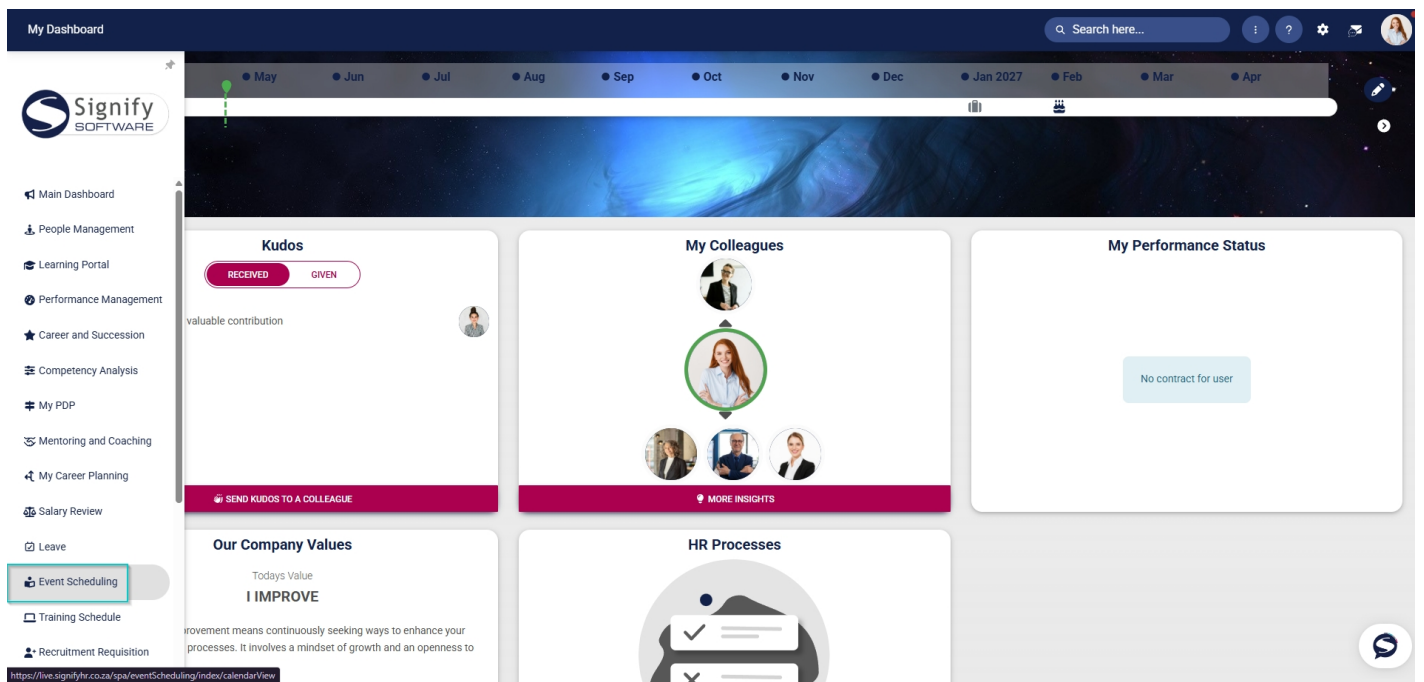


Configure Event Notifications

- 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 blue 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 **Notifications**.

Event Scheduling | Senior Development Program | Course 1

Search here...

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

PREVIEW	TEMPLATE TITLE	TEMPLATE DESCRIPTION	STATUS	ACTIVE
	Event Booking Coordinator	Event Booking Coordinator	Notification sent to the coordinator of the event	<input type="checkbox"/>
	Event Booking Facilitator	Event Booking Facilitator	Notification sent to the facilitator of the event	<input type="checkbox"/>
	Booking Request submitted to the Manager	Booking Request submitted to the Manager	Notification sent to the Manager if a booking request has been submitted	<input type="checkbox"/>
	Booking Request Approved by Manager for Person	Booking Request Approved by Manager for Person	Notification sent to the Person if a booking request has been approved by the Manager	<input type="checkbox"/>
	Booking Request Declined by Manager for Person	Booking Request Declined by Manager for Person	Notification sent to the Person if a booking request has been declined by the Manager	<input type="checkbox"/>
	Booking Request Approved by Manager for Coordinator	Booking Request Approved by Manager for Coordinator	Notification sent to the Coordinator if a booking request has been approved by the Manager	<input type="checkbox"/>
	Booking Request Declined by Manager for Coordinator	Booking Request Declined by Manager for Coordinator	Notification sent to the coordinator if a booking request has been declined by the Manager	<input type="checkbox"/>
	Booking Request Approved by Admin for Person	Booking Request Approved by Admin for Person	Notification sent to the Person if a booking request has been approved by the admin	<input type="checkbox"/>

SAVE CANCEL

- Email templates linked to **Event Scheduling** will be listed in the table.
- Templates can be previewed by clicking the **view icon**.
- Click the **toggle button** to set the template's status to **Active**.

Event Scheduling | Senior Development Program | Course 1

Search here...

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

PREVIEW	TEMPLATE TITLE	TEMPLATE DESCRIPTION	STATUS	ACTIVE
	Event Booking Coordinator	Event Booking Coordinator	Notification sent to the coordinator of the event	<input checked="" type="checkbox"/>
	Event Booking Facilitator	Event Booking Facilitator	Notification sent to the facilitator of the event	<input type="checkbox"/>
	Booking Request submitted to the Manager	Booking Request submitted to the Manager	Notification sent to the Manager if a booking request has been submitted	<input type="checkbox"/>
	Booking Request Approved by Manager for Person	Booking Request Approved by Manager for Person	Notification sent to the Person if a booking request has been approved by the Manager	<input type="checkbox"/>
	Booking Request Declined by Manager for Person	Booking Request Declined by Manager for Person	Notification sent to the Person if a booking request has been declined by the Manager	<input type="checkbox"/>
	Booking Request Approved by Manager for Coordinator	Booking Request Approved by Manager for Coordinator	Notification sent to the Coordinator if a booking request has been approved by the Manager	<input type="checkbox"/>
	Booking Request Declined by Manager for Coordinator	Booking Request Declined by Manager for Coordinator	Notification sent to the coordinator if a booking request has been declined by the Manager	<input type="checkbox"/>
	Booking Request Approved by Admin for Person	Booking Request Approved by Admin for Person	Notification sent to the Person if a booking request has been approved by the admin	<input type="checkbox"/>

SAVE CANCEL



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