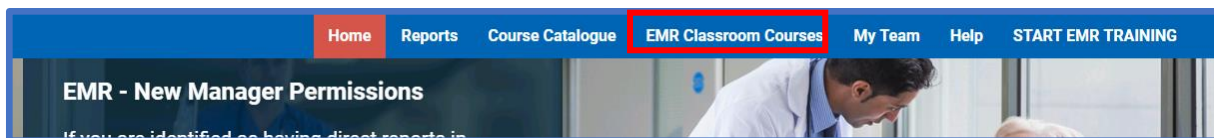


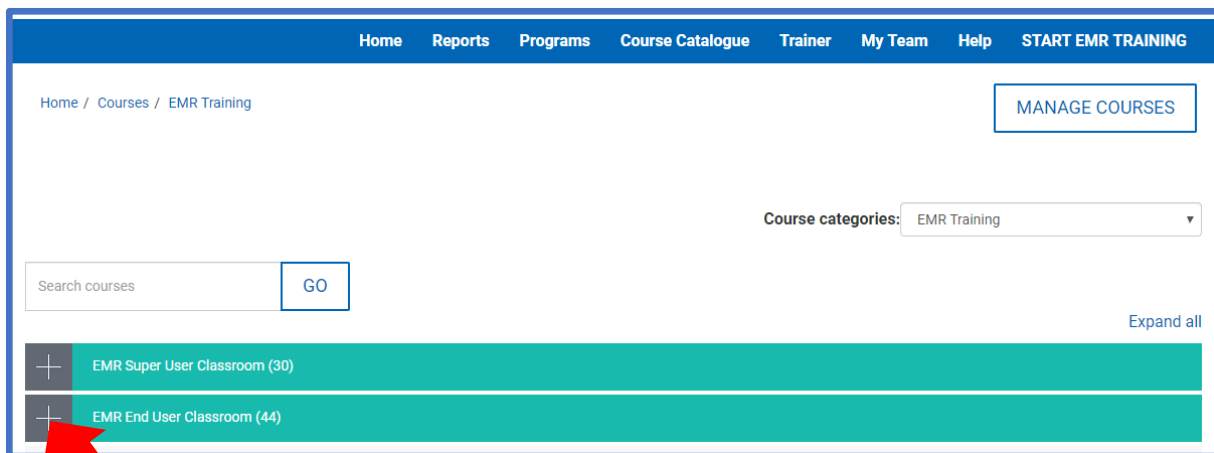
Adding Non-Reporting-Line Attendees to a Session

This QRG shows managers how to add attendees to a session for employees who do not report to them

1. Select 'EMR Classroom Courses' from the Course Catalogue menu



2. Click on the '+' sign to expand your search for either a Super User or End User course



3. Locate the course you wish to allocate the employees to attend.

Home / Courses / EMR Training

MANAGE COURSES

Course categories: EMR Training

Search courses GO

EMR Super User Classroom (30)

- EMR Classroom - Allied Health: Super User
- EMR Classroom - Clinical Coder: Super User
- EMR Classroom - Dietetics: Super User

4. Add Learners to an Event by selecting the Attendees link.

Classroom Session

Date	Time and Time Zone	Room	Capacity	Status	Options
September 27, 2016	9:00 AM - 10:00 AM Europe/London		0 / 10	Booking open	Attendees Sign-up
Wait-listed	Wait-listed		0 / 10 (0 Wait-listed)	Booking open	Attendees Join waitlist

View all events
Declare interest

5. Within the Attendees tab, the 'Actions' dropdown provides the following options:

- **Add users:** Add users manually.
- **Remove users:** Remove confirmed Attendees from the Event.

Classroom Session

Event date/time
September 27, 2016, 9:00 AM - 10:00 AM Europe/London

Duration
1 hour

Maximum bookings
10

ATTENDEES | WAIT-LIST | CANCELLATIONS | TAKE ATTENDANCE | MESSAGE USERS

Attendees

Actions

- Actions
- Add users
- Add users via file upload
- Add users via list of IDs
- Remove users

There are no records in this report

Export as CSV Export

Go back

6. Add Attendees by searching for the user by first name, last name or employee number.

Select users to add (step 1 of 2)

Event date/time
September 27, 2016, 9:00 AM - 10:00 AM Europe/London

Duration
1 hour

Users to add

6 potential users

Search results (6)

- Craig Test (test).(test) Eves, craig.eves@totallearning.com
- Craig Test (test).(test) Eves, craig.eves2@totallearning.com
- Meredith Henson, meredith.henson@totallearning.com
- Bob Medcalf, bob.medcalf@totallearning.com
- Admin User, hostedsitesadmin@totallearning.com
- Eva Wyles, eva.wyles@totallearning.com

Search

Allow scheduling conflicts

Continue Cancel

@totallearning Search Show all

Show only users who declared interest in this activity

7. Click on their name(s) from the Potential user list and select 'Add' or 'Remove'. You can also choose to Allow scheduling conflicts so learners can be added to an Event where they are already booked to attend another Event.

Select users to add (step 1 of 2)

Event date/time
September 27, 2016, 9:00 AM - 10:00 AM Europe/London

Duration
1 hour

Users to add

6 potential users

Search results (6)

- Craig Test (test).(test) Eves, craig.eves@totallearning.com
- Craig Test (test).(test) Eves, craig.eves2@totallearning.com
- Meredith Henson, meredith.henson@totallearning.com
- Bob Medcalf, bob.medcalf@totallearning.com
- Admin User, hostedsitesadmin@totallearning.com
- Eva Wyles, eva.wyles@totallearning.com

◀ Add

▶ Remove

Search

Allow scheduling conflicts

@totallearning Search Show all

Show only users who declared interest in this activity

Continue
Cancel

8. Click the Continue button to confirm your updates or Cancel to return to the Attendees page.

Select users to add (step 1 of 2)

Event date/time
September 27, 2016, 9:00 AM - 10:00 AM Europe/London

Duration
1 hour

Users to add

6 potential users

Search results (6)

- Craig Test (test).(test) Eves, craig.eves@totallearning.com
- Craig Test (test).(test) Eves, craig.eves2@totallearning.com
- Meredith Henson, meredith.henson@totallearning.com
- Bob Medcalf, bob.medcalf@totallearning.com
- Admin User, hostedsitesadmin@totallearning.com
- Eva Wyles, eva.wyles@totallearning.com

◀ Add

▶ Remove

Search

Allow scheduling conflicts

@totallearning Search Show all

Show only users who declared interest in this activity

Continue

Cancel

9. Select Confirm.

Add users (step 2 of 2)

Event date/time
Wait-listed

Name	Email address	Username	ID number
Jane Learner	jane@noemail.com	learner1	

Change selected users ▶ Expand all

There are required fields in this form marked *.

▼ Notifications

- Send booking confirmation to new attendees
- Send booking confirmation to new attendees' managers

▶ Sign-up fields