

## Last minute session changes

Home / Sessions & Courses / Calendar

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 X

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