1w, one month enter 1m

- In the *Time period* box, [Enter] the time – e.g. if you want to repeat the course but 30 minutes later enter 00:30
- [Click] on Copy 1 occurrence

You will return to the Event Details page with the new sessions available. To note: The Access control box will show **Not** published.

You can amend Access and Session information and Publish the course by following the steps above

View Registers

- [Click] on *Registers* Tab

[Edit details](#) [Manage bookings](#) [Batch bookings](#) **[Registers](#)** [Waiting list](#)

26 Jul 2017
LDC6/1

26 Jul 2017, 10:00 - 11:00

R0.14 Seminar Room,...

Tracy

1 Aug 2017, 21:00 - 22:00

Space 14, Arden, West...

Tracy

2 Aug 2017
LDC6/2

2 Aug 2017, 10:00 - 11:00

R0.14 Seminar Room,...

Tracy

8 Aug 2017, 21:00 - 22:00

Space 14, Arden, West...

Tracy

- [Click] into the relevant session box, the session attendance box will appear:

LDC6/1, session: 1

Default credits:

5	Attended
3	Part attended
0	Excused
0	No show

[Print signin sheet](#)

		Username	Surname	Forename	Email	Created		Attendance	Credits	Admin only notes
					Department	Last Modified				
1	<input type="checkbox"/>	student3	Horton	Tracey	t.horton@warwick.ac.uk	21/Jul/2017 11:00		<input type="radio"/> A <input type="radio"/> Pa <input type="radio"/> E <input type="radio"/> Ns	no value.	no value.
						21/Jul/2017 11:00				
2	<input type="checkbox"/>	hyseas	Horton	Tracy	t.horton@warwick.ac.uk	21/Jul/2017 11:00		<input type="radio"/> A <input type="radio"/> Pa <input type="radio"/> E <input type="radio"/> Ns	no value.	no value.
					Warwick Business School	21/Jul/2017 11:00				

All processed: ☐

Select All

Select Attended

Email All Selected

Batch Book Selected

NB. If you have no attendees booked, the fields will be blank

In the top left hand navigation is a key to credit weightings showing default credits. ***The credits are automatically calculated based on the number of hours for each session***

To note: If a researcher partially attends, the default number of credits is 0. You may wish to allow the researcher credits as part of the event, for example if they attend a half day out of a full day. NB. This must not exceed the total available credits given for those attended **Key: 1 hour = 0.5 credits** (see [To record attendance](#))

On this screen you can see the attendees: Username; Surname; Forename; Email/Department; date booking Created and Last Modified; Attendance; Credits; Admin only notes

- [Click] on a Username – to view the booking made. You will be taken to the Manage Bookings page (from here you can edit or cancel this users booking – see **Manage bookings section**)

[Edit details](#) [Manage bookings](#) [Batch bookings](#) [Registers](#) [Waiting list](#)

Please enter a name, username or email:

Horton, Dr Tracey (student3@warwick) ▼

[Show old occurrences](#)

You have a booking:

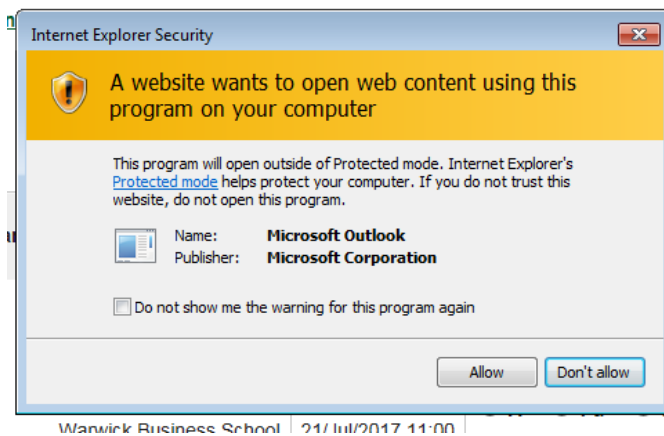
26 Jul 2017 10:00 - 11:00 Workshop Venue: R0.14 Seminar Room, Ramphal Building, Central Campus	01 Aug 2017 21:00 - 22:00 Workshop Venue: Space 14, Arden, Westwood
---	--

Full venue details
R0.14 Seminar Room, Ramphal Building, Central Campus
Facilitators
[Tracy](#)
[View Register](#)

Full venue details
Space 14, Arden, Westwood
Facilitators
[Tracy](#)
[View Register](#)

[Cancel this booking](#) [Edit this booking](#)

- To go back to the Registers Tab, [Click] the back button on your web browser or [Click] the Register Tab. [Re-Choose] the relevant session
- [Click] on an Email link – to email the user. An internet explorer security box will appear. {Allow} to be taken to your outlook page with email populated



[Clicking] on Don't Allow will return you to the session attendance box

To Print the Attendance Sheet

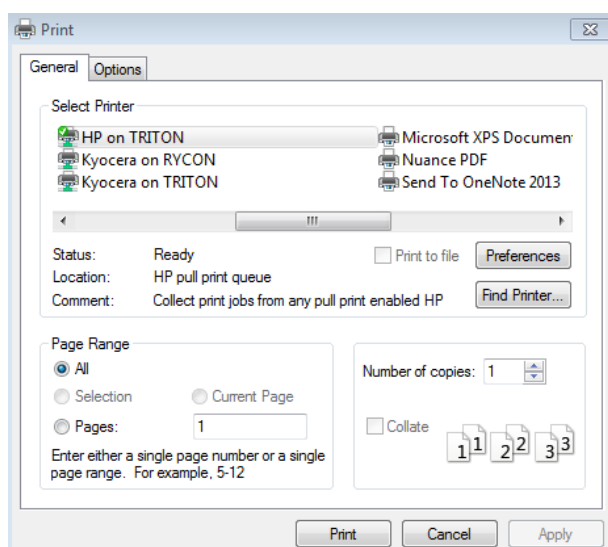
- [Click] onto the Print signin sheet link [Print signin sheet](#)

A new web browser window will appear and your sheet will be produced with users booked:

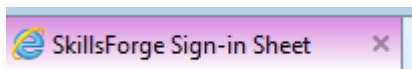
TH manual (LDC6)

Department: LDC		Admin contact: Learning and Development Centre (researcherqueries@warwick.ac.uk)		
Session 1	Session start: 26 Jul 2017 10:00		Session finish: 26 Jul 2017 11:00	
	Venue: R0.14 Seminar Room, Ramphal Building, Central Campus		Facilitator(s): Tracy	
	Surname	Forename	Username	Signature
1	Horton	Tracey	student3	
2	Horton	Tracy	hyseas	

- [Click] the CTRL and P keys on your keyboard. A Print pop out box will appear



- [Print] or [Cancel] print as required
- [Click] on the X in the new web browser page to close the sheet print page



You will return to the session attendance box

On this screen you can also:

- [Click] on each check box to select one user, tick will appear *[Click] to remove select*
- [Click] **Select All** to select all users. All users will be ticked
- [Click] **Select Attended** to select only those who attended. Only those attended will have ticked boxes
- For selected users, you can email by [Clicking] on **Email All Selected**
A pop out box will appear:

To researcherqueries@warwick.ac.uk

BCC t.horton@warwick.ac.uk

From researcherqueries@warwick.ac.uk

Subject LDC6: TH manual

LDC6: TH manual

Attachments [Choose a file to upload...](#)

Cancel

Send

- [Click] **Batch Book Selected** to batch book those selected. You will be taken to the Batch Bookings page (from here you can edit or cancel this users booking – see **Batch bookings section**). To go back to the Registers page, [Click] the Registers Tab

How to Email Users

- The **To** box will be auto populated with the user/s name
- You can enter or remove any persons in the **BCC** box
- The **From** box will be auto populated with your provider resource account; you can enter a new address as required. (for additional accounts enter a ; after each name)
- The **Subject** box will be auto populated with course title, you can amend as required
- The description box will be auto populated with course title, you can amend as required

If you would like to upload an attachment:

- [Click] on the [Choose a file to upload...](#) link

A pop out browser of you documents library will appear

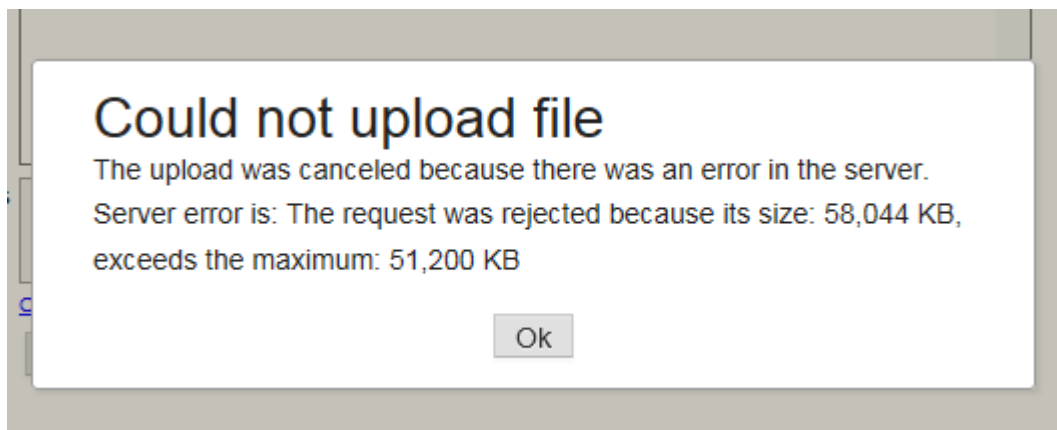
- [Choose] the file you require and insert

When the attachment has been saved, a Done message will appear:

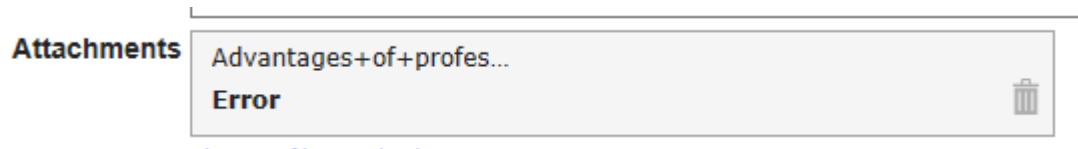


A waste basket will also appear in the right hand navigation

If a file is too large to upload you will receive an error message:



- [Click] *Ok* to return to the email screen. You will see an error message:



- [Click] on the waste basket to remove the file
- [Click] on the Send button, to send the email
- [Click] on the Cancel button, to cancel sending the email

You will return to the session attendance box

To note: you can action the items above for all sessions separately by [Clicking] on each session and following the instructions above

To Record Attendance

- From the *Registers* Tab, [Click] into your session

To note: you will need to record attendance for each session, not just one for events with more than one session. *This is in case you have an event with four sessions but on different days and allows you to record attendance over a number of sessions/days*

- For each attendee, [Click] on the relevant attendance radio button

The button will be selected and the credits will be automatically populated by the defaults:

1	<input type="checkbox"/>	student3	Horton	Tracey	t.horton@warwick.ac.uk	23/Aug/2017 13:34	<input checked="" type="radio"/> A <input type="radio"/> Pa <input type="radio"/> E <input type="radio"/> Ns	1.5	no value.
						23/Aug/2017 13:41			

Once the radio button is chosen, it will auto-save

<input checked="" type="radio"/> A	<input type="radio"/> Pa	<input type="radio"/> E	<input type="radio"/> Ns	1.5	<input type="radio"/> A	<input checked="" type="radio"/> Pa	<input type="radio"/> E	<input type="radio"/> Ns	0
<input type="radio"/> A	<input type="radio"/> Pa	<input checked="" type="radio"/> E	<input type="radio"/> Ns	0	<input type="radio"/> A	<input type="radio"/> Pa	<input type="radio"/> E	<input checked="" type="radio"/> Ns	0

If a researcher partially attends, the default number of credits is 0. You may wish to allow the researcher credits as part of the event, for example if they attend a half day out of a full day

- To do this, [Click] in the Credits box:

Credits	Adn
0	no v
<input type="button" value="Click to edit"/>	

- [Type] in the number of credits you wish to allocate. NB. This must not exceed the total available credits given for those attended. **Key: 1 hour = 0.5 credits / we would advise using scaled of 0.5 credits where possible.**

Credits	Credits
0.5	1

- [Click] into the *no value* text box in the *Admin only notes* field, and [Enter] notes where appropriate (e.g. off sick)

Admin only notes

Admin only notes


off sick

off sick

To note: if you want to record all as Attended, [Click] on the Select All button. Click attended on the first researcher radio button in the attendance fields and all researchers will populate as Attended. **To save time:** you may wish to select all, note as attended, and then change researchers to Pa, E or Ns if you have a large number of attendees e.g:

Would you like to apply this attendance to all 3 selected rows?

Yes
No

- [Click] on **All processed:** ☐ to note that you have completed **all** the attendance records.
- [Click] on the  in the top right hand corner to close the session attendance box. You will return to the Registers Tab

If you have an event that researchers are booked onto but you may have to cancel the event. From the session attendance screen:

LIBPG5/1, session: 2

Default credits:

☐ 5 Attended

☐ 3 Part attended

☐ 0 Excused

☐ 0 No show

[Print sign-in sheet](#)

		Username	Surname	Forename	Email	Created	Attendance	Credits	Admin only notes
					Department	Last Modified			
1	<input type="checkbox"/>	supervisor3	Horton	Supervisor	t.horton@warwick.ac.uk	04/Aug/2017 14:08	<input type="radio"/> A <input type="radio"/> Pa <input type="radio"/> E <input type="radio"/> Ns	no value.	no value.
2	<input type="checkbox"/>	tyseas	Horton	Tracy	t.horton@warwick.ac.uk	04/Aug/2017 14:08	<input type="radio"/> A <input type="radio"/> Pa <input type="radio"/> E <input type="radio"/> Ns	no value.	no value.
3	<input type="checkbox"/>	in-skillsforge-test	Student	Test	t.horton@warwick.ac.uk	04/Aug/2017 14:08	<input type="radio"/> A <input type="radio"/> Pa <input type="radio"/> E <input type="radio"/> Ns	no value.	no value.

All processed: ☐

You can:

- [Click] on the Select All button. Tick boxes will be checked for all booked
- [Click] on Batch Book Selected and it will take you to the Batch Bookings screen. {See: [Batch Bookings](#)}

To Manage the Waiting Lists

- [Click] on the *Waiting List* Tab

[Edit details](#) [Manage bookings](#) [Batch bookings](#) [Registers](#) **[Waiting list](#)**

Waiting:

	Username	Surname	Forename	Email	Created	Last Modified	
1	student3	Horton	Tracey	t.horton@warwick.ac.uk	21/Jul/2017 12:00	21/Jul/2017 12:00	View
2	hyseas	Horton	Tracy	t.horton@warwick.ac.uk	21/Jul/2017 12:00	21/Jul/2017 12:00	View

Email users

Batch book users

Offered:

Username	Surname	Forename	Email	Created	Last Modified
This list is empty					

Email users

Batch book users

Expired:

Username	Surname	Forename	Email	Created	Last Modified
This list is empty					

Email users

Batch book users

On the Waiting list Tab you can see users: Waiting; Offered (places on events); Expired (offered but not booked in the required notice period)

Any users waiting will be first come first served of those who can book and will be shown under the *Waiting: List*

- [Click] on a Username link – to view the booking made. You will be taken to the Manage Bookings page (from here you can edit or cancel this users requests – {see: [Manage bookings section](#)})
Return to the Waiting List Tab by [Clicking] back on your web browser or [Clicking] on the *Waiting list* Tab
- [Click] on the Email link to send that user an email – see notes on [How to Email Users](#)
- To email all those on the waiting list, [Click] on the *Email user* button under the Waiting list Tab – see notes on [How to Email Users](#)
- To batch book all those on waiting list, [Click] on the *Batch book users* button under the Waiting list Tab. You will be taken to the Batch Bookings page (from here you can edit or cancel this users booking {see: [Batch bookings section](#)})
Return to the Waiting List Tab by [Clicking] back on your web browser or [Clicking] on the *Waiting list* Tab

- [Click] on the *View* link on this page to view the waiting list detail for this user:

	Last Modified	
7 12:00	21/Jul/2017 12:00	View

Viewing waiting list selection for student3, Horton, Tracey

Session 1

☐ 26 Jul 2017 10:00 - 11:00 i

Workshop PLACES

Venue: R0.14 Seminar Room, Ramph...

☐ 02 Aug 2017 10:00 - 11:00 i

Workshop PLACES

Venue: R0.14 Seminar Room, Ramph...

Session 2

☐ 01 Aug 2017 21:00 - 22:00 i


Workshop PLACES

Venue: Space 14, Arden, Westwood

☐ 08 Aug 2017 21:00 - 22:00 i

Workshop PLACES

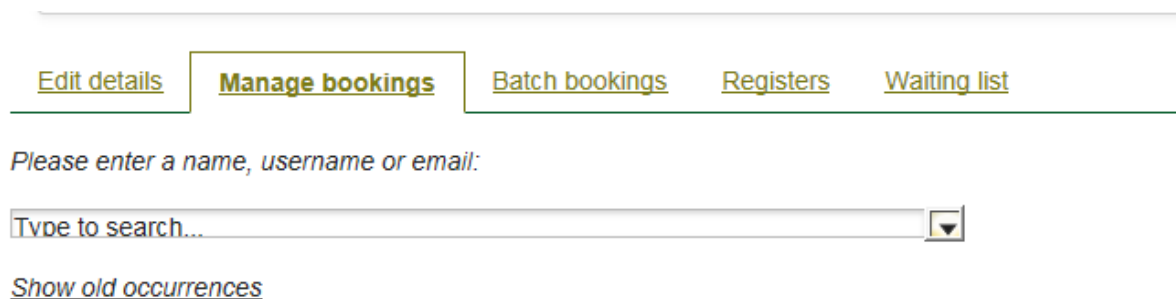
Venue: Space 14, Arden, Westwood

- [Click] on the  in the top right hand corned to close the *viewing waiting list* box.
You will return to the Waiting List Tab

Manage Bookings

This function is for adding single users

- [Click] on the *Manage Bookings* Tab



The screenshot shows a navigation bar with five tabs: [Edit details](#), [Manage bookings](#) (highlighted), [Batch bookings](#), [Registers](#), and [Waiting list](#). Below the tabs, a text prompt reads "Please enter a name, username or email:". A search input field contains the text "Type to search..." and a dropdown arrow. Below the search field is a link [Show old occurrences](#).

- [Click] into the Type to search drop down box and enter the name, username (e.g. u1456236 or mnsabb) or email. *We recommend surname*



The search input field now contains the text "horton". To the right of the text is a small "x" icon and a dropdown arrow. Below the input field, there are three dots "..." indicating a list of suggestions.

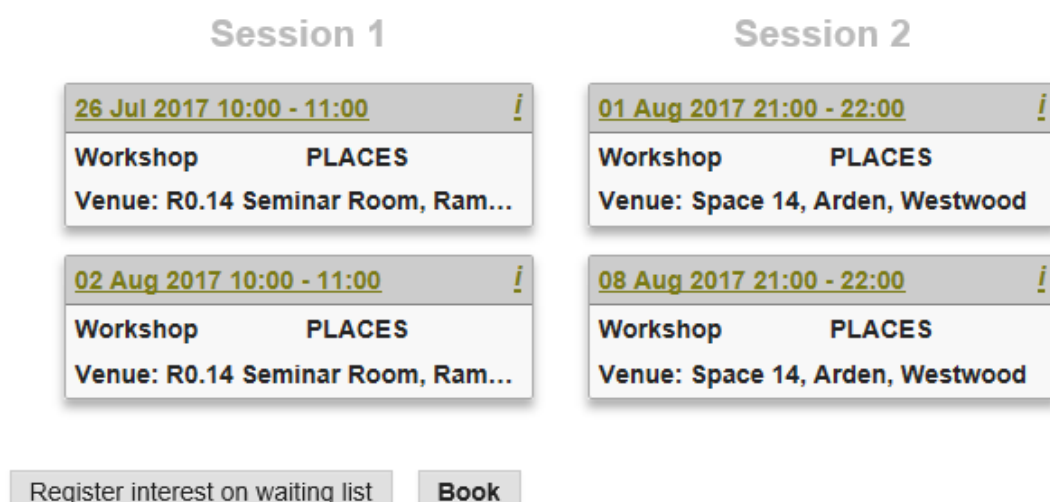
A list will start to drop down based on search entry

- [Click] on the name to select. The name will populate the field and a set of sessions will show based on the current users booking/s:



The search input field now displays the selected name "Horton, Tracy (hyseas/warwick)". Below the input field is a link [Hide old occurrences](#).

This course is delivered in 2 sessions. Please select from the available dates to make a booking:



The interface displays two sessions side-by-side:

Session 1	Session 2
26 Jul 2017 10:00 - 11:00 ⓘ	01 Aug 2017 21:00 - 22:00 ⓘ
Workshop PLACES	Workshop PLACES
Venue: R0.14 Seminar Room, Ram...	Venue: Space 14, Arden, Westwood
02 Aug 2017 10:00 - 11:00 ⓘ	08 Aug 2017 21:00 - 22:00 ⓘ
Workshop PLACES	Workshop PLACES
Venue: R0.14 Seminar Room, Ram...	Venue: Space 14, Arden, Westwood

At the bottom, there are two buttons: "Register interest on waiting list" and "Book".

You can [Click] on the link *Show old occurrences* to see previous activity on the event for this user or *Hide old occurrences* to hide

- [Click] on the sessions you want to add the user to:


Session 1		Session 2	
<u>26 Jul 2017 10:00 - 11:00</u>	i	<u>01 Aug 2017 21:00 - 22:00</u>	i
Workshop	PLACES	Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<u>02 Aug 2017 10:00 - 11:00</u>	i	<u>08 Aug 2017 21:00 - 22:00</u>	i

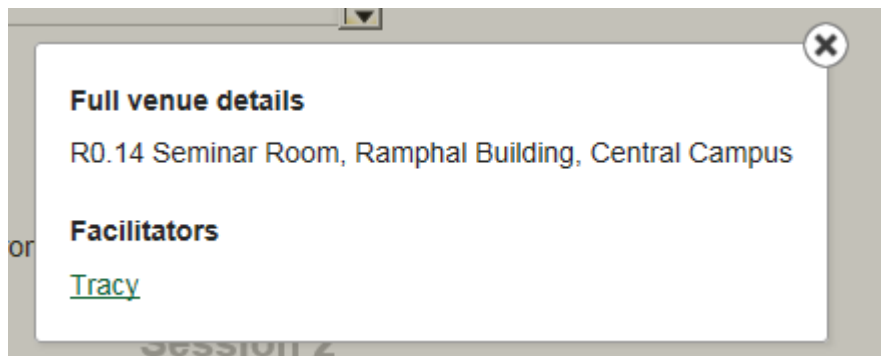
To note: Chosen sessions will change colour. If there are two sessions as part of the event, when you click on one, both will automatically be chosen. If you have allowed mix and match you can [Click] onto an alternative date and it will be chosen:


Session 1		Session 2	
<u>26 Jul 2017 10:00 - 11:00</u>	i	<u>01 Aug 2017 21:00 - 22:00</u>	i
Workshop	PLACES	Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<u>02 Aug 2017 10:00 - 11:00</u>	i	<u>08 Aug 2017 21:00 - 22:00</u>	i
Workshop	PLACES	Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	

If you haven't allowed mix and match the sessions will be set:

Session 1		Session 2	
<u>26 Jul 2017 10:00 - 11:00</u>	i	<u>01 Aug 2017 21:00 - 22:00</u>	i
Workshop	PLACES	Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<u>02 Aug 2017 10:00 - 11:00</u>	i	<u>08 Aug 2017 21:00 - 22:00</u>	i
Workshop	PLACES	Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	





The information button will become available on selected sessions  [Clicking] on this button brings up the information box:



- [Click] on the  in the top right hand corned to close the *information* box. You will return to the Manage bookings Tab

To book users onto events:

When you have selected events as below:

Session 1	Session 2
<div> <div>26 Jul 2017 10:00 - 11:00 </div> <div> <div>Workshop</div> <div>PLACES</div> <div>Venue: R0.14 Seminar Room, Ram...</div> </div> </div>	<div> <div>01 Aug 2017 21:00 - 22:00 </div> <div> <div>Workshop</div> <div>PLACES</div> <div>Venue: Space 14, Arden, Westwood</div> </div> </div>
<div> <div>02 Aug 2017 10:00 - 11:00 </div> <div> <div>Workshop</div> <div>PLACES</div> <div>Venue: R0.14 Seminar Room, Ram...</div> </div> </div>	<div> <div>08 Aug 2017 21:00 - 22:00 </div> <div> <div>Workshop</div> <div>PLACES</div> <div>Venue: Space 14, Arden, Westwood</div> </div> </div>

Register interest on waiting list

Book

- [Click] onto the *Book* button. The following review screen will appear:

Please review your booking below and confirm:

02 Aug 2017 10:00 - 11:00

Workshop

Venue: R0.14 Seminar Room, Ramphal Building, Central Campus

Full venue details

R0.14 Seminar Room, Ramphal Building, Central Campus

Facilitators

[Tracy](#)

08 Aug 2017 21:00 - 22:00

Workshop

Venue: Space 14, Arden, Westwood

Full venue details

Space 14, Arden, Westwood

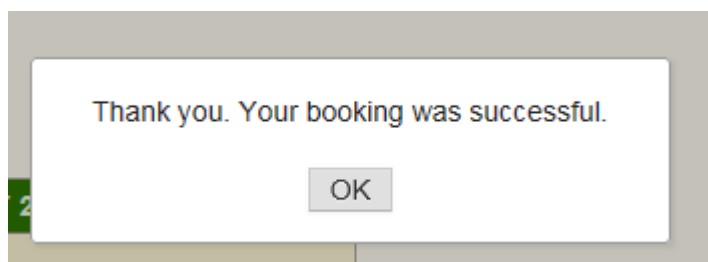
Facilitators

[Tracy](#)

Cancel

Book

- [Click] *Cancel* to return to the previous manage bookings page
- [Click] the **Book** button to continue with the booking. You will receive a confirmation:



- [Click] OK

You will return to the Manage bookings Tab with booking confirmed. The *Facilitator link* will appear so you can email the Facilitator. The *View Register* link will also appear. You will also now be able to see a *Cancel this booking* and *Edit this booking* button

You have a booking:

02 Aug 2017 10:00 - 11:00

Workshop

Venue: R0.14 Seminar Room, Ramphal Building, Central Campus

Full venue details

R0.14 Seminar Room, Ramphal Building, Central Campus

Facilitators

[Tracy](#)

[View Register](#)

08 Aug 2017 21:00 - 22:00

Workshop

Venue: Space 14, Arden, Westwood

Full venue details

Space 14, Arden, Westwood

Facilitators

[Tracy](#)

[View Register](#)

Cancel this booking

Edit this booking

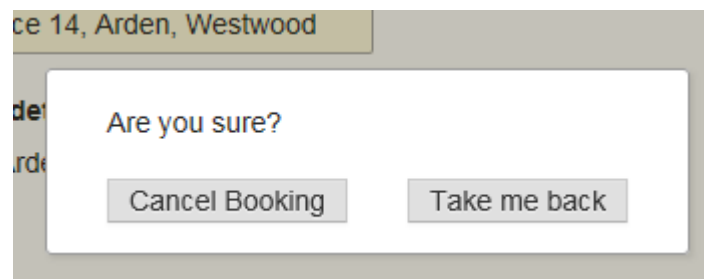
To cancel the booking:

Whilst on the page:

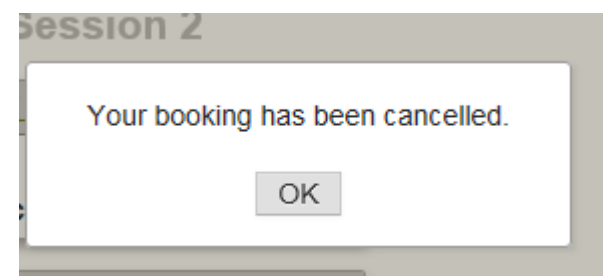
You have a booking:

02 Aug 2017 10:00 - 11:00	08 Aug 2017 21:00 - 22:00
Workshop Venue: R0.14 Seminar Room, Ramphal Building, Central Campus	Workshop Venue: Space 14, Arden, Westwood
Full venue details R0.14 Seminar Room, Ramphal Building, Central Campus	Full venue details Space 14, Arden, Westwood
Facilitators Tracy View Register	Facilitators Tracy View Register

- [Click] on the *Cancel this booking* button. The following will appear



- To return to the previous screen and not cancel the booking, [Click] on the *Take me back* button
- To continue to cancel the booking, [Click] on *Cancel Booking*. A confirmation box will appear:



- [Click] OK

You will return to the Manage bookings page with sessions cancelled and the event becomes bookable again:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

Session 1

<u>26 Jul 2017 10:00 - 11:00</u>	<u>i</u>
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	
<u>02 Aug 2017 10:00 - 11:00</u>	<u>i</u>
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

Session 2

<u>01 Aug 2017 21:00 - 22:00</u>	<u>i</u>
Workshop	PLACES
Venue: Space 14, Arden, Westwood	
<u>08 Aug 2017 21:00 - 22:00</u>	<u>i</u>
Workshop	PLACES
Venue: Space 14, Arden, Westwood	

Register interest on waiting list

Book

To edit a booking:

Whilst on the page:

You have a booking:

02 Aug 2017 10:00 - 11:00
Workshop
Venue: R0.14 Seminar Room, Ramphal Building, Central Campus

Full venue details

R0.14 Seminar Room, Ramphal Building, Central Campus

Facilitators

[Tracy](#)

[View Register](#)

08 Aug 2017 21:00 - 22:00
Workshop
Venue: Space 14, Arden, Westwood

Full venue details

Space 14, Arden, Westwood

Facilitators

[Tracy](#)

[View Register](#)


Cancel this booking


Edit this booking

- [Click] on the *Edit this booking* button. The following will appear:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

Session 1

<u>26 Jul 2017 10:00 - 11:00</u> 	
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

<u>02 Aug 2017 10:00 - 11:00</u> 	
Workshop	BOOKED
Venue: R0.14 Seminar Room, Ram...	

Session 2

<u>01 Aug 2017 21:00 - 22:00</u> 	
Workshop	PLACES
Venue: Space 14, Arden, Westwood	

<u>08 Aug 2017 21:00 - 22:00</u> 	
Workshop	BOOKED
Venue: Space 14, Arden, Westwood	

Cancel this booking


Update booking

- [Click] onto the session boxes to change dates:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:


Session 1

<u>26 Jul 2017 10:00 - 11:00</u> 	
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

<u>02 Aug 2017 10:00 - 11:00</u> 	
Workshop	BOOKED
Venue: R0.14 Seminar Room, Ram...	

Session 2

<u>01 Aug 2017 21:00 - 22:00</u> 	
Workshop	PLACES
Venue: Space 14, Arden, Westwood	

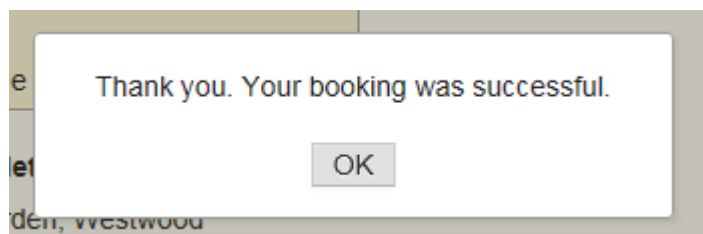
<u>08 Aug 2017 21:00 - 22:00</u> 	
Workshop	BOOKED
Venue: Space 14, Arden, Westwood	

- [Click] on the *Update booking* button. The following screen will appear:

Please review your booking below and confirm:

26 Jul 2017 10:00 - 11:00	08 Aug 2017 21:00 - 22:00
Workshop Venue: R0.14 Seminar Room, Ramphal Building, Central Campus	Workshop Venue: Space 14, Arden, Westwood
Full venue details R0.14 Seminar Room, Ramphal Building, Central Campus	Full venue details Space 14, Arden, Westwood
Facilitators Tracy	Facilitators Tracy
<input type="button" value="Cancel"/> <input type="button" value="Book"/>	

- [Click] on the *Book* button. A confirmation screen will appear:



- [Click] on OK

The booking will be updated

To book a user onto the waiting list:

When you have selected the user you want on the Manage bookings tab:





- [Click] onto the Register interest on waiting list button.

Register interest on waiting list

Book





The following review screen will appear:

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

Session 1	Session 2
<input type="checkbox"/> 26 Jul 2017 10:00 - 11:00  Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input type="checkbox"/> 01 Aug 2017 21:00 - 22:00  Workshop PLACES Venue: Space 14, Arden, Westwood
<input type="checkbox"/> 02 Aug 2017 10:00 - 11:00  Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input type="checkbox"/> 08 Aug 2017 21:00 - 22:00  Workshop PLACES Venue: Space 14, Arden, Westwood

- [Click] in the check box of the sessions that the user can attend:

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

Session 1	Session 2
<input checked="" type="checkbox"/> 26 Jul 2017 10:00 - 11:00  Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input type="checkbox"/> 01 Aug 2017 21:00 - 22:00  Workshop PLACES Venue: Space 14, Arden, Westwood
<input type="checkbox"/> 02 Aug 2017 10:00 - 11:00  Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input checked="" type="checkbox"/> 08 Aug 2017 21:00 - 22:00  Workshop PLACES Venue: Space 14, Arden, Westwood

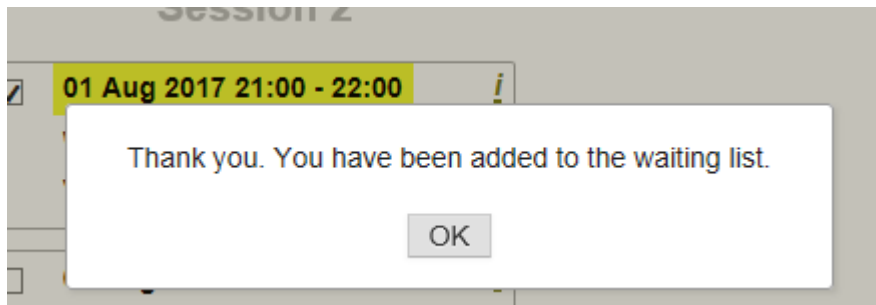
The boxes will be checked and sessions date and time highlighted

You can also [Click] on the *Select all* link underneath, or the *Select none* link to select all sessions or to clear the selections respectively

If you wish to exit the register on a waiting list field, you can click on the Exit waiting list button and you will return to the Manage bookings Tab

- To continue with registering the user on the waiting list, [Click] on the Register on waiting list button

The following confirmation box will appear:



- [Click] OK.

You will return to the Manage bookings Tab with booking confirmed. You will now be able to see *Cancel place on this waiting list*, *Exit waiting list* and *Update waiting list selection* buttons

Changing waiting list selections /or/ cancelling waiting list places:

You can make changes to waiting lists or cancel once registered on a waiting list either from this waiting list screen:

Session 1	Session 2
<input type="checkbox"/> 26 Jul 2017 10:00 - 11:00 Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input type="checkbox"/> 01 Aug 2017 21:00 - 22:00 Workshop PLACES Venue: Space 14, Arden, Westwood
<input type="checkbox"/> 02 Aug 2017 10:00 - 11:00 Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input type="checkbox"/> 08 Aug 2017 21:00 - 22:00 Workshop PLACES Venue: Space 14, Arden, Westwood

[Select all](#) | [Select none](#)

- By [Clicking] on the *Cancel place on waiting list* or *Update waiting list selection*

NB. You can also Exit waiting list from this screen

OR from the **Manage bookings** screen:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

Session 1

[26 Jul 2017 10:00 - 11:00](#) [i](#)

Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

[02 Aug 2017 10:00 - 11:00](#) [i](#)

Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

Session 2

[01 Aug 2017 21:00 - 22:00](#) [i](#)

Workshop	PLACES
Venue: Space 14, Arden, Westwood	

[08 Aug 2017 21:00 - 22:00](#) [i](#)

Workshop	PLACES
Venue: Space 14, Arden, Westwood	

Cancel place on waiting list

Change waiting list selection

Book

- By [Clicking] on the *Cancel place on waiting list* or *Change waiting list selection*.

NB. You can also **Book** from this screen

To change or update waiting list selections

From the waiting list screen:

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

Session 1

☐ [26 Jul 2017 10:00 - 11:00](#) [i](#)

Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

☐ [02 Aug 2017 10:00 - 11:00](#) [i](#)

Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

Session 2

☐ [01 Aug 2017 21:00 - 22:00](#) [i](#)

Workshop	PLACES
Venue: Space 14, Arden, Westwood	

☐ [08 Aug 2017 21:00 - 22:00](#) [i](#)

Workshop	PLACES
Venue: Space 14, Arden, Westwood	

[Select all](#) | [Select none](#)

Cancel place on waiting list

Exit waiting list

Update waiting list selection

- [Click] in the check boxes of the amended dates that can be made

Session 1

<input checked="" type="checkbox"/>	26 Jul 2017 10:00 - 11:00	
Workshop PLACES		
Venue: R0.14 Seminar Room, Ram...		
<input type="checkbox"/>	02 Aug 2017 10:00 - 11:00	
Workshop PLACES		
Venue: R0.14 Seminar Room, Ram...		

Session 2

<input checked="" type="checkbox"/>	01 Aug 2017 21:00 - 22:00	
Workshop PLACES		
Venue: Space 14, Arden, Westwood		
<input type="checkbox"/>	08 Aug 2017 21:00 - 22:00	
Workshop PLACES		
Venue: Space 14, Arden, Westwood		

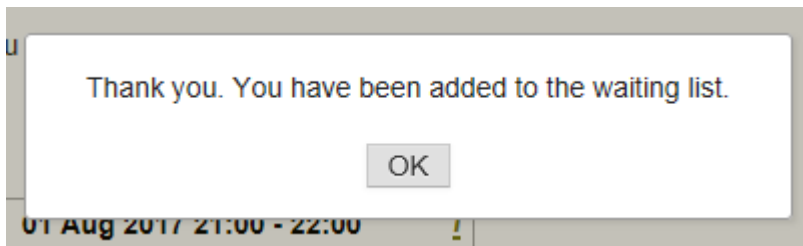
[Select all](#) | [Select none](#)

Cancel place on waiting list

Exit waiting list

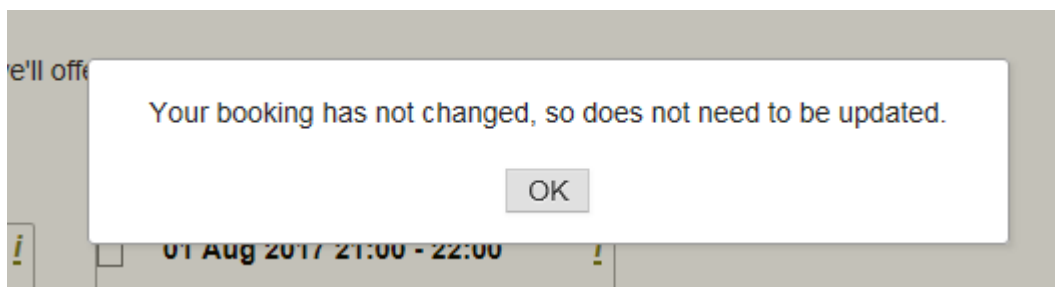
Update waiting list selection

- [Click] on the *Update waiting list selection* button. A confirmation box will appear:



Your changes will have been executed

To note: If you have not made any changes, the following will appear:



- [Click] on OK to return to the previous screen.

You will return to the waiting list screen [Click]

Exit waiting list

to return to the Manage bookings Tab

Batch Bookings

- [Click] onto the *Batch bookings* Tab:

Please enter a name, username or email to search for a user:

Type to search

Or enter usernames directly:

[Select All](#) | [Clear Selection](#)

Who to book:

- ☐ Those not already booked, offered or waiting
- ☐ Those not already booked or offered (overrides waiting)
- ☐ All users (overrides bookings)
- ☐ Cancel users

Waiting list offers:

- ☐ Accept offers
- ☐ Reject offers and add back onto waiting list
- ☐ Reject offers and cancel

You can either search for users in the Type to Search drop down box or you can enter users directly

To search for users:

- [Click] into the Type to search drop down box and enter the name, username (e.g. u1456236 or mnsabb) or email. **We recommend surname**

horton

...

A list will start to drop down based on search entry:

Horton, Dr Supervisor (supervisor3/warwick)

Horton, Dr Tracey (student3/warwick)

Horton, Tracey (huseas/warwick)

- [Click] on the name to select. The name will populate the field and the user name or ID will also be shown in the boxes below:

Please enter a name, username or email to search for a user:

Horton, Dr Tracey (student3/warwick) ▼

Or enter usernames directly:

student3

	Username	Surname	Forename	Booking Status	New Booking Status
<input checked="" type="checkbox"/>	student3	Horton	Tracey	Booked	N/A

You will be able to see that the check box is auto-populated and the *Username; Surname; Forename; Booking Status* and *New Booking Status* fields are shown

N/A will be given for New Booking Status on a new search

To enter users directly:

- [Click] into the *Or enter usernames directly:* box
- [Enter] a username/ID (e.g. u1456236 or mnsabb)

As you start to type, the box below will populate:

studen

	Username	Surname	Forename	Booking Status	New Booking Status
<input type="checkbox"/>	studen				N/A

When a full ID is recognized, the box will complete:

student3

	Username	Surname	Forename	Booking Status	New Booking Status
<input checked="" type="checkbox"/>	student3	Horton	Tracey	Booked	N/A

To note: When a username or ID is not recognized the field will populate but no information listed and the check box will not be selected:

spartacus

	Username	Surname	Forename	Booking Status	New Booking Status
<input type="checkbox"/>	spartacus				N/A

- **To note:** You can remove users from the list by [Clicking] into the *Or enter usernames directly:* box and deleting the user

You will now be able to see active radio buttons:

To note: ONLY RADIO BUTTONS THAT CAN BE USED WILL BECOME ACTIVE

Horton, Dr Tracey (student3/warwick) x

Or enter usernames directly:

student3

	Username	Surname	Forename	Booking Status	New Booking Status
<input checked="" type="checkbox"/>	student3	Horton	Tracey	Booked	N/A

[Select All](#) | [Clear Selection](#)

Who to book:

- ☐ Those not already booked, offered or waiting
- ☐ Those not already booked or offered (overrides waiting)
- ☐ All users (overrides bookings)
- ☐ Cancel users

Student, Mr Test (in-skillsforge-test/warwick) ▼

Or enter usernames directly:

in-skillsforge-test

	Username	Surname	Forename	Booking Status	New Booking Status
<input checked="" type="checkbox"/>	in-skillsforge-test	Student	Test	None	N/A

[Select All](#) | [Clear Selection](#)

Who to book:

- ☐ Those not already booked, offered or waiting

To enter multiple users:

- Type to search and enter Username or ID and select from the drop down box */or/*
- [Click] into the *Or enter usernames directly* box and enter users SEPARATED BY A COMMA:

in-skillsforge-test, student3

	Username	Surname	Forename	Booking Status	New Booking Status
<input checked="" type="checkbox"/>	in-skillsforge-test	Student	Test	None	N/A
<input checked="" type="checkbox"/>	student3	Horton	Tracey	Booked	N/A

You can Select all users or Clear your Selected Users by [Clicking] on the *Select All* link or *Clear Selection* link

	Username	Surname	Forename	Booking Status	New Booking Status
<input type="checkbox"/>	in-skillsforge-test	Student	Test	None	N/A
<input type="checkbox"/>	STUDENT3	Horton	Tracey	Booked	N/A

Select All | Clear Selection

NB. This will only clear the check boxes not the users listed

You can also tick in and out of the check boxes to select specific users

To batch cancel users:

- Ensure the (correct) users are selected, [Click] into the *Cancel users* button:

Who to book:

☐ Those not already booked, offered or waiting

☐ Those not already booked or offered (overrides waiting)

☐ All users (overrides bookings)

☒ **Cancel users**

Waiting list offers:

☐ Accept offers

☐ Reject offers and add back onto waiting list

☐ Reject offers and cancel

Proceed

- [Click] the *Proceed* button. The following screen will appear:

Action Confirmation

The following users will be actioned:

Username	Surname	Forename	Booking Status	New Booking Status
STUDENT3	Horton	Tracey	Booked	Cancelled

These users will be ignored:

Username	Surname	Forename	Booking Status
in-skillsforge-test	Student	Test	None

☒ Send automated emails

To note: only appropriate actions will be taken e.g. if a user isn't booked, that user will be ignored from changes made

- **To note:** The **Send automated emails** will be checked. To not send an email to a user, [Deselect] the **Send automated emails** box
- *[Click] on the Cancel button to make no changes and return to the Batch bookings Tab*
- To continue with the cancellation/s, [Click] on the *Confirm* button

The action will be confirmed and the row highlighted in green:

Action Confirmation

The following users will be actioned:

Username	Surname	Forename	Booking Status	New Booking Status
STUDENT3	Horton	Tracey	Cancelled	Cancelled

 ✓

These users will be ignored:

Username	Surname	Forename	Booking Status
in-skillsforge-test	Student	Test	None


Finished


- *[Click] OK*

You will return to the Batch bookings Tab and the Booking Status will be amended:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

Session 1

<u>26 Jul 2017 10:00 - 11:00</u> 	
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

<u>02 Aug 2017 10:00 - 11:00</u> 	
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

Session 2

<u>01 Aug 2017 21:00 - 22:00</u> 	
Workshop	PLACES
Venue: Space 14, Arden, Westwood	

<u>08 Aug 2017 21:00 - 22:00</u> 	
Workshop	PLACES
Venue: Space 14, Arden, Westwood	

Register interest on waiting list

To note: The Register interest on waiting list button will also appear. You can enter users on a waiting list by choosing this button and following the steps for booking below. The only difference will be their booking status will show as 'Waiting'

To continue to book:

- [Click] onto the session dates required:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

Session 1

<u>26 Jul 2017 10:00 - 11:00</u> 	
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

<u>02 Aug 2017 10:00 - 11:00</u> 	
Workshop	PLACES
Venue: R0.14 Seminar Room, Ram...	

Session 2

<u>01 Aug 2017 21:00 - 22:00</u> 	
Workshop	PLACES
Venue: Space 14, Arden, Westwood	

<u>08 Aug 2017 21:00 - 22:00</u> 	
Workshop	PLACES
Venue: Space 14, Arden, Westwood	

- [Click] the *Proceed* button. The following screen will appear:

Action Confirmation

The following users will be actioned:

Username	Surname	Forename	Booking Status	New Booking Status
in-skillsforge-test	Student	Test	None	Booked
STUDENT3	Horton	Tracey	Cancelled	Booked

These users will be ignored:

Username	Surname	Forename	Booking Status
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☒ Send automated emails

➤ [Click] on the *Confirm* button

The action will be confirmed and the row highlighted in green:

Action Confirmation

The following users will be actioned:

Username	Surname	Forename	Booking Status	New Booking Status	
in-skillsforge-test	Student	Test	Booked	Booked	✓
STUDENT3	Horton	Tracey	Booked	Booked	✓

These users will be ignored:

Username	Surname	Forename	Booking Status
----------	---------	----------	----------------

Finished

➤ [Click] *OK*

You will return to the Batch bookings Tab and the Booking Status will be amended

To note: The All users (overrides bookings) button can be used to make changes to sessions booked for all users

You still need to [Click] into radio buttons and [Click] the Proceed button to make changes even if the booking status' changes in the table on the Batch bookings page:

Booking Status	New Booking Status
Booked	Booked
Booked	Booked

To batch book changes to waiting list:

You can change waiting lists from the following screen:

Select All | Clear Selection

- ☐ Those not already booked, offered or waiting
- ☐ Those not already booked or offered (overrides waiting)
- ☐ All users (overrides bookings)
- ☐ Cancel users

- ☐ Accept offers
- ☐ Reject offers and add back onto waiting list
- ☐ Reject offers and cancel

- The waiting list dates will appear:

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

Session 2

☒ **26 Jul 2017 10:00 - 11:00** [i](#)
Workshop PLACES
Venue: R0.14 Seminar Room, Ram...

☒ **01 Aug 2017 21:00 - 22:00** [i](#)
Workshop PLACES
Venue: Space 14, Arden, Westwood

☒ **02 Aug 2017 10:00 - 11:00** [i](#)
Workshop PLACES
Venue: R0.14 Seminar Room, Ram...

☒ **08 Aug 2017 21:00 - 22:00** [i](#)
Workshop PLACES
Venue: Space 14, Arden, Westwood

Exit waiting list

➤ [Click] on the check boxes for the dates required

- [Click] on the *Proceed* button. The following will appear:

Action Confirmation

The following users will be actioned:

Username	Surname	Forename	Booking Status	New Booking Status
in-skillsforge-test	Student	Test	Waiting	Waiting
STUDENT3	Horton	Tracey	Waiting	Waiting

These users will be ignored:

Username	Surname	Forename	Booking Status
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☒ Send automated emails

- [Click] Confirm

Action Confirmation

The following users will be actioned:

Username	Surname	Forename	Booking Status	New Booking Status	
in-skillsforge-test	Student	Test	Waiting	Waiting	✓
STUDENT3	Horton	Tracey	Waiting	Waiting	✓

These users will be ignored:

Username	Surname	Forename	Booking Status
----------	---------	----------	----------------

Finished

- [Click] OK

The waiting list batches will also be able to be seen in the *Waiting list* Tab:

[Edit details](#) [Manage bookings](#) [Batch bookings](#) [Registers](#) [Waiting list](#)

Waiting:

	Username	Surname	Forename	Email	Created	Last Modified	
1	in-skillsforge-test	Student	Test	jonathan.carr@skillsforge.co.uk	24/Jul/2017 10:19	24/Jul/2017 10:26	View
2	student3	Horton	Tracey	t.horton@warwick.ac.uk	24/Jul/2017 10:19	24/Jul/2017 10:26	View

Offered:

Username	Surname	Forename	Email	Created	Last Modified
This list is empty					

NB. On any Action Confirmation screen when you have clicked confirm, you have the option to STOP, by [Clicking] on the Stop button:

Action Confirmation

The following users will be actioned:

Username	Surname	Forename	Booking Status	New Booking Status	
in-skillsforge-test	Student	Test	Cancelled	Cancelled	✓
STUDENT3	Horton	Tracey	Waiting	Cancelled	⊗

These users will be ignored:

Username	Surname	Forename	Booking Status
----------	---------	----------	----------------

Processing... Please wait.

Stop



Where users have the offer of a place on the waiting list:

A user can be offered a place on a waiting list and may contact you directly, you can batch book users via this screen by *Accept offers* (the radio button will only be active when this option is available)

Waiting list offers:

- ☒ **Accept offers**
- ☐ **Reject offers and add back onto waiting list**
- ☐ **Reject offers and cancel**

You can also **reject offers** and add the user back to a waiting list or **reject offers and cancel** users from the event/s

You need to [Click] into radio buttons and [Click] the Proceed button to make changes even if the booking status' change on the Batch bookings page:

Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to **managing your events** please contact the PGR Professional Development Officer in the Doctoral College via:

PGRDevelopment@warwick.ac.uk or tel: 024 761 50401 (ext. 50401)