

## Quick Reference Guide (QRG)

### *How to book EMR training on Latte (Monash Health Learning Management System) – for People Managers*

*This QRG will show managers how to book their people onto scheduled Electronic Medical Record (EMR) face-to-face training and identify which of your team are booked onto EMR training.*

As we get closer to the introduction of our Electronic Medical Record (EMR), it's important that our people feel confident and comfortable in using the system. An essential part of this is training.

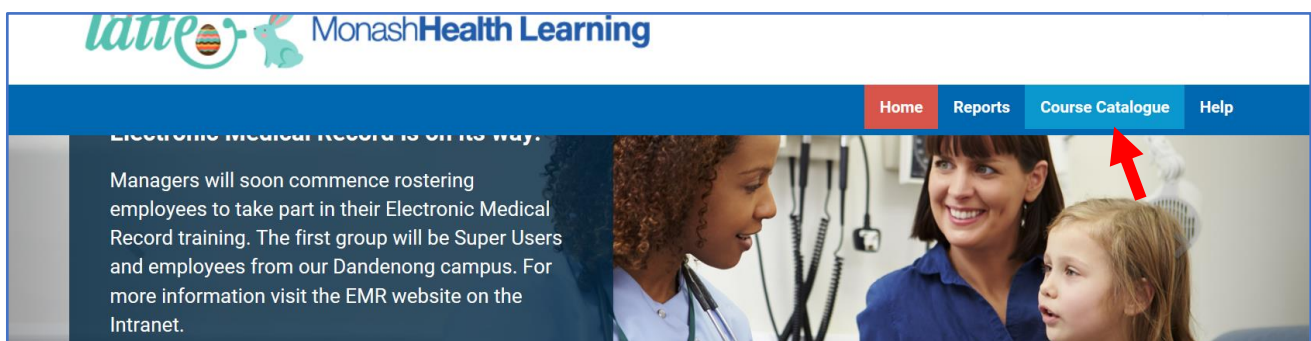
As a People Manager, you can now book your team members into the required training by using the Learning Management system 'Latte'. This gives you visibility across your team's EMR learning and development activity and will allow you to track your readiness for Go-Live accordingly.

*Please note: If you require additional access, or have any questions, please email the EMR training team on [EMRTraining@monashhealth.org](mailto:EMRTraining@monashhealth.org)*

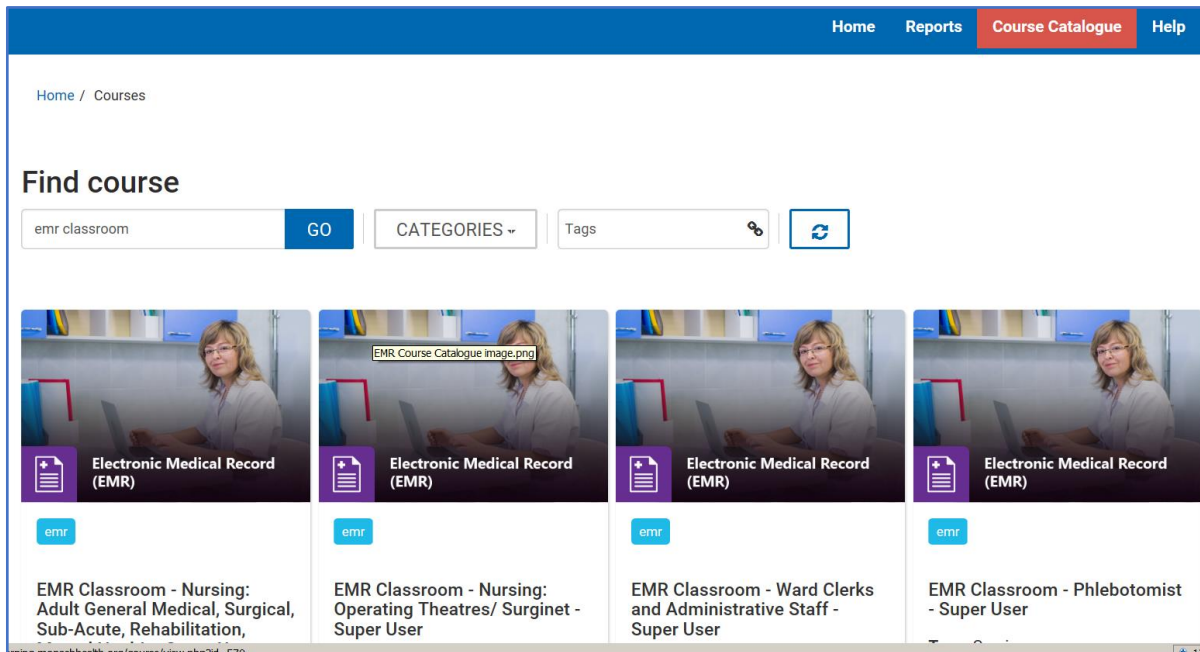
#### 1. Log into 'Latte' via the Monash Health Learning icon on your desktop



#### 2. Select 'Course Catalogue' from the drop-down menu



### 3. Locate the course you wish to allocate your team member to attend.



### 4. Click the 'Allocate spaces for team' link where displayed on the course home page.

Or, use the corresponding 'View all events links' to view all session dates within the seminar activity.

Manager Approval Seminar					
Date	Time and Time Zone	Room	Seats available	Status	Options
10 October 2016	9:00 AM - 5:00 PM Europe/London		10	Booking open	<a href="#">Allocate spaces for team (0/1)</a> <a href="#">Reserve spaces for team (0/1)</a> <a href="#">Manage reservations</a> <a href="#">Sign-up</a>
Wait-listed	Wait-listed		10	Booking open	<a href="#">Allocate spaces for team (0/1)</a> <a href="#">Reserve spaces for team (0/1)</a> <a href="#">Manage reservations</a> <a href="#">Join waitlist</a>

[View all events](#)

A number will be displayed next to the link e.g. (0/3).

The left number displays the amount of spaces that have been allocated.

To the right, the amount of spaces that remain and can be allocated.

**5. From the 'Potential allocations list', select the members in your team that you wish to book into the session.**

Choose whether to Replace reservations when adding allocations ('Yes' or 'No') and select the 'Add button'.

To remove an Allocation, select the relevant user(s) from the Current allocations list and select the Remove button.

The screenshot displays a booking interface for a "Manager Approval Seminar".

- Event details:** Event date/time: 10 October 2016, 9:00 AM - 5:00 PM Europe/London; Duration: 8 hours.
- Seats available:** 9.
- Approval required by:** Manager Approval.
- Current allocations (0 / 1):** A box containing:
  - This event:** None
  - Other event(s) in this activity:** Jane Learner (Booked by another manager)
- Potential allocations (1 left):** A box containing: John Learner
- Navigation:** "Add" button with a left arrow and "Remove" button with a right arrow.
- Settings:** "Replace reservations when adding allocations (1) Yes" dropdown menu.

6. You will be returned to the Events Dashboard and the number of spaces will be updated to show how many you reserved and how many you have remaining.

### Manager Approval Seminar

**Event date/time**  
October 10, 2016, 9:00 AM - 5:00 PM Europe/London

**Duration**  
8 hours

**Seats available**  
9

**Approval required by:**  
Manager Approval

Meredith Henson

You have already allocated the maximum number of spaces you are able for this activity, you cannot reserve any more

#### Bookings in other events

Event date/time	Your bookings / reservations
• September 30, 2016, 9:00 AM - 10:00 AM Europe/London	• Jane Learner

7. A notification will be emailed to your team member to provide them with details about their enrolment, session date/time and location.

8. To see a complete list of your team's booking and attendance status select the 'Reports' tab and then select 'Face-to-Face Bookings Report'.

Home **Reports** Course Catalogue My Team Help

Home / Reports

### Reports


- Course Completions For Team Members
- Courses Completed
- Manager - Course Completion % Report
- Manager - Course Completions by Course Report
- Manager - Course Completions by Team Member Report
- Manager - Face to Face Bookings Report**
- Manager - Team Certification Completion % Report
- My Bookings

You can use the search and filter options to show those in your team booked to attend EMR training (see below).

**Manager - Face to Face Bookings Report: 12 records shown**

▼ Search by

User's Fullname ⓘ

Course Name ⓘ   

Status ⓘ  ▼

Not set  Fully attended  Partially attended  No show  Booked  Wait-listed  Approved  Requested (2step)  Requested  Declined  Event Cancelled  User Cancelled