TAS - Cancel my course booking

How to cancel my course booking on TAS

Prerequisite

The course you want to cancel must be a future booked course.

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>

Opening your User Profile

When you have logged into TAS, your name will be displayed on the top menu bar.

Click your name to display a drop list menu.

Training Administration System (TAS)	Joe Bloggs 👻 Baske	et 🔽
	Log Out User Profile	
All eLearni	ng Courses and guide	5

Click the User Profile option to open your 'TAS User Profile' page.

Update your	profile before continuing	TAS	User	Profile	e				
Title	Mrs		~	Specialty	lt Trair	ning			
Other title	Other title			Location	Kedhlo	w Building, T	reliske		
Email addre	ss m.brimson@nhs.net			doL	This is	my job role			
Password	password	retype password		Care Group	Cor	porate			~
Full Name	Marl	Brimson		Trust	RCHT				~
Username	brimsonmr			Contact Nu	mber	0000			
GMC / NMC	GMC / NMC registration N	umber		Manager Fu	ill Name	Mary-sue		Booker	
DoB	09/09/1996			Manager er	nail addr	ress m.book	er@nhs.net		
Are you a Post Are you Kerno	grad Junior Doctor?	wFlex 🗌 Agency							
			Save	Close					
	Booked Classroom Cou	rses							
	Course Name		Location			Date	Time	5	
	Microsoft Teams (Booked)		Teams			06-06-2024	10:0	0	

Scroll the user profile page down to your student training record.

Booked Classroom Courses			
Course Name	Location	Date	Time
Microsoft Teams (Booked)	Teams	06-06-2024	10:00
My Training Record			
Course Attendance (1)		Course History (2)	
eLearning History (23)		Survey History (1)	

By default any future courses you have booked are displayed in the 'Booked Classroom Courses' panel.

Cancelling the booking

Click the course you want to cancel displayed within the 'Booked Classroom Courses' panel to open the 'Course Booking Details' page.

Course Title	eNotes Ove	rview					
Course Location	CITS Testing	g Suite					
Course Date	31-05-2023		From	09:00	to	10:00	
Course status	Booked						
Special requireme	ents if given	Empty					
Recorded attenda	ance TBC						

Click the **Cancel Booking** button. The 'Cancel Confirmation' will be displayed.

You have chosen to Cance	Cancel Confirmation
Please type a valid reason booking. You will receive	for cancelling and click the Cancel Booking button if you wish to continue to cancel your course a cancellation email.
Reason for cancelling	Due to unforeseen circumstances I am now unavailable on this date.
Cancel your booking	
	Close

Type in your reason for cancelling this booking, then click the **Cancel your booking** button.

TAS will return to the 'Course Booking Details' page.

Course Title eNotes Overview Course Location CITS Testing Suite Course Date 31-05-2023 From 09:00 to Course status Cancelled Special requirements if given Empty Recorded attendance Cancelled			Cou	rse F	Jooking Details		
Course Location CITS Testing Suite Course Date 31-05-2023 From 09:00 to 10:00 Course status Cancelled Empty Empty Empty Empty	Course Title	eNotes Over	rview				
Course Date 31-05-2023 From 09:00 to 10:00 Course status Cancelled Empty Empty </td <td>Course Location</td> <td>CITS Testing</td> <td>g Suite</td> <td></td> <td></td> <td></td> <td></td>	Course Location	CITS Testing	g Suite				
Course status Cancelled Special requirements Empty Recorded attendance Cancelled	Course Date	31-05-2023		From	09:00	to	10:00
Special requirements if given Empty Recorded attendance Cancelled	Course status	Course status Cancelled					
Recorded attendance Cancelled	Special requirem	ents if given	Empty				
	Recorded attend	ance Cance	lled				

The course status and attendance will display Cancelled. Click the Close button to return to your User Profile page.

You will receive an email notification of your cancellation.

Training Administration System Notification

Course booking cancellation

Dear Joe Your booking for the: eNotes Overview course has been cancelled The cancellation reason given is Due to unforeseen circumstances i am now unavailable on this date.. If you need to review your course cancellation, login to your <u>TAS account</u>, 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 Regards Cornwall IT Training Email: cornwall.ittraining@nhs.net

If you had cancelled the course in error, please contact IT Training to reinstate your booking.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=314</u>