

After the course has taken place you will need to complete the following steps:

- Update the register (for multi-part courses).
- Update the candidate status as either: Completed Successfully, Partially Completed or Failed to Show.
- Send out a thank-you and survey link email (if applicable)
- Close the course.

Navigate to: Personnel > Training > Maintenance > Scheduled courses

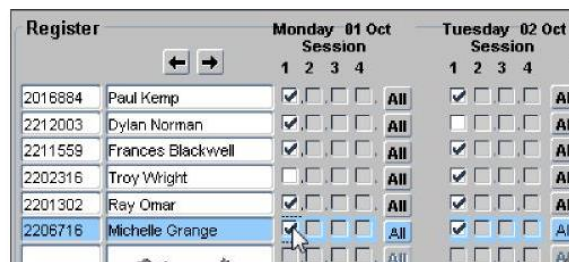
Search for the course, and double click to open up the scheduled course you want to close.


Update the Register for Multi-Part Courses


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



2. In the *Register* screen, mark the days each candidate attended.



 **Note:** If your course is delivered over more than a week, use the left and right arrow at the top of the register to view the calendar a week at a time.

3. When you have finished marking the register, either click  or press **F10** button



4. Click  to close the register.

Update the Candidate Status

1. Go to the **Select Detail** box, and select **Candidates**.
2. Update the status of anyone who only *Partially Completed* or *Failed to Show*.



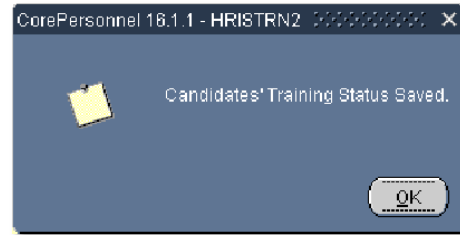
Note: An automatic email will be sent to those people who failed to show, asking them to book on another scheduled course.

3. To update the rest of the scheduled candidates' statuses to *Completed Successfully*, click on .
4. Change the **Select Training Status** to **Scheduled**, and the scheduled candidates' names will be populated in the list below.
5. Click on .
6. Change the **Update Training Status To** to **Completed Successfully**.

A screenshot of a web application window titled 'Update Candidate Training Status'. The window has a header bar with the title. Below the header, there is a section 'Update Applicant Status' with a dropdown menu for 'Select Training Status' set to 'Scheduled' and a 'Select All' button. Below this is a table with four columns: 'Personnel No', 'Name', 'Training Status', and 'Select'. The table contains three rows of data, with the first row highlighted in blue. The 'Select' column has checkboxes, with the first three checked. At the bottom of the window, there is a dropdown menu for 'Update Training Status To' set to 'Completed Successfully', and two buttons: 'Close' and 'Update'.

7. Click on

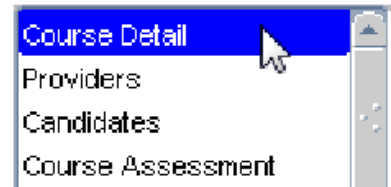
8. The following message will appear advising you that the new statuses have been changed and saved. Click on **OK** to clear.



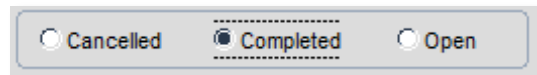
9. Click on **Close** to return to the candidates screen. Send 'Thank You and Survey Link Email'.
10. If applicable, refer to **QRG: TR4_Manually Triggered Emails**, to generate a 'Thank You and Survey Link' email to all candidates who have *Completed Successfully*.

Close the Course

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



2. Change the course status to **Completed**.



3. Save the information: either click  or press **F10** on your keyboard.