

When you decide to run a course on a specific date and time and have booked a room, you need to schedule an instance of this course in the system.



To schedule a course you must have already set-up the course in the system, allocated the provider and have set-up the trainer against the provider. If you haven't already completed these steps please refer to **QRG: TR1 Setting up a Course** for details of how to do this.

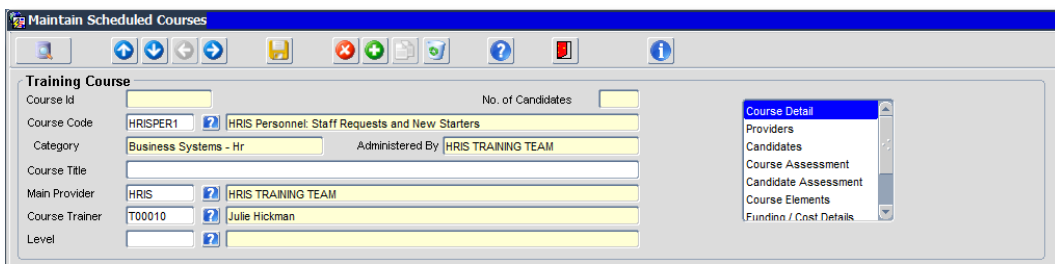
This guide covers the following process steps:

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Update the course details

Navigate to: Personnel > Training > Maintenance > Scheduled courses

1. Click  to display the *Maintain Scheduled Courses* screen.
2. Enter the **Course Code**, or click the  button to select from a list. This will pull through the Category, Administered By, Main Provider and Objectives information from the Course set-up.



3. In the **Course Trainer** field click the  button to select the trainer from the list.

 **Note:** If your trainer isn't listed, you will need to add them to your course provider details. Refer to **QRG: TR1 Setting up a Course** for details of how to do this.

4. Enter the **Start Date / Time** and **End Date / Time** for the course, using the format DD MMM YYYY for dates and 24 hour clock format for the time (e.g. 01 JAN 2012 09:30).



Note: If this is a multi-part event, make sure you enter the start time/date for the first day, and the end date/time as the end of the last day.

- The **Duration** is automatically calculated using the start and end dates. You need to make sure this adds up to the total number of days a person will attend a multi-course event. For example if your course runs for 2 half-days, you should enter a duration of 1 day.



Note: As an example, the Introductory Certificate in Management course is a four day course, run over six weeks and consists of a two full day and two half day workshops, with elements of the course run online. In this instance:

Start Date/Time: 5 Jan 2015 09:30

End Date/Time: 21 Feb 2015 16:30

Duration: 3 days

- Enter the **Course Location** or select button and pick from the list of available locations. If you want to find out more details about any location, click on button.



Note: The *Location* details will override the Min and Max details set on the Course set-up.

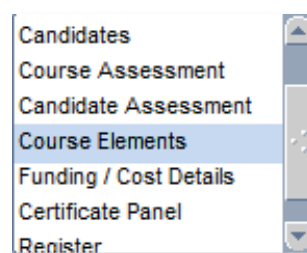
- Review the **Min/Max Candidates** information, as now determined by the location and update them if they are incorrect.

- Save the information: either click or press **F10** button

Enter course element details

If this is a multi-day event, you need to enter the details for each part of the course. In order to do this, you must have first entered *Course Elements* in to the *Course Set-up* screen.


1. Go to the **Select Detail** box, and select **Course Elements**.




2. In the *Course Elements* screen, the element information is pulled through from the Course Set-up information. Complete the **Provider, Location, Training Date** and **Start/End Time** for each element.

A screenshot of the 'Course Elements' screen. It displays a table with columns for 'Element', 'Location', 'Training Date', 'Start/End Time', 'Session', and 'Level'. The first four rows are populated with test data. Each row has a 'Details' button to its right.

Element	Location	Training Date	Start/End Time	Session	Level
1 Testing Course Element 1	BTR BURFORD TRAINING ROOM, IT SERVICE	01-JUL-2013	09:30 17:00	1	
2 Testing Course Elements 2	CTR CHARLBURY TRAINING ROOM, IT SERVI	01-AUG-2013	09:30 17:00	2	
3 Testing Course Elements 3	WMR WOODSTOCK MEETING ROOM, IT SERVI	02-AUG-2013	09:30 17:00	3	
4 Testing Course Elements 4	TMR TETSWORTH MEETING ROOM, IT SERVI	03-AUG-2013	09:30 17:00	4	

 **Note:** If you enter a start and end date/time that does not fit within the date and time entered on the *Course Detail* screen, the following message will be displayed.

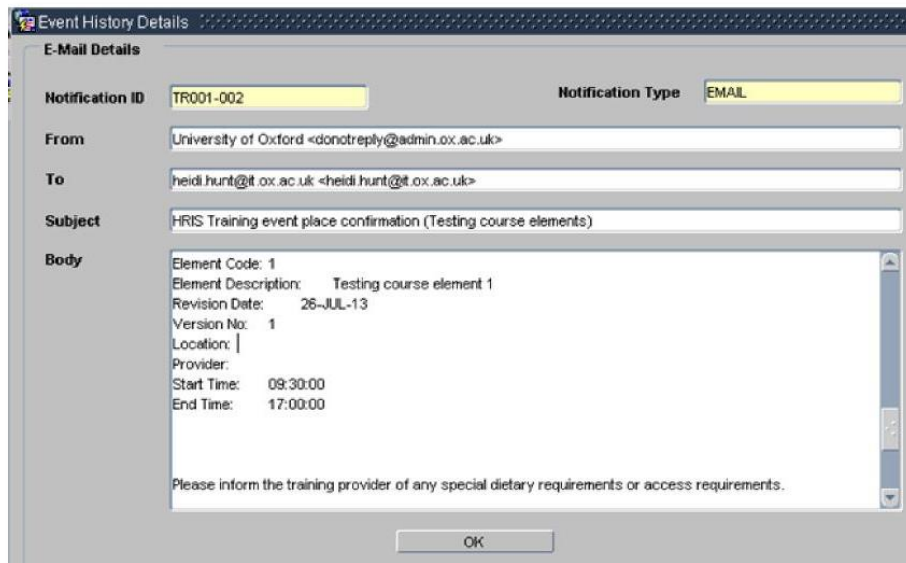


The error message dialog box is titled 'Forms' and contains the text: 'ERROR - Date can not be greater or less than start/end date ...'. It has 'OK' and 'Cancel' buttons.

2. Save the information: either click  or press **F10** button.

Automatic email notifications

1. Notifications can be configured to merge in all the element details in the templates, inserting a standard block for each element .e.g.



Event History Details

E-Mail Details

Notification ID: TR001-002 Notification Type: EMAIL

From: University of Oxford <donotreply@admin.ox.ac.uk>

To: heidi.hunt@it.ox.ac.uk <heidi.hunt@it.ox.ac.uk>

Subject: HRIS Training event place confirmation (Testing course elements)

Body:

Element Code: 1
Element Description: Testing course element 1
Revision Date: 26-JUL-13
Version No: 1
Location: |
Provider:
Start Time: 09:30:00
End Time: 17:00:00

Please inform the training provider of any special dietary requirements or access requirements.

OK



Note: A standard notification template has a maximum 2000 character limit. It has been tested with up to 4 elements and works successfully. If you wish to set up a course with more than 4 elements please contact HRIS systems support on hr.systems@admin.ox.ac.uk to run a test for you to confirm the notification will run successfully.