

Last minute session changes

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Center Room User Capital Equipment Department User Availability

Session Name Filter Text Filter Legends Status

Today Monday, June 19, 2017 - Friday, June 23, 2017 Day Work Week Week Month

	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23
all day					
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					Trauma Trauma
12:00 PM					
1:00 PM					

Show business hours

Session Summary (Edit Mode: On) Change

Session Name: Trauma 101 Date: 2017-06-23 Type: Team

Start Time: 10:30 Duration: 30

Case/Scenario and Room List

Room	Case/Scenario	Debrief Room	SP	Evaluator	EHR
ROOM 2- 5220 C	No Case selected	No Room selecte	ems, s10	No Evaluator selected	
ROOM 1- 4220 C	No Case selected	No Room selecte	ems, s11	No Evaluator selected	

Learner List

Learner List	No Show
No record(s) found.	

Equipment List

Name	Unique Id	Type
Medication Cart	Ronnie	Capital
SimMan3G	12345	Capital

Notes

User Name	Description	Support Files	Web Link	Date Created
No record(s) found.				

Copy Delete Save Show Details

Make last minute schedule changes with on-demand assignment of learners to a session and mark learners as No Shows:

Note: If the recording schedule is already started, you cannot make session changes.

1. Double-click the session you wish to update. The **Session Summary** appears.
2. Click **Change** to turn Edit Mode on to enable last minute changes.
3. Edit the session.
4. Click **Show Details** to edit the Recording/Paging schedule.
5. Emails need to be sent as per the enabled email templates.
6. Click **Save**. **Note:** Email notifications of the session change(s) will be sent if active in Settings.