# TAS - Book a course for a colleague

# How to book a classroom course for a colleague on the TAS system

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**

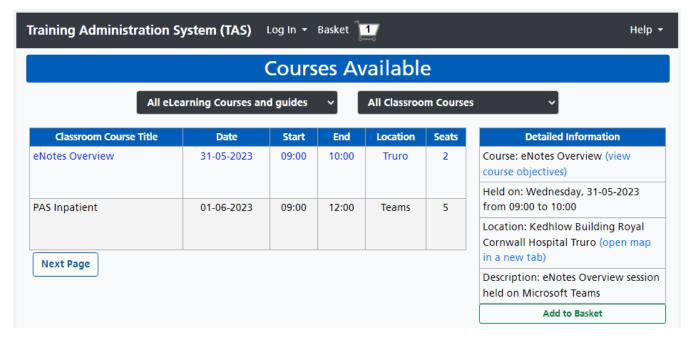
You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide <u>TAS - How to login</u>

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

# **Booking the course**

## Selecting the course

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



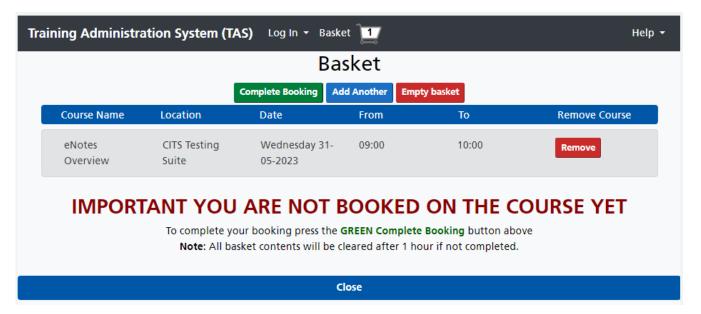
Click the row of the course offering.

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

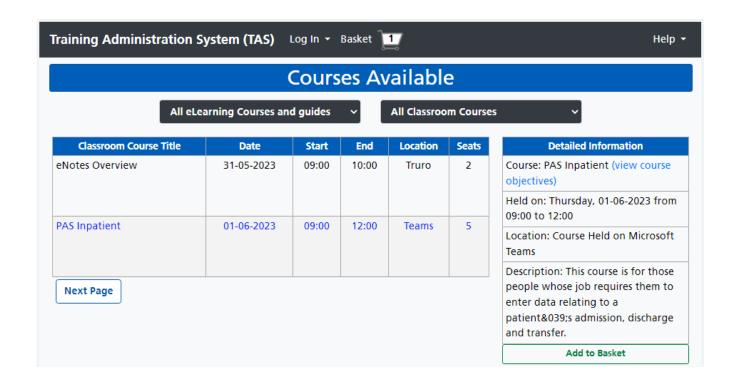
- Course with a view course objectives link in brackets
- Held on date and time
- Location the location may be a physical location with a map link within brackets, or a training session held on Teams
- Description a brief description of the course

### Add the course to the basket

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



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.



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.

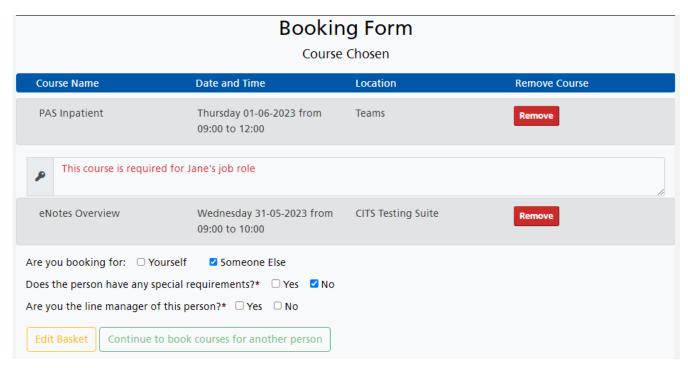


Please note that if you leave courses in your basket for more than one hour, the basket will automatically empty. Clicking the Empty basket button will remove all courses listed in your basket. Clicking the Remove button at the end of the course summary row will remove that item.

## 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 <u>TAS - How to login</u>.

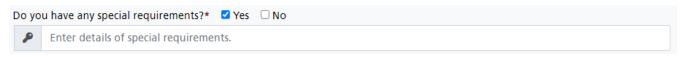
Once logged in the 'Booking Form' page will automatically open.



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.

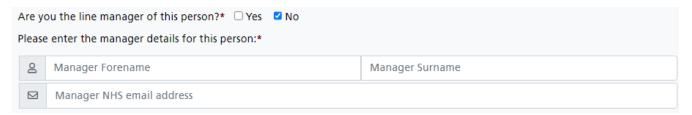
For Are you booking for: tick the **Someone Else** box. If you are only booking for yourself, please review the help guide <u>TAS - Book a course for myself</u>.

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

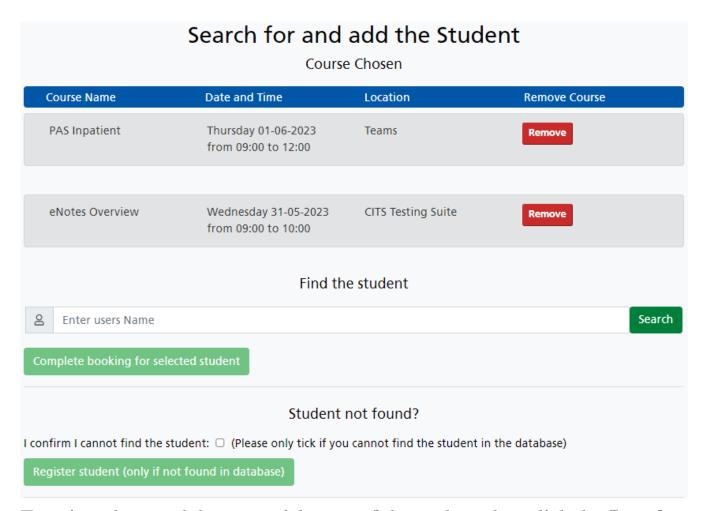


Ticking the **No** box does not ask the question.

Ticking the **No** box for the question 'Are you the manager of this person? will require you to type in the manager's contact details. Ticking **Yes** will add YOU as the manager of this person.



Click the **Continue to book courses for another person** button. The 'Search for and add the Student' page will open.



Type into the search box a partial name of the student, then click the **Search** button



A list of possible student matches will be displayed below the search box.

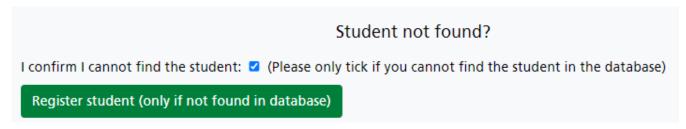
If the colleague is listed, click to highlight the row, then click the **Complete booking for the selected student** button. Please ensure that you choose the correct person.

The Booking confirmation screen will be displayed and both the manager and your colleague will receive booking emails.

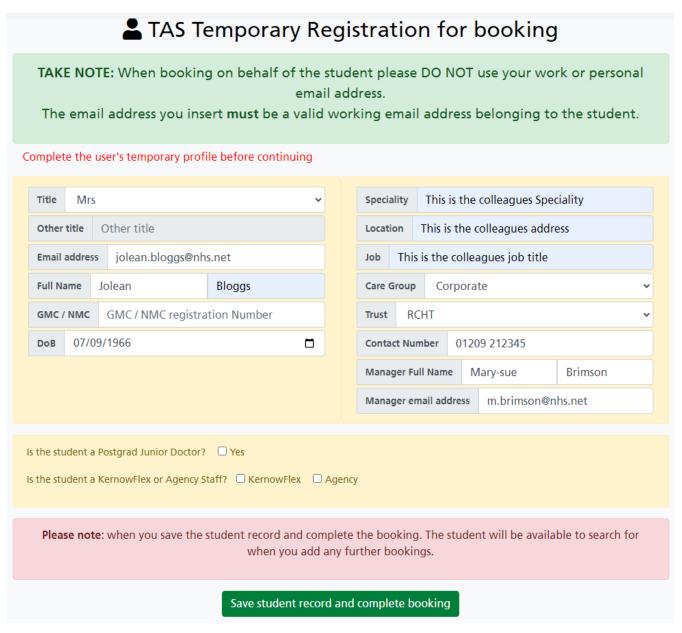
#### If the student cannot be found

If you cannot find the person, you will need to register your colleague. On the 'Search for and add the Student' page, tick the **I confirm I cannot find the student** box.

Please note that once you have registered your colleague, they will be listed in the student list the next time you search for them when booking on their behalf.



Click the **Register student** (only if not found in the database) button. The 'Temporary Registration for booking' page for will open.



Fill your colleague's details.

- The email address you enter **must** belong to your colleague the student, **do not enter YOUR** work or personal email address.
- The manager's contact details are prefilled from the Booking Form page.

Click the Save student record and complete booking button.

## The booking confirmation

The Booking Confirmation page will be displayed listing each course booking and it's status, and a summary of your colleague's details. Email confirmations will be sent to your colleague and a copy to their manager for each course you have booked. The TAS account registration details will also be sent by email to your colleague if you had registered them on their behalf.

# Booking Confirmation (booked by manager on behalf of student)

## **Booking Details**

Course Title:

Date / Time:

PAS Inpatient

01-06-2023 from 09:00 to 12:00

Location: Teams

Course Title: eNotes Overview

Date / Time: 31-05-2023 from 09:00 to 10:00

Location: CITS Testing Suite

## **Booking Status**

Booking Status: Course Booked By:

**Booking Status:** 

Course Booked By:

Joe Bloggs

Booked

Joe Bloggs

#### **Trainee Details**

Booked For: Jilly Bloggs

email jilly.bloggs@nhs.net

Base This Is The Colleagues Address

Trust RCHT

Your colleague's user profile will now contain an entry for each course in the 'Booked Classroom Courses' panel of their student training record.

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

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

Online URL: <a href="https://elearning.cornwall.nhs.uk/site/kb/article.php?id=313">https://elearning.cornwall.nhs.uk/site/kb/article.php?id=313</a>