

TAS - Book a course for myself

How to book a classroom course for myself using TAS

When booking a course, if you are not already logged in, the booking process will prompt you to log in. This guide shows this method.

Prerequisites

You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide [TAS - How to login](#)

You must not already be booked for the selected course, The booking process will notify you that you are already booked and prompt you to select a new course.

Booking the course

Selecting your course

Please note that if you are sent a link to a course offering then that course will be automatically added to your basket.

Locate the course you want to book on the Courses Available page.

The screenshot shows the 'Courses Available' page in the Training Administration System (TAS). The page has a dark header with 'Training Administration System (TAS)', 'Log In', 'Basket' (with a '1' icon), and 'Help'. Below the header is a blue bar with 'Courses Available'. There are two dropdown menus: 'All eLearning Courses and guides' and 'All Classroom Courses'. A table lists two classroom courses:

Classroom Course Title	Date	Start	End	Location	Seats
eNotes Overview	31-05-2023	09:00	10:00	Truro	2
PAS Inpatient	01-06-2023	09:00	12:00	Teams	5

Below the table is a 'Next Page' button. To the right is a 'Detailed Information' panel for the 'eNotes Overview' course:

- Course: [eNotes Overview \(view course objectives\)](#)
- Held on: Wednesday, 31-05-2023 from 09:00 to 10:00
- Location: Kedhlow Building Royal Cornwall Hospital Truro ([open map in a new tab](#))
- Description: eNotes Overview session held on Microsoft Teams
- [Add to Basket](#)


Click the row of the course offering.

The right hand 'Detailed Information' panel will display the course details including:

- Course - with a view course objectives link in brackets
- Held on - date and time
- Location - the location may be a physical location with a map link within brackets, or a training session held on Teams
- Description - a brief description of the course

Add the course to the basket

Click the Add to Basket button. The Basket page will open displaying a summary of the course.

Training Administration System (TAS) Log In ▾ Basket  Help ▾

Basket

[Complete Booking](#) [Add Another](#) [Empty basket](#)

Course Name	Location	Date	From	To	Remove Course
eNotes Overview	CITS Testing Suite	Wednesday 31-05-2023	09:00	10:00	Remove

IMPORTANT YOU ARE NOT BOOKED ON THE COURSE YET

To complete your booking press the **GREEN Complete Booking** button above

Note: All basket contents will be cleared after 1 hour if not completed.

[Close](#)

You can book single courses or multiple courses at one time. Click the Add Another button to return to the Courses Available page. To reopen the basket without adding a new course, you can click the Basket on the top menu bar.

Courses Available

All eLearning Courses and guides ▾

All Classroom Courses ▾

Classroom Course Title	Date	Start	End	Location	Seats
eNotes Overview	31-05-2023	09:00	10:00	Truro	2
PAS Inpatient	01-06-2023	09:00	12:00	Teams	5

[Next Page](#)

Detailed Information

Course: PAS Inpatient ([view course objectives](#))

Held on: Thursday, 01-06-2023 from 09:00 to 12:00

Location: Course Held on Microsoft Teams

Description: This course is for those people whose job requires them to enter data relating to a patient's admission, discharge and transfer.

[Add to Basket](#)

Click to highlight the next course and again click the Add to Basket button. The Basket page will open this time listing a summary of each course in the basket. You can repeat this process for all courses you want to add to the basket.

Basket

Complete Booking
Add Another
Empty basket

Course Name	Location	Date	From	To	Remove Course
eNotes Overview	CITS Testing Suite	Wednesday 31-05-2023	09:00	10:00	Remove
PAS Inpatient	Teams	Thursday 01-06-2023	09:00	12:00	Remove

IMPORTANT YOU ARE NOT BOOKED ON THE COURSE YET

To complete your booking press the GREEN Complete Booking button above

Note: All basket contents will be cleared after 1 hour if not completed.

Please note that if you leave courses in your basket for more than one hour, the basket will automatically empty. Clicking the Empty basket button will remove all courses listed in your basket. Clicking the Remove button at the end of the course summary row will remove that item.

Complete the booking


Click the Complete Booking button. It is at this point if you are not logged into TAS you will be prompted to login. If you need help logging into TAS please review the help guide [TAS - How to login](#).

Once logged in the Booking Form page will automatically open.

Booking Form

Course Chosen

Course Name	Date and Time	Location	Remove Course
eNotes Overview	Wednesday 31-05-2023 from 09:00 to 10:00	CITS Testing Suite	Remove
PAS Inpatient	Thursday 01-06-2023 from 09:00 to 12:00	Teams	Remove


 Enter a detailed reason for booking the above course.

Are you booking for: Yourself Someone Else

[Edit Basket](#)

[Close](#)

Some courses may require you to enter a reason for booking the course, these courses are provisionally booked pending vetting by the IT Training staff. Type in the reason for booking, different courses may also ask you to enter a reason for each individual course.

 This course is required for my job role.

For Are you booking for: tick the Yourself box. If you are booking for a colleague, please review the help guide [TAS - Book a course for a colleague](#).

Are you booking for: Yourself Someone Else

Do you have any special requirements?* Yes No

Is your Manager aware of your request?* Yes No

For the question 'Do you have any special requirements?', Ticking 'Yes' will ask you to type in details of any special requirements.

Do you have any special requirements?* Yes No



Enter details of special requirements.

Ticking No does not ask the question.

Ticking either Yes OR No to the question 'Is your Manager aware of your request?' will display your manager contact details recorded in your user profile. You can change these details.

Please confirm your manager details are correct:*



Marim

Brimson



m.brimson@nhs.net

Edit Basket

Continue to book course

Click the **Continue to book course** button.

The booking confirmation

The Booking Confirmation page will be displayed listing each course booking and it's status, and a summary of your details. Email confirmations will be sent to you and a copy to your manager for each course you have booked.

Booking Confirmation

Booking Details		Booking Status	
Course Title:	eNotes Overview	Booking Status:	Booked
Date / Time:	31-05-2023 from 09:00 to 10:00		
Location:	CITS Testing Suite		
Course Title:	PAS Inpatient	Booking Status:	Pending
Date / Time:	01-06-2023 from 09:00 to 12:00		
Location:	Teams		

Trainee Details

Booked For:	Joe Bloggs
email	joe.bloggs@nhs.net
Base	This Is My Location
Trust	RCHT
Special Requirements	Empty

[Close](#)

Your user profile will now contain an entry for each course in the 'Booked Classroom Courses' panel of your student training record, clicking one of these entries will open your course booking details. For help cancelling a booked course please refer to the help guide [TAS - Cancel my course booking](#)

Viewing your email bookings

Open your email application, for example NHS Mail.

Subject	Correspondents	Date	▼
IT Training course booking - Pendin...	Cornwall IT Training	10:43	
IT Training course booking - booking	Cornwall IT Training	10:43	

Your IT Training course booking emails will be displayed. A provisionally booked email will contain the word Pending in the subject. Opening the email will display the contact information specific to the course including the date, time and location.

Training Administration System Notification

Course booking - booking

Dear Joe

Important: Ensure you can login to your TAS account as you will be required to do this during your training. We suggest you have your login name & password at hand for when you need to do this. [TAS account](#).

If you require assistance with this, please seek it "before" the course date, contact IT Training via cornwall.ittraining@nhs.net

Also If you need to review, amend or cancel login to your [TAS account](#), access your User User Profile and booked courses.

Student: **Joe Bloggs**

Course: **eNotes Overview**

Location: **CITS Testing Suite**

Address: **Kedhlow Building Royal Cornwall Hospital Truro**

Date: **31-05-2023**

Times From: **09:00**

Times To: **10:00**

Booked by: **Joe Bloggs**

Catering and Refreshments:

Catering facilities are available from the Mullions Cafeteria in the main hospital.

Directions:

Within the Kedhlow Building, use the buzzer to contact admin team who will inform staff of your arrival.

Regards

Cornwall IT Training

Email: cornwall.ittraining@nhs.net

Once the provisionally booked course has been confirmed or denied and cancelled, you will receive an email informing you of the decision.

Before the date of the course you will also receive a booking reminder email containing a summary of your booking.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=312>