

VIEWING EVENTS YOU HAVE BOOKED FOR STAFF

If you have booked staff members on courses yourself, you may want to see who you have booked on what.

Again, the Gateway makes this a quick and easy process.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

To access the **Line Manager Tools** click **My Learning** on the shortcut bar

1 Click **events I have booked for staff**

A list of events with staff members names will now appear

2 You can view the details of the event by clicking on **Show details**

3 You can download any documents for the event by clicking on **Download documents**

The screenshot shows the 'events I have booked for staff' page. At the top, there is a red circle with the number '1' pointing to the 'events I have booked for staff' link. Below this is a blue header 'Events I have booked on behalf of staff'. The main content area shows a list of events. A red circle with the number '2' points to the 'Show details' link for the first event. Another red circle with the number '3' points to the 'Download documents' link for the same event. The event details shown are: Participant: Karen Clark, Introduction to Children's Framework, Date and time: Sunday 27 September 2015 09:30 - 16:30, Aldingbourne Trust, Blackmill Lane, PO18 0JP, and Code: CO 12/1531.

For Your Reference...

1. If you have a booked a lot of staff members on events there may be several pages to view

Handy to Know...

- The events list appears in date order