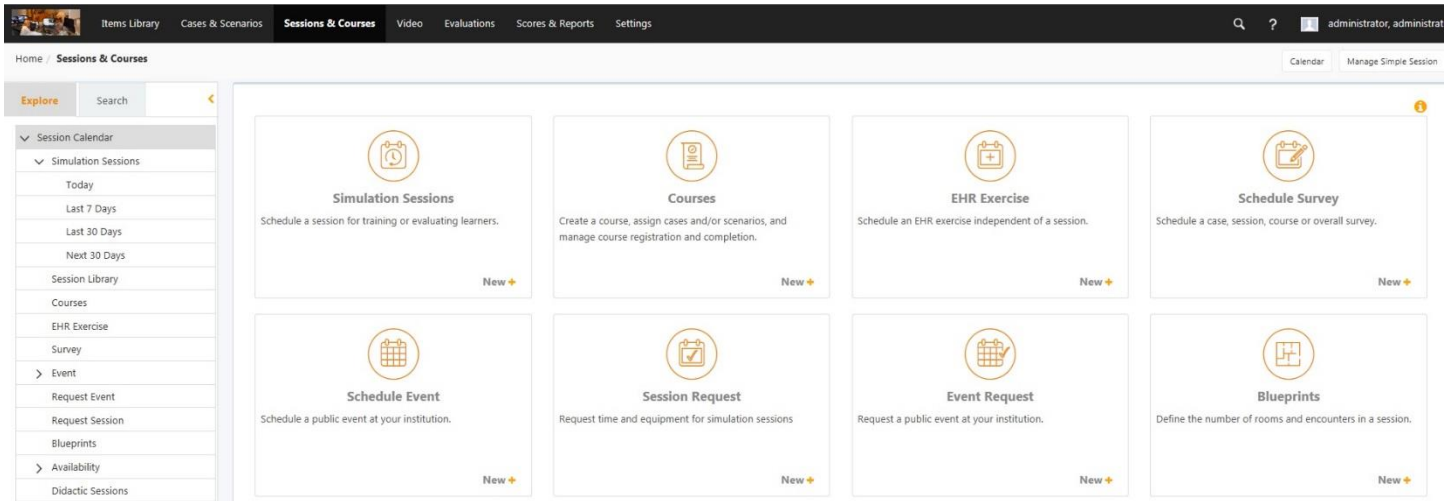


## Session Requests

Educators and staff can request time and equipment for a simulation session. Requests will be reviewed by the Administrator, who will approve the request and assign the room; or, decline the request or send it back for resubmittal. The requestor will receive an email if email service has been configured with your system.



1. Click **Sessions & Courses > Session Request > Add New**.

### Request Session ✕

Complete the required fields to request time and equipment for a simulation session (Faculty and staff only) and then click **Create**. Requests will be reviewed by the Simulation Center Administrator, who will approve the request, assign the room, and send a confirmation email.

**Request Type\***

**Preference 1**

**Start Date**

**Start Time\***

**Duration\***

 Mins

Request recurring session

**Preference 2**

**Start Date**

**Start Time**

**Duration**

 Mins

Request recurring session

[Add Case/Scenario and Room Details](#)

**Case/Scenario List\***

Order	Room	Cases/Scenario	Delete
No record(s) found.			

[Show All](#)

**Equipment List\***

Filter  All

<input type="checkbox"/>	Name	Unique Id	Description
No record(s) found.			

Click **Add Session Notes** to add a session note and then click **Save Changes**.

[Add Session Notes](#)

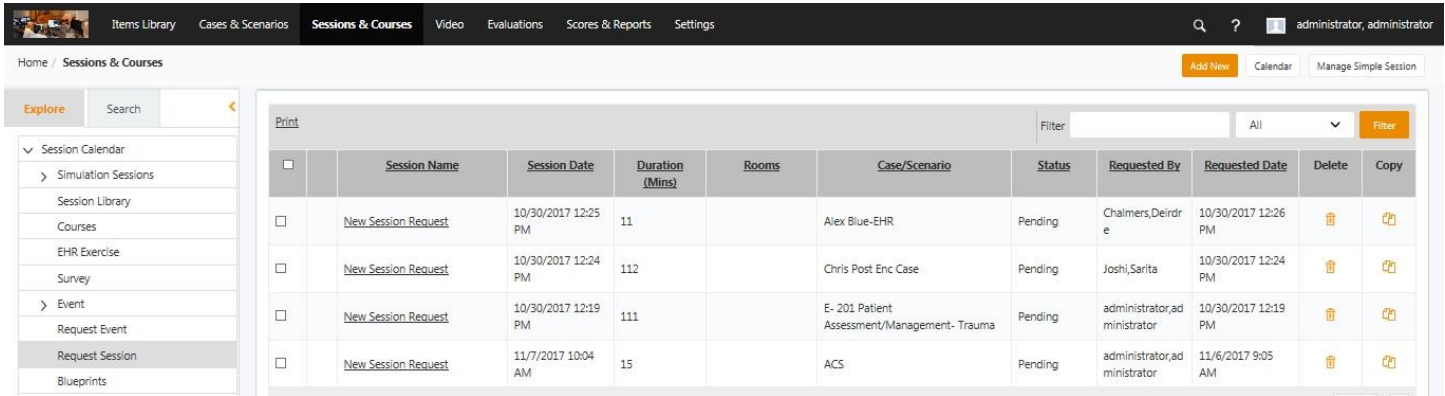
**Session Notes**

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

[Create](#)

2. Complete the required fields and then click **Create**.

## View Session Requests



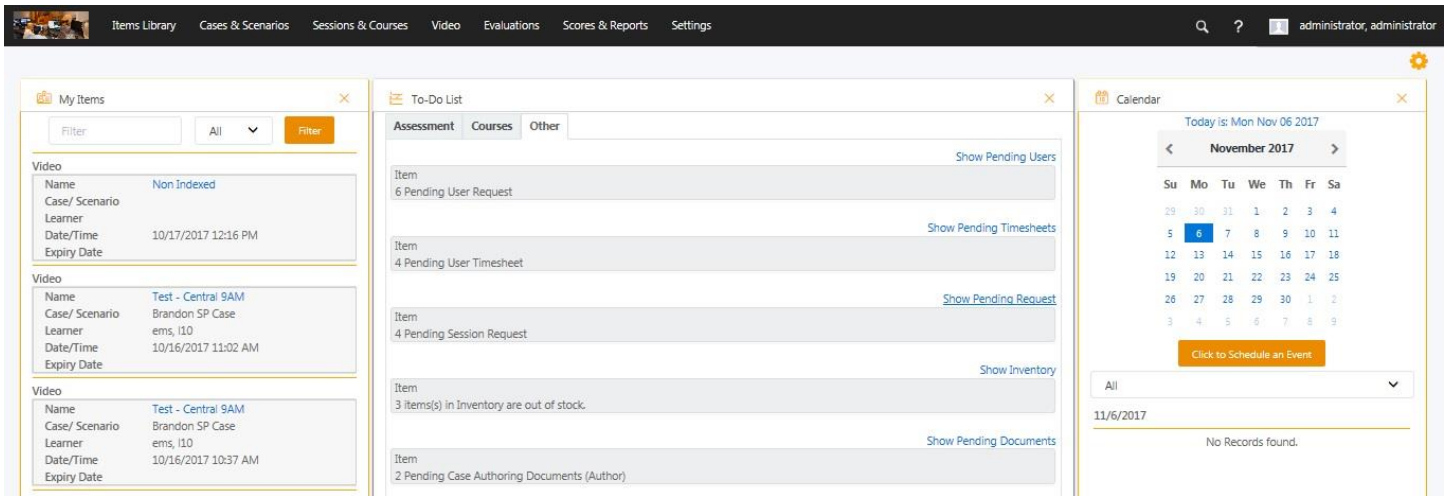
Session Name	Session Date	Duration (Mins)	Rooms	Case/Scenario	Status	Requested By	Requested Date	Delete	Copy
New Session Request	10/30/2017 12:25 PM	11		Alex Blue-EHR	Pending	Chalmers,Deirdre	10/30/2017 12:26 PM		
New Session Request	10/30/2017 12:24 PM	112		Chris Post Enc Case	Pending	Joshi,Sarita	10/30/2017 12:24 PM		
New Session Request	10/30/2017 12:19 PM	111		E- 201 Patient Assessment/Management- Trauma	Pending	administrator,administrator	10/30/2017 12:19 PM		
New Session Request	11/7/2017 10:04 AM	15		ACS	Pending	administrator,administrator	11/6/2017 9:05 AM		

Click **Sessions & Courses > Session Request** to locate your Pending session request.

The status will be shown as **Pending** until the Administrator approves or rejects the request.

Click the Session Name to review or add information to your request.

## Session Request Notification



From the **Dashboard To Do List**, the Administrator clicks the **Other** tab and then clicks **Show Pending Requests** to review pending session requests.

The administrator can approve, send back for resubmittal, or cancel the request.

You will be notified by email of the status of your request if email service has been configured with your system.