

Warwick SkillsForge

Researchers – View Booking Summaries

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



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:

Booking Summary

Training and Courses

Date	Title	Status	Attendance	Credits
10/08/2019	RSSPTESTI - SkillsForge Test Event	Finished	1 Attended 1 not processed yet	1.5

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.

23/01/2019	RSSP-W9 - The Academic Writing Series: How to Write a Literature Review	Booked	-	0
19/10/2017	RSSP-RWG1 - Researcher Writing Group	Finished	1 Attended	1
13/11/2018	CADRE4 - CADRE - Developing a critical voice through academic writing and critical reading	Finished	1 Part-attended	0
17/05/2018	RSSP-21 - MyResearch	Finished	1 not processed yet	0
05/12/2017	RSSP-WBC - Writing Bootcamp	Finished	1 No-show	0

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:

Training and Courses

Date	Title
10/08/2019	RSSPTEST - SkillsForge Test Event



If you have a future booked event following screen will appear:

You have a booking:

23 Jan 2019 12:00 - 14:00
Workshop
Venue: Seminar Rms 1, 2 and 3, Wolfson RE, Wolfson Research Exchange, Library, Main Campus

Full venue details

Seminar Rms 1, 2 and 3, Wolfson RE,
Wolfson Research Exchange, Library,
Main Campus
Library Road

Facilitators

[Dr Mihai Balanescu](#)

[View Register](#)

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

<input type="checkbox"/>	26 Apr 2018 13:00 - 15:00	i
Workshop PLACES		
Venue: R0.12 Seminar Room, Ramp...		
<input checked="" type="checkbox"/>	25 Apr 2019 13:00 - 15:00	i
Workshop WAITING LIST		
Venue: R0.12 Seminar Room, Ramp...		

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

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 2018 10:00 - 12:00	<i>i</i>
Workshop	PLACES
Venue: R0.14 Seminar Room, Ramp...	
23 May 2018 15:00 - 17:00	<i>i</i>
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 Doctoral College via: PGRDevelopment@warwick.ac.uk or tel: **024 761 50401 (ext. 50401)**