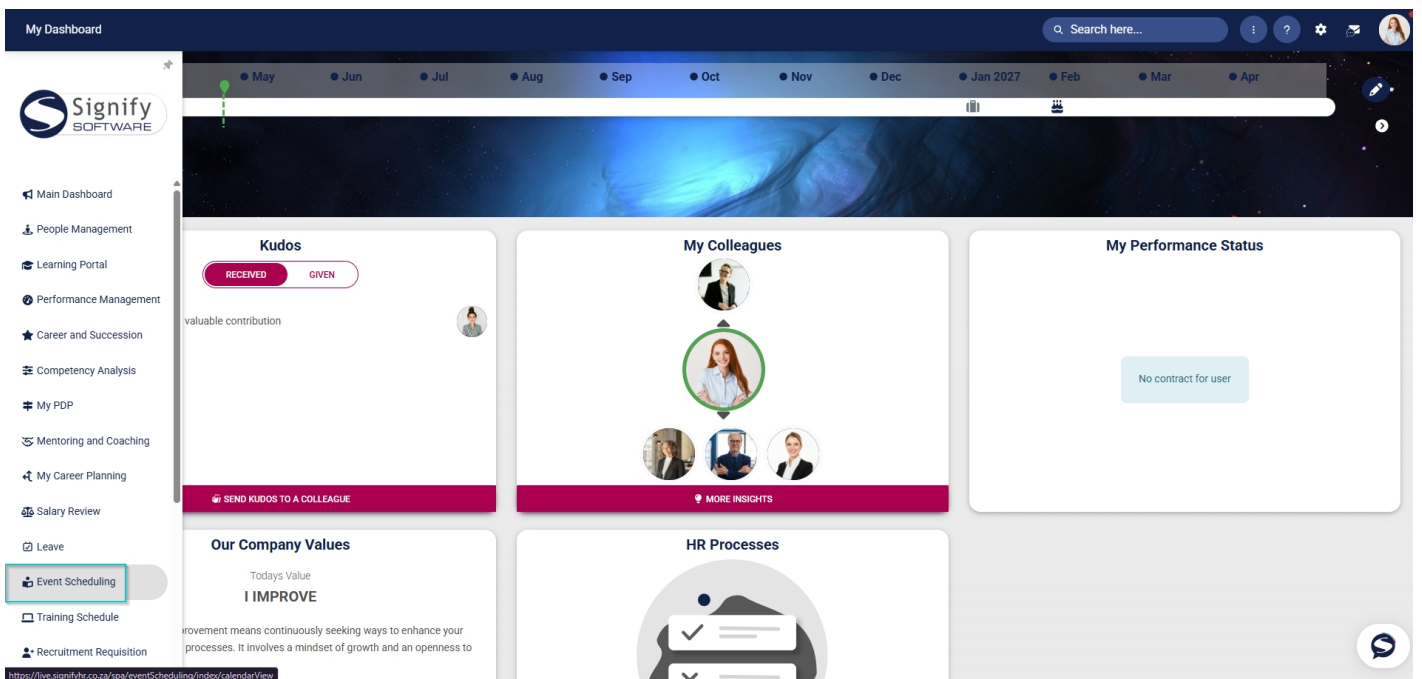


# Add Event Details

- 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 calendar header showing months from May to April. 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' with the text 'I IMPROVE', and 'HR Processes' with a checklist icon. On the left, a sidebar menu lists various HR functions, 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>.

- Click to navigate to the **List View** tab, then click **+EVENT**.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

25/04/2026 - 25/04/2026

Event count

05/02/1970 10/02/1970 15/02/1970 20/02/1970 25/02/1970 02/03/1970 07/03/1970 12/03/1970 17/03/1970 22/03/1970 27/03/1970 01/04/1970 06/04/1970 11/04/1970 16/04/1970 21/04/1970 26/04/1970 01/05/1970 06/05/1970 11/05/1970 16/05/1970 21/05/1970 26/05/1970 31/05/19

COURSE EVENTS

No data available in table

Showing 0 items of 0

+ EVENT

- Enter a **name** for the event.

Event Scheduling | New

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

Name

Course

Select from the list...  Free-text

Coordinator

Select from the list...

Training Provider

Select from the list...  Free-text

Minutes after each session

0  Automark Attendance after the Event

Physical Venue

n/a

Virtual Channel

n/a

Attendees Allowed

Min 0 Max 0 Waitlist 0

Only count physical venue bookings when limiting bookings based on maximum attendees (Virtual bookings will be excluded from the max)

Attendee bookings will be accepted up to

0 day(s) before the start of the event  Include non-working days

Attendee cancellations will be accepted up to

0 day(s) before the start of the event  Include non-working days

Intended Target Market

Terms and Conditions

Event Status

DRAFT CONFIRMED FINALISED CANCELLED

Requires Admin Approval

Workflow Process for Approval

n/a

Requires Manager Approval

SAVE CANCEL

- To create a learner record for attendees, link a **training intervention** from the **Training Intervention Library** using the Course field. If a learner record should not be created, provide a name for the course and tick the **Free text checkbox**.

Event Scheduling | New

DETAILS

Name

Course

Select from the list... 1

Free-text 2

Coordinator

Select from the list...

Free-text

Minutes after each session

0  Automark Attendance after the Event

Virtual Channel

n/a

Only count physical venue bookings when limiting bookings based on maximum attendees (Virtual bookings will be excluded from the max)

Attendee cancellations will be accepted up to

0 day(s) before the start of the event  Include non-working days

Terms and Conditions

Workflow Process for Approval

n/a

Requires Admin Approval

Requires Manager Approval

Event Status

DRAFT CONFIRMED FINALISED CANCELLED

SAVE CANCEL

- From the **dropdown menu**, select the event's **coordinator**.

Event Scheduling | New

DETAILS

Name

Course

Senior Development Program

Free-text

Training Provider

Select from the list...

Free-text

Physical Venue

n/a

Attendees Allowed

Min 0 Max 0 Waitlist 0

Attendee bookings will be accepted up to

0 day(s) before the start of the event  Include non-working days

Intended Target Market

Event Status

DRAFT CONFIRMED FINALISED CANCELLED

Requires Admin Approval

Coordinator

Select from the list... 1

Free-text

Minutes after each session

0  Only count physical venue bookings when limiting bookings based on maximum attendees (Virtual bookings will be excluded from the max)

Attendee cancellations will be accepted up to

0 day(s) before the start of the event  Include non-working days

Terms and Conditions

Workflow Process for Approval

n/a

Requires Manager Approval

SAVE CANCEL

- From the **drop-down menu**, select the event's **training provider**.
- Use the **search bar** to easily find the training provider in the list of dropdown menu items, then click on the training provider's name.
- If the training provider is not listed in the **Master Data Library**, provide a name for the training provider and tick the **Free text checkbox**.

Event Scheduling | New

DETAILS

Name

Course: Senior Development Program  Free-text

Coordinator: Select from the list...

Training Provider: Select from the list...  Free-text

Minutes after each session: 0  Automark Attendance after the Event

Virtual Channel: n/a

Attendee bookings will be accepted up to: 0 day(s) before the start of the event  Include non-working days

Attendee cancellations will be accepted up to: 0 day(s) before the start of the event  Include non-working days

Event Status: **DRAFT** CONFIRMED FINALISED CANCELLED

Requires Admin Approval  Requires Manager Approval

SAVE CANCEL

- Attendance can be automatically marked by selecting the number of minutes after each session. To do this, tick the **Automark Attendance after the Event** checkbox.

Event Scheduling | New

DETAILS

Name

Course: Senior Development Program  Free-text

Coordinator: Lily Kingsley (10001600)

Training Provider: Signify Software  Free-text

Minutes after each session: 0  Automark Attendance after the Event

Physical Venue: n/a

Attendees Allowed: Min 0 Max 0 Waitlist 0

Attendee bookings will be accepted up to: 0 day(s) before the start of the event  Include non-working days

Attendee cancellations will be accepted up to: 0 day(s) before the start of the event  Include non-working days

Event Status: **DRAFT** CONFIRMED FINALISED CANCELLED

Requires Admin Approval  Requires Manager Approval

SAVE CANCEL

- From the dropdown menu, select the physical **venue** and the **room**.

Event Scheduling | New

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

Name

Course: Senior Development Program  Free-text

Coordinator: Lily Kingsley (10001600)  Free-text

Training Provider: Signify Software  Free-text

Minutes after each session: 0  Automark Attendance after the Event

Virtual Channel: n/a

Only count physical venue bookings when limiting bookings based on maximum attendees (Virtual bookings will be excluded from the max)

Attendee cancellations will be accepted up to: 0 day(s) before the start of the event  Include non-working days

Terms and Conditions

Workflow Process for Approval: n/a

Requires Admin Approval  Requires Manager Approval

Event Status: **DRAFT** CONFIRMED FINALISED CANCELLED

SAVE CANCEL

- **Virtual channels**, such as Teams or Zoom, can be selected from the **drop-down menu** to present this event online.

Event Scheduling | New

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

Name

Course: Senior Development Program  Free-text

Coordinator: Lily Kingsley (10001600)  Free-text

Training Provider: Signify Software  Free-text

Minutes after each session: 0  Automark Attendance after the Event

Virtual Channel: Teams  Include non-working days

Zoom

Terms and Conditions

Workflow Process for Approval: n/a

Requires Admin Approval  Requires Manager Approval

Physical Venue: Training Room 1

Attendees Allowed: Min 0 Max 0 Waitlist 0

Attendee bookings will be accepted up to: 0 day(s) before the start of the event  Include non-working days

Intended Target Market

Event Status: **DRAFT** CONFIRMED FINALISED CANCELLED

SAVE CANCEL

- Enter the **minimum** and **maximum** number of attendees allowed, as well as the number of **waitlist** spots for this event.
- Click the **toggle button** to count only physical venue bookings when considering booking limits for an event.

Event Scheduling | New

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

Name

Course

Coordinator

Training Provider

Physical Venue

Virtual Channel

Attendees Allowed

Min 0 Max 0 Waitlist 0

Attendee bookings will be accepted up to 0 day(s) before the start of the event

Attendee cancellations will be accepted up to 0 day(s) before the start of the event

Intended Target Market

Terms and Conditions

Event Status

DRAFT CONFIRMED FINALISED CANCELLED

Requires Admin Approval

Requires Manager Approval

SAVE CANCEL

- Configure the booking and cancellation deadlines.
  - Enter the number of days before the event during which **bookings** will be accepted.
  - Click the **toggle button** to set the status to include non-working days.
  - Enter the number of days before the event during which **cancellations** will be accepted.
  - Click the **toggle button** to set the status to include non-working days.

Event Scheduling | New

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

Name

Course

Coordinator

Training Provider

Physical Venue

Virtual Channel

Attendees Allowed

Min 0 Max 0 Waitlist 0

Attendee bookings will be accepted up to 0 day(s) before the start of the event

Attendee cancellations will be accepted up to 0 day(s) before the start of the event

Intended Target Market

Terms and Conditions

Event Status

DRAFT CONFIRMED FINALISED CANCELLED

Requires Admin Approval

Requires Manager Approval

SAVE CANCEL

- Use the text boxes to describe the **intended target market** for this event and to list any **terms and conditions**.

The screenshot shows the 'Event Scheduling | New' form. The 'Event Status' section is highlighted with a red box. It contains four buttons: 'DRAFT' (active), 'CONFIRMED', 'FINALISED', and 'CANCELLED'. Below the buttons is a checkbox labeled 'Requires Admin Approval'.

- Select the **event status**, such as Draft, Confirmed, Finalised, or Cancelled.
  - Only confirmed events will be displayed in the Calendar view.

The screenshot shows the 'Event Scheduling | New' form. The 'Workflow Process for Approval' section is highlighted with a red box. It contains a dropdown menu with 'n/a' selected and a checkbox labeled 'Requires Manager Approval'.

- Use the **drop-down menu** to select a pre-configured workflow process for the event's approvals.

- Click the **toggle button** to set the status to require administrator approval.
  - If an administrator’s approval is required, any event scheduling administrator can approve an attendee’s registration request.
- Click the **toggle to set the status to require manager** approval.
  - If a manager’s approval is required, then the employee’s training manager will be notified. Event scheduling administrators can override manager approvals.

- Choose the **date, time range, and facilitators** for the event. Multiple facilitators can be selected for a single event.

Event Status: **DRAFT** CONFIRMED FINALISED CANCELLED

Workflow Process for Approval: n/a

Requires Admin Approval:  Requires Manager Approval:

**SESSIONS**

| DATE       | START TIME | END TIME | FACILITATOR  |
|------------|------------|----------|--|
| 04/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |

**EXTENDED DETAILS**

Classification: Select from the list... Category: Select from the list...

Region: Select from the list... Course Type: Select from the list...

Additional Comments: Survey Link

SAVE CANCEL

- If the event spans over multiple days, another session can be added by clicking on the **copy icon**.

Event Status: **DRAFT** CONFIRMED FINALISED CANCELLED

Workflow Process for Approval: n/a

Requires Admin Approval:  Requires Manager Approval:

**SESSIONS**

| DATE       | START TIME | END TIME | FACILITATOR  |
|------------|------------|----------|--|
| 04/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |

**EXTENDED DETAILS**

Classification: Select from the list... Category: Select from the list...

Region: Select from the list... Course Type: Select from the list...

Additional Comments: Survey Link

SAVE CANCEL

Copy Session to the next day

- To delete a session, click the **dustbin icon**.

The screenshot shows the 'Event Scheduling | New' form. At the top, there's a navigation bar with a search bar and user profile. Below it, the 'Event Status' section has buttons for 'DRAFT', 'CONFIRMED', 'FINALISED', and 'CANCELLED'. A 'Workflow Process for Approval' dropdown is set to 'n/a'. There are two toggle switches: 'Requires Admin Approval' and 'Requires Manager Approval', both currently turned off.

The 'SESSIONS' section contains a table with three rows:

| DATE       | START TIME | END TIME | FACILITATOR  |
|------------|------------|----------|--|
| 04/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |
| 05/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |
| 06/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |

The 'EXTENDED DETAILS' section has four dropdown menus: 'Classification', 'Category', 'Region', and 'Course Type', each with a 'Select from the list...' placeholder. At the bottom left, there are 'SAVE' and 'CANCEL' buttons.

- Additional details about the event can be captured in the **Extended Details** section. From the **drop-down menus**, select Classification, Category, Region, and Course Type (which administrators previously configured as master data).

This screenshot shows the same form as above, but with the 'EXTENDED DETAILS' section filled out. The fields are highlighted with red boxes and numbered 1 through 4:

- 1. Classification: Local
- 2. Category: Management and leadership
- 3. Region: Johannesburg
- 4. Course Type: Leadership development

Below these fields are two text boxes: 'Additional Comments' and 'Survey Link'. The 'SAVE' and 'CANCEL' buttons are still visible at the bottom left.

- Additional **comments** about the event can be entered in the text box.
- An external URL can be provided for attendees to complete a **survey**.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

Event Scheduling | New Search here...

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-

**SESSIONS**

| DATE       | START TIME | END TIME | FACILITATOR  |
|------------|------------|----------|--|
| 04/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |
| 05/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |
| 06/05/2026 | 08:00      | 16:00    | Christoph Sutherland (10350081) x Lisa Edwards (10001100) x Keller Williams (10002300) x |

**EXTENDED DETAILS**

Classification: Local

Region: Johannesburg

Additional Comments 1

Category: Management and leadership

Course Type: Leadership development

Survey Link 2

3

SAVE

CANCEL



Revision #4  
 Created 2026-05-07 13:27:50 UTC by Chanan Stenden  
 Updated 2026-06-24 14:03:55 UTC by Carla Botha