

In this Quick Reference Guide

Learn how to manage team members' bookings including booking a learning event.

Learn+ allows you to book a team member directly on a course. If you have a new starter, you will need to wait until they have an NHS email address, and have been added to Learn+.

1. Navigate to My Team tab

All the tasks in this guide are performed in the My Team tab.

1. Click **My Team** tab → Manager Dashboard displays

2. Scroll down to the 'User' section to see a list of your team members

User	User Last Login	Stat/man percentage
Maurice Terrier <small>Plans Profile Bookings Records Approvals 360° Feedback Goals Required</small>	27 Apr 2021	30%
Fabiola Mastiff <small>Plans Profile Bookings Records Approvals 360° Feedback Goals Required</small>	20 May 2021	30%
Rudy Rottweiler <small>Plans Profile Bookings Records Approvals 360° Feedback Goals Required</small>	21 Apr 2021	30%

[View full report](#)

2. Check my Team Member's Future / Past Bookings

1. Find a team member's name from the list

2. Click **Bookings** link below the person's name → Bookings > FUTURE BOOKINGS page displays

Bookings for Maurice Terrier: 3 records shown

Course Name	Event Name	Session Start	Event Start Time	Event Finish Time	Status
Course Example	Seminar	1 July 2021, 10:00 AM	10:00 AM	6:00 PM	Booked
EPRO Viewer	Learning Event	28 May 2021, 9:00 AM	9:00 AM	10:00 AM	Requested
EPRO Author	Learning Event	28 May 2021, 2:00 PM	2:00 PM	3:00 PM	Wait-listed

3. Review the list of bookings

4. Click **PAST BOOKINGS** tab to review these

Note! If you would like to see their full record of learning, click **View/download whole record of learning**.

3. Approve a team member's booking from Email

You will receive an email notification titled "Learning Event booking request:..." from Learning Support when one of your team members books on a course requiring manager approval.

1. Open the email

From: LEARNINGSUPPORT, NDHT (NORTHERN DEVON HEALTHCARE NHS TRUST)
Sent: 27 May 2021 13:25
To: DIGITALTESTING (NORTHERN DEVON HEALTHCARE NHS TRUST)
Subject: [DIVERTED ndht.training@nhs.net] Learning Event booking request: Learning Event, 9:00 AM-10:00 AM, 28 May 2021

This is to advise that Maurice Terrier has requested to be booked into the following course, and you are listed as their Team Leader / Manager.

Please review this request before registration closes on 28 May, 09:00

Follow the link below to approve the request:
<https://learnplus.ndevon.nhs.uk/mod/faceofattendeesapprovalrequired.php?i=728>

2. Click the link below 'Follow the link below to approve the request:' →

a) The Learn+ Learning Event page opens in a new browser window if you are already logged in or

b) Learn+ login page displays for you to log in first and you will then see the Learning Event page

3. Scroll down to see the 'Approval Required' section

Name	Time Requested	Manager's Name	Decide Later	Decline	Approve
Maurice Terrier	27 May 2021, 1:54 PM	Malla Hovawart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


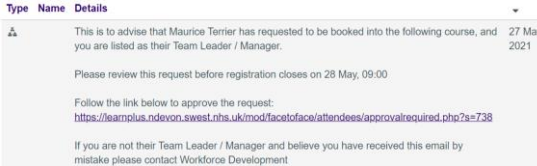
4. Tick on **Approve**

Note! You can approve requests for multiple team members at the same time from here. If you decide to leave it as 'Decide Later', you can then access approvals from your **Tasks** panel – see next topic.

5. Click **Update requests** → request is approved.

4. Approve a team member's booking from Tasks Panel

This is an alternative method of approving team members' bookings. You can approve any requests from your Tasks panel.

1. Click **My Team** tab → Manager Dashboard displays
2. Scroll down to see the TASKS panel on the right
 
3. Click **View all tasks** → Tasks page displays
4. Scroll down to locate a task that contains an approval requests
 
5. Click the link below **'Follow the link below to approve the request:'** → The Learning Event page opens

6. Scroll down to see the 'Approval Required' section

APPROVAL REQUIRED					
Name	Time Requested	Manager's Name	Decide Later	Decline	Approve
Maurice Terrier	27 May 2021, 1:54 PM	Malia Howawart	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Tick on **Approve**
Note! You can approve requests for multiple team members at the same time from here.
8. Click **Update requests** → request is approved

Attendance requests updated

Need to cancel a team member's booking?



You cannot cancel a team member's booking. They will either have to do it themselves or you need to contact Learning Support Team:

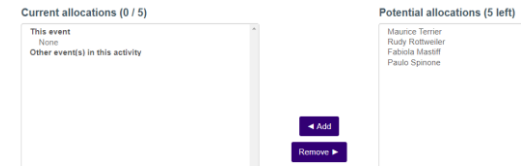
ndht.ndlearningsupport@nhs.net

Provide the following information:

- Title your email with *'Learn+ Team member booking cancellation'*
- Person's name
- Course name and date booked

5. Book on Behalf of a Team Member

The team member needs have a Learn+ account and be listed in your My Team tab.

1. First locate the course using the instructions from *'Login, Navigate, Find Learning'* guide
2. Click on the desired course tile
3. Click **Go to course** to enrol and view course description and objectives → Enrolment options page displays with short course description
4. Click **View** on the Learning Event Tile → list of available event dates displays
5. Click **Allocate spaces for team** on a date you want to book on → Learning Event page displays
6. Scroll down the page to **Current / Potential allocations** section
 
7. Click a team member's name to select from the **'Potential allocations'** box
8. Click **Add** → team member is booked on the course and 'All Events' page displays
Note! To book another team member on the same course, repeat steps 4 to 7