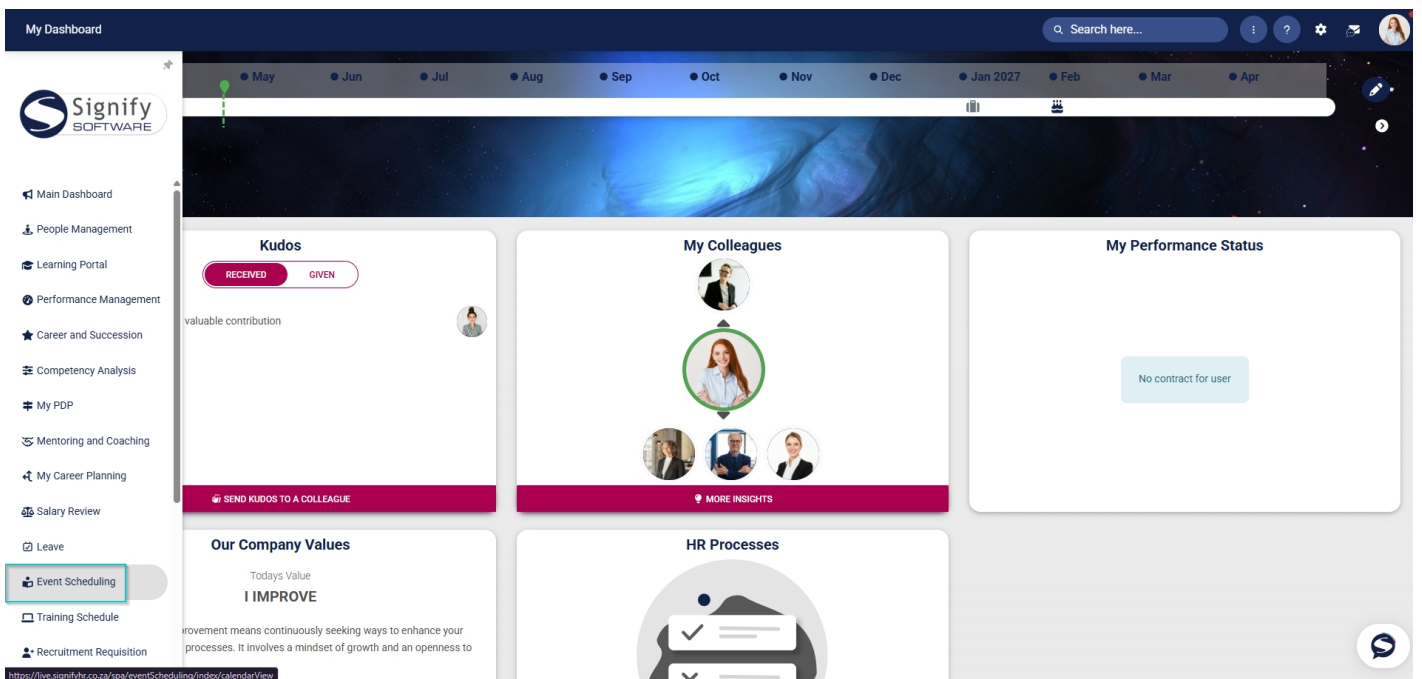


Add Attendees

- Hover over the **sidebar** menu, then click **Event Scheduling**.



The screenshot displays the Signify Software dashboard interface. At the top, there is a navigation bar with a search field and user profile. Below this is a monthly calendar navigation strip. The main content area is divided into several widgets: 'Kudos' with 'RECEIVED' and 'GIVEN' tabs, 'My Colleagues' showing a network of user avatars, 'My Performance Status' with a 'No contract for user' message, 'Our Company Values' featuring 'I IMPROVE', and 'HR Processes'. On the left, a sidebar menu lists various dashboard sections, with 'Event Scheduling' highlighted by a red box. The URL at the bottom of the browser window is <https://live.signifyhr.co.za/spa/eventScheduling/index/calendarView>.

- Navigate to the **List View** tab and expand the **course** you would like to edit by clicking on its name.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

COURSE	EVENTS
Junior Development Program	1
Microsoft Office Suite Advanced	1
Microsoft Office Suite Intermediate	1
Senior Development Program	2

+ EVENT

- Click on the **name** of the event you would like to edit.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

Senior Development Program 2

ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS UPDATED NOT UPDATED
Senior Development Program C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	5/5	5/0
Senior Development Program C...	Mon, 18 May 2026 Wed, 20 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5

+ EVENT

- In the **left-hand menu**, click **Attendees**.

Event Scheduling | Senior Development Program | Course 1

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

ATTENDEES

People Group Individuals

Search here...

DELETE	PERSON	POSITION LOCATION IN ORGANISATION	STATUS
No data available in table			

SAVE + ATTENDEE CANCEL

- Use the radio buttons to select people groups or individuals to link.

Event Scheduling | Senior Development Program | Course 1

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

ATTENDEES

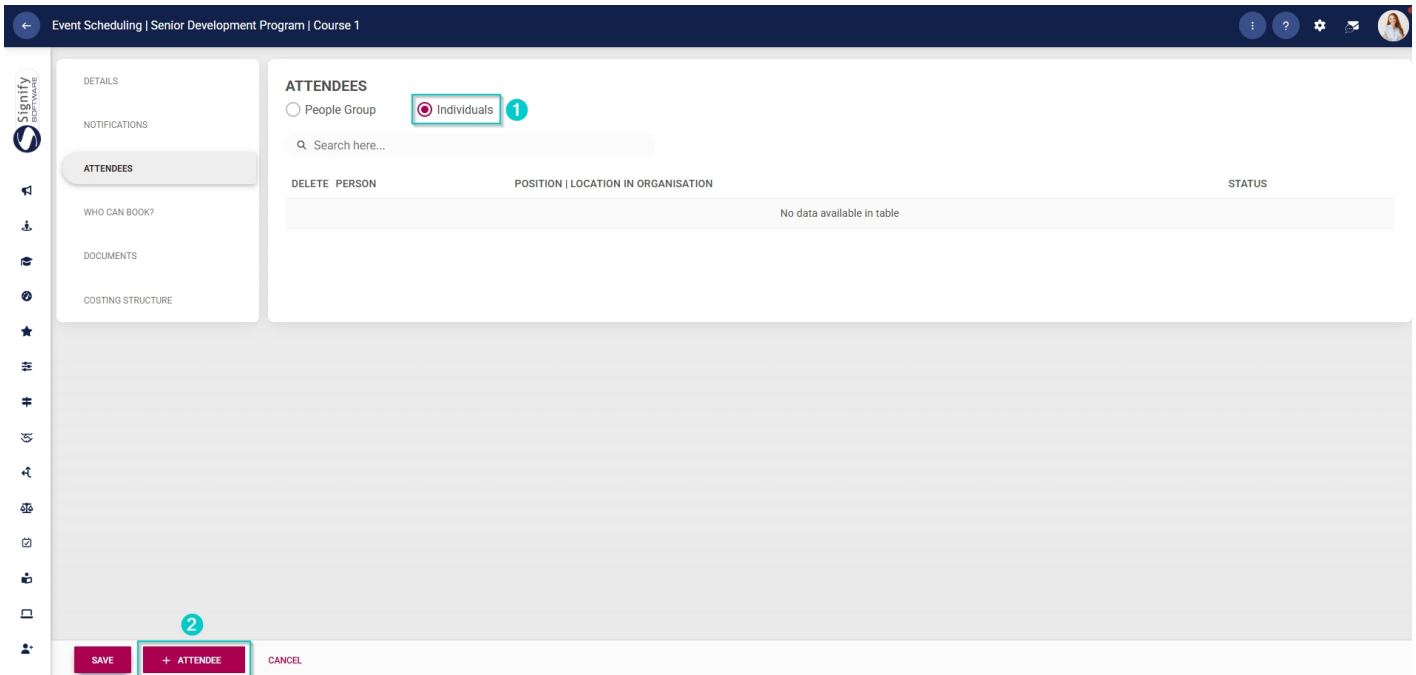
People Group Individuals

Search here...

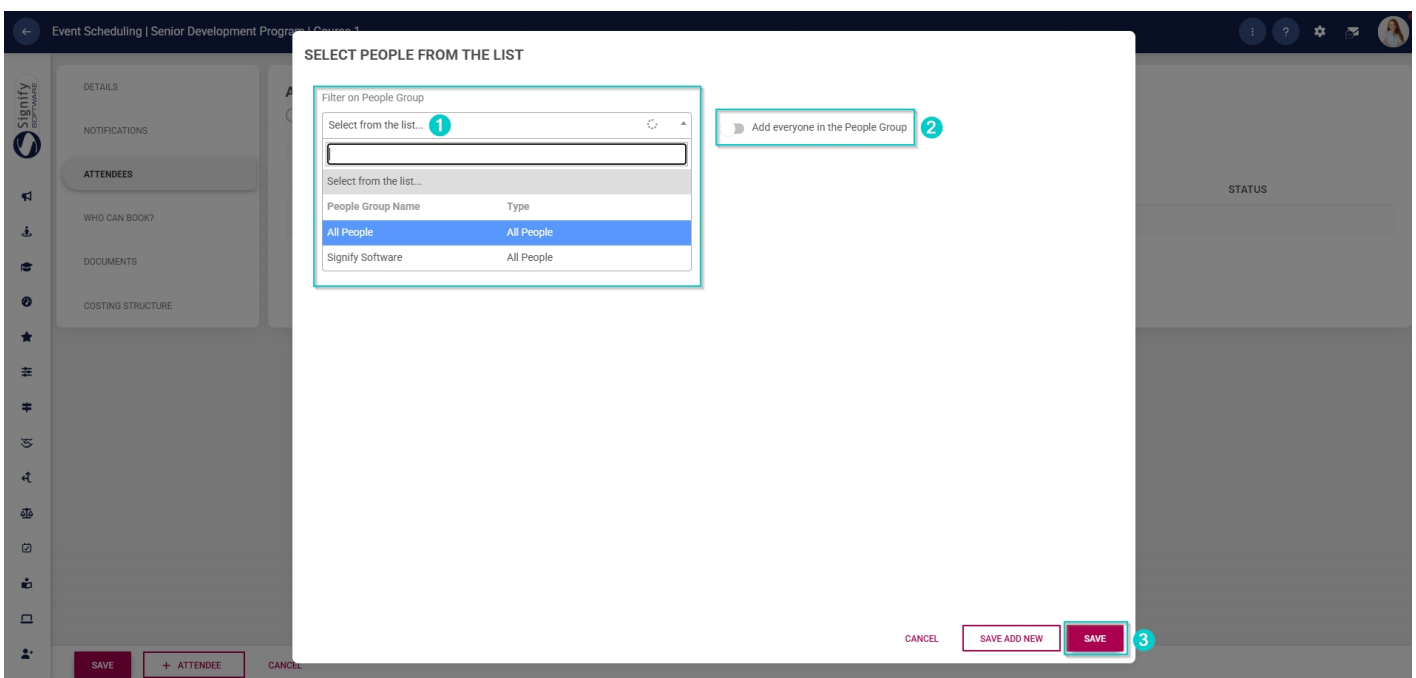
DELETE	PERSON	POSITION LOCATION IN ORGANISATION	STATUS
No data available in table			

SAVE + ATTENDEE CANCEL

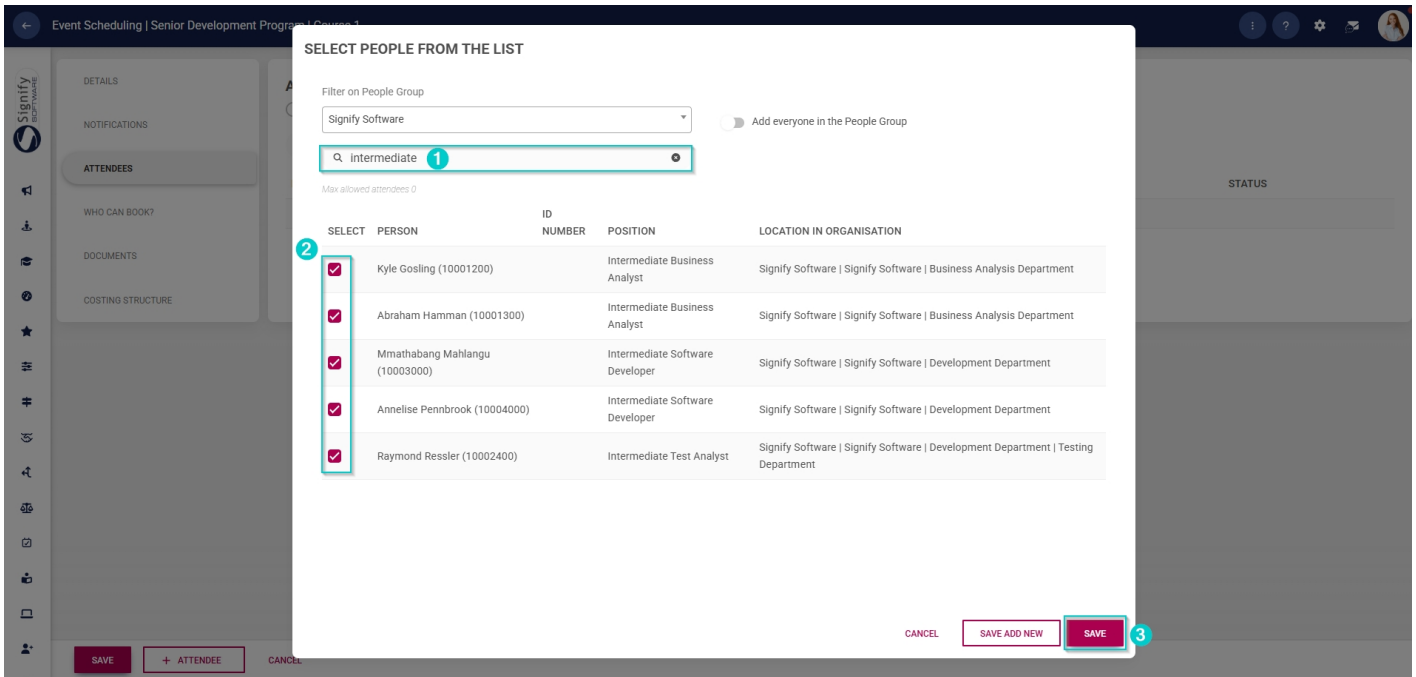
- To add individual attendees, click **+ATTENDEE**.



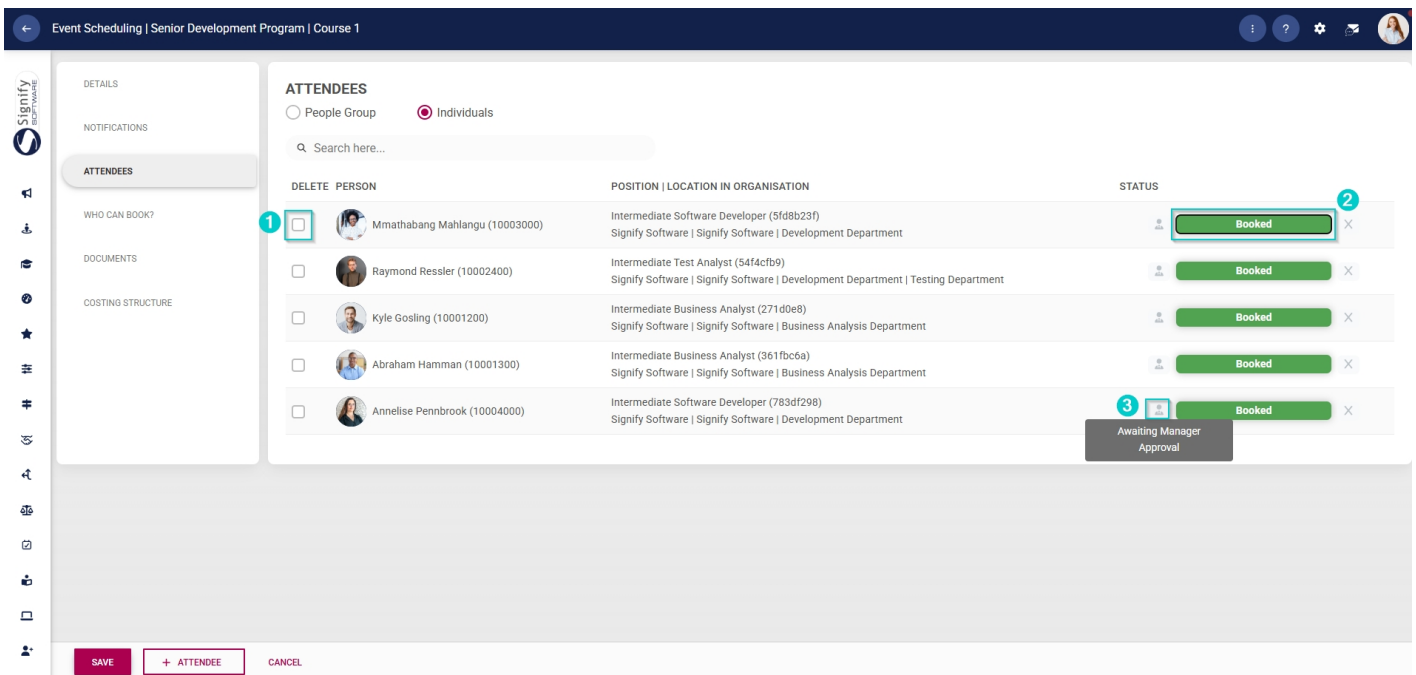
- In the pop-up window, select the people group from the **dropdown menu** to filter people.
- Click the **toggle button** to add everyone in the people group.



- Use the **search bar** to find a specific person, job position, or location within the organisation.
- Use the **checkboxes** next to the names to select the required attendees.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another attendee or click **CANCEL** to discard your edits.



- The selected attendees will appear in the table.
 - To **delete** an attendee, tick the **checkbox** next to their name. If you click **SAVE**, the selected attendees will be deleted.
 - The status of the attendee's booking is shown in the right column.
 - If an approval workflow is linked to this event, the status will include an icon to show that the attendee's booking is awaiting an administrator's or manager's approval.



- To add a group of people, select the custom people group you have previously created from the **dropdown menu**.
- Click the **view icon** to view the people in the people group.
- Please note that if you have already added individual attendees, adding an attendee people group will replace the list of individual attendees.

- To add an attendee when using the **People Group** option, you will need to update the people group as described earlier.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

The screenshot shows the 'Event Scheduling | Senior Development Program | Course 1' interface. On the left is a navigation sidebar with options: DETAILS, NOTIFICATIONS, ATTENDEES (highlighted), WHO CAN BOOK?, DOCUMENTS, and COSTING STRUCTURE. The main area is titled 'ATTENDEES' and has two radio buttons: 'People Group' (selected, labeled 1) and 'Individuals'. Below this is a text box: 'All People in the below People Group will be attendees'. A dropdown menu is open, showing 'Signify Software' (labeled 2). To the right of the dropdown is a 'PEOPLE' button (labeled 3). A light blue message box states: 'You already selected a list of individual attendees. Selecting and saving a People Group here will replace the list of individuals'. At the bottom left, there are 'SAVE' (labeled 4) and 'CANCEL' buttons.



Revision #4

Created 2026-05-07 13:30:05 UTC by Chanan Stenden

Updated 2026-06-05 13:08:49 UTC by Chanan Stenden