

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' (featuring 'I IMPROVE'), and 'HR Processes'. 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

Showing 0 items of 0

COURSE	EVENTS
No data available in table	

+ 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 Autemark Attendance after the Event

Physical Venue: n/a

Virtual Channel: 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

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

Intended Target Market

Terms and Conditions

Event Status: **DRAFT** CONFIRMED FINALISED CANCELLED

Workflow Process for Approval: n/a

Requires Admin Approval 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

Select from the list...

Course Learning Type

Senior Development Program Certification Point

n/a

Free-text 2

Free-text

Coordinator

Select from the list...

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

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

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

Select from the list...

Emily Collins (10500081)

Lily Kingsley (10001600)

Lyle Pert (10009000)

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 **dropdown 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

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

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

Intended Target Market

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

Search here...

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

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

Intended Target Market

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

SAVE CANCEL

Physical Venue

n/a 1

Venue	Room
Head Office - Sandton 2	Training Room 1
Head Office - Sandton	Training Room 2
Head Office - Sandton	Conference Room A
Head Office - Sandton	Conference Room B

Event Status: DRAFT CONFIRMED FINALISED CANCELLED

- **Virtual channels**, such as Teams or Zoom, can be selected from the **dropdown 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: 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

Terms and Conditions

Workflow Process for Approval: n/a

Requires Admin Approval Requires Manager Approval

SAVE CANCEL

Physical Venue: Training Room 1

Event Status: DRAFT CONFIRMED FINALISED CANCELLED

Virtual Channel

n/a 1

Teams 2

Zoom

- 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

DETAILS

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 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

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

DETAILS

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 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

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' dropdown menu is highlighted with a red box. The menu options are: DRAFT (selected), CONFIRMED, FINALISED, and CANCELLED. Other fields include Name, Course, Coordinator, Training Provider, Physical Venue, Attendees Allowed (Min, Max, Waitlist), Intended Target Market, Terms and Conditions, and Workflow Process for 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' dropdown menu is highlighted with a red box. The menu options are: n/a and Requires Manager Approval. Other fields include Name, Course, Coordinator, Training Provider, Physical Venue, Attendees Allowed (Min, Max, Waitlist), Intended Target Market, Terms and Conditions, and Event Status.

- Use the **dropdown 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 Scheduling | New

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 Scheduling | New

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

Copy Session to the next day

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

- 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 the following data:

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', all currently set to 'Select from the list...'. There are 'SAVE' and 'CANCEL' buttons at the bottom left.

- Additional details about the event can be captured in the **Extended Details** section. From the **dropdown 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 dropdowns, there is an 'Additional Comments' text box and a 'Survey Link' text box. 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...

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 #3

Created 2026-05-07 13:27:50 UTC by Chanan Stenden

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