

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

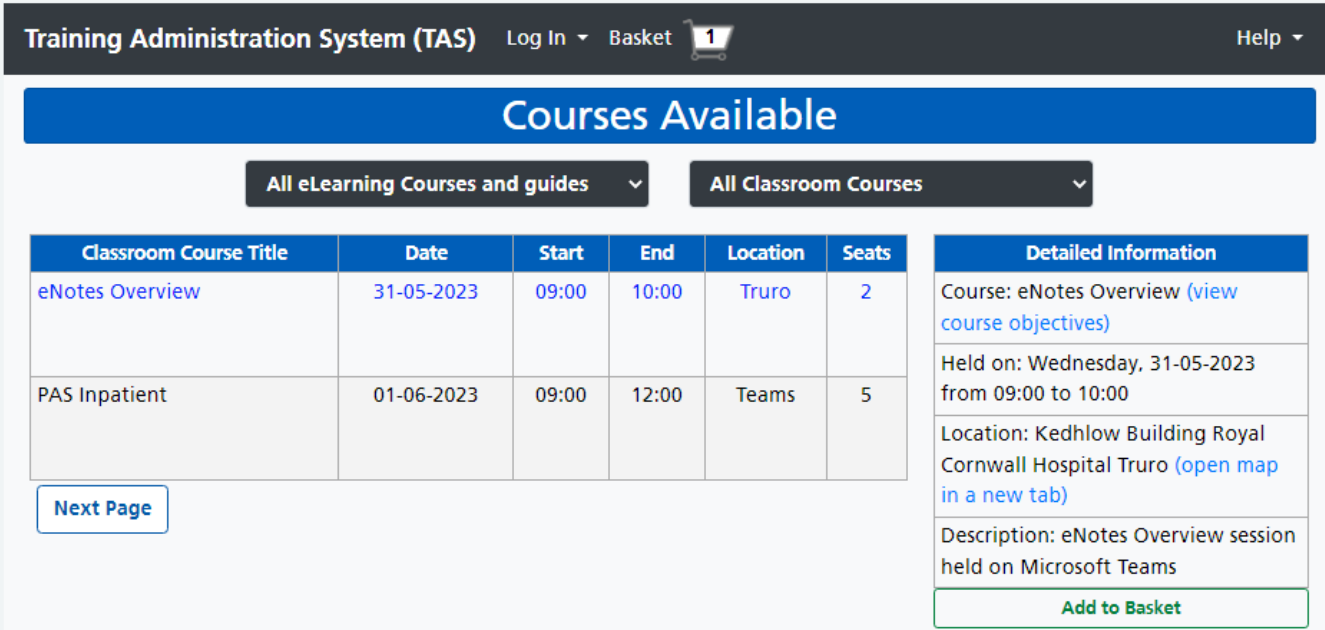
You must be logged into your registered and verified TAS account. If you need help logging into TAS please review the help guide [TAS - How to login](#)

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.



The screenshot shows the TAS interface. At the top, there is a navigation bar with 'Training Administration System (TAS)', 'Log In', 'Basket' (with a '1' icon), and 'Help'. Below this is a blue header for 'Courses Available'. Two filter buttons are visible: '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 of the table 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: Kethlow 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
PAS Inpatient	Thursday 01-06-2023 from 09:00 to 12:00	Teams	Remove
<div style="border: 1px solid #ccc; padding: 5px;"> This course is required for Jane's job role</div>			
eNotes Overview	Wednesday 31-05-2023 from 09:00 to 10:00	CITS Testing Suite	Remove

Are you booking for: Yourself Someone Else

Does the person have any special requirements?* Yes No

Are you the line manager of this person?* Yes No


[Edit Basket](#) [Continue to book courses for another person](#)

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 [TAS - Book a course for myself](#).

For the question 'Do you have any special requirements?', Ticking the **Yes** box 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 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.

Are you the line manager of this person?* Yes No

Please enter the manager details for this person:*

 Manager Forename	Manager Surname
 Manager NHS email address	

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

Search for and add the Student

Course Chosen

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

Find the student

 Enter users Name	Search
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[Complete booking for selected student](#)


Student not found?

I confirm I cannot find the student: (Please only tick if you cannot find the student in the database)



[Register student \(only if not found in database\)](#)

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

Find the student

 blogg	Search
---	------------------------

Select your Student:

-  Joe Bloggs - joe.bloggs@nhs.net
-  Jolean Bloggs - jolean.bloggs@nhs.net

[Complete booking for selected student](#)

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.

Student not found?

I confirm I cannot find the student: (Please only tick if you cannot find the student in the database)

Register student (only if not found in database)

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

TAS Temporary Registration for booking

TAKE NOTE: When booking on behalf of the student please **DO NOT** use your work or personal email address.

The email address you insert **must** be a valid working email address belonging to the student.

Complete the user's temporary profile before continuing

Title	Mrs	▼
Other title	Other title	
Email address	jolean.bloggs@nhs.net	
Full Name	Jolean	Bloggs
GMC / NMC	GMC / NMC registration Number	
DoB	07/09/1966	📅
Speciality	This is the colleagues Speciality	
Location	This is the colleagues address	
Job	This is the colleagues job title	
Care Group	Corporate	▼
Trust	RCHT	
Contact Number	01209 212345	
Manager Full Name	Mary-sue	Brimson
Manager email address	m.brimson@nhs.net	

Is the student a Postgrad Junior Doctor? Yes

Is the student a KernowFlex or Agency Staff? KernowFlex Agency

Please note: when you save the student record and complete the booking. The student will be available to search for when you add any further bookings.

[Save student record and complete booking](#)

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: PAS Inpatient
Date / Time: 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: Pending
Course Booked By: Joe Bloggs

Booking Status: Booked
Course Booked By: 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: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=313>