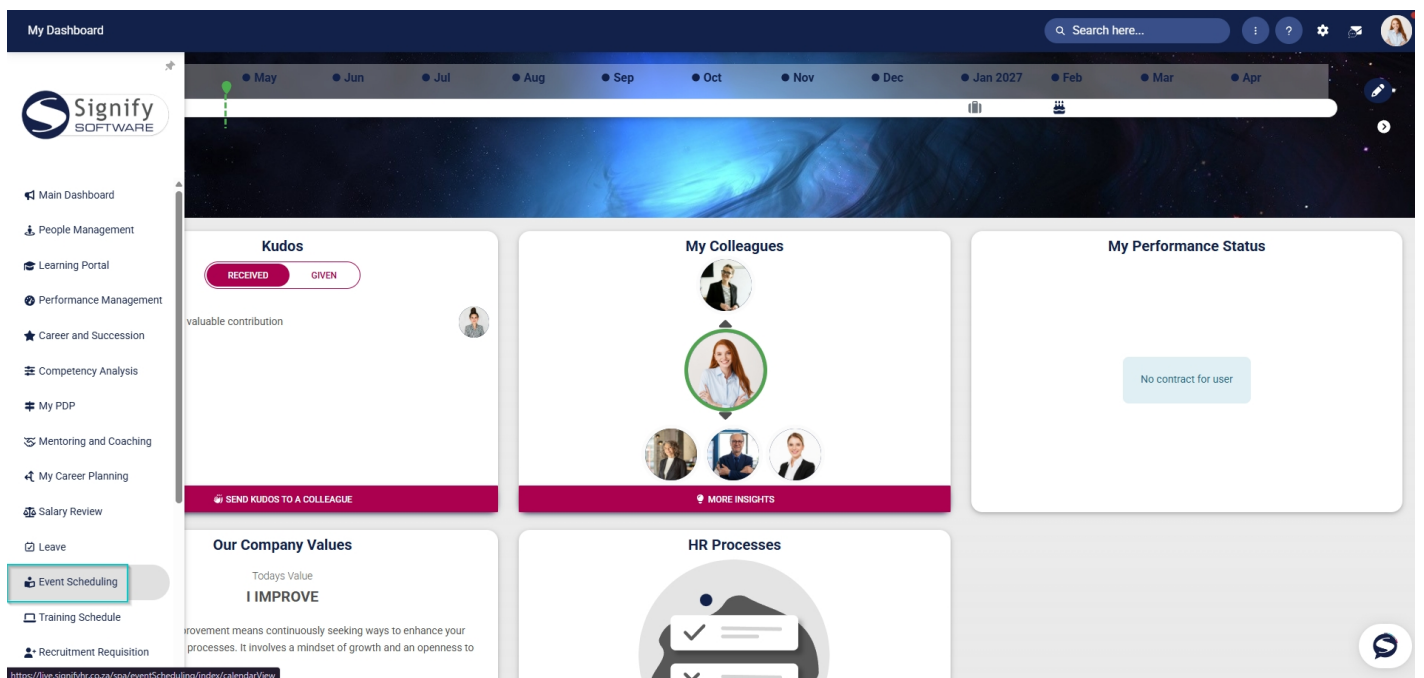


Update Attendees' Overall Completion Status

Attendees' overall completion status can be updated for each event.

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



- Navigate to the **List View** tab.
- Expand the event for which you would like to update the overall completion status.

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 to access the **overall status** for the event.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 08/05/2026

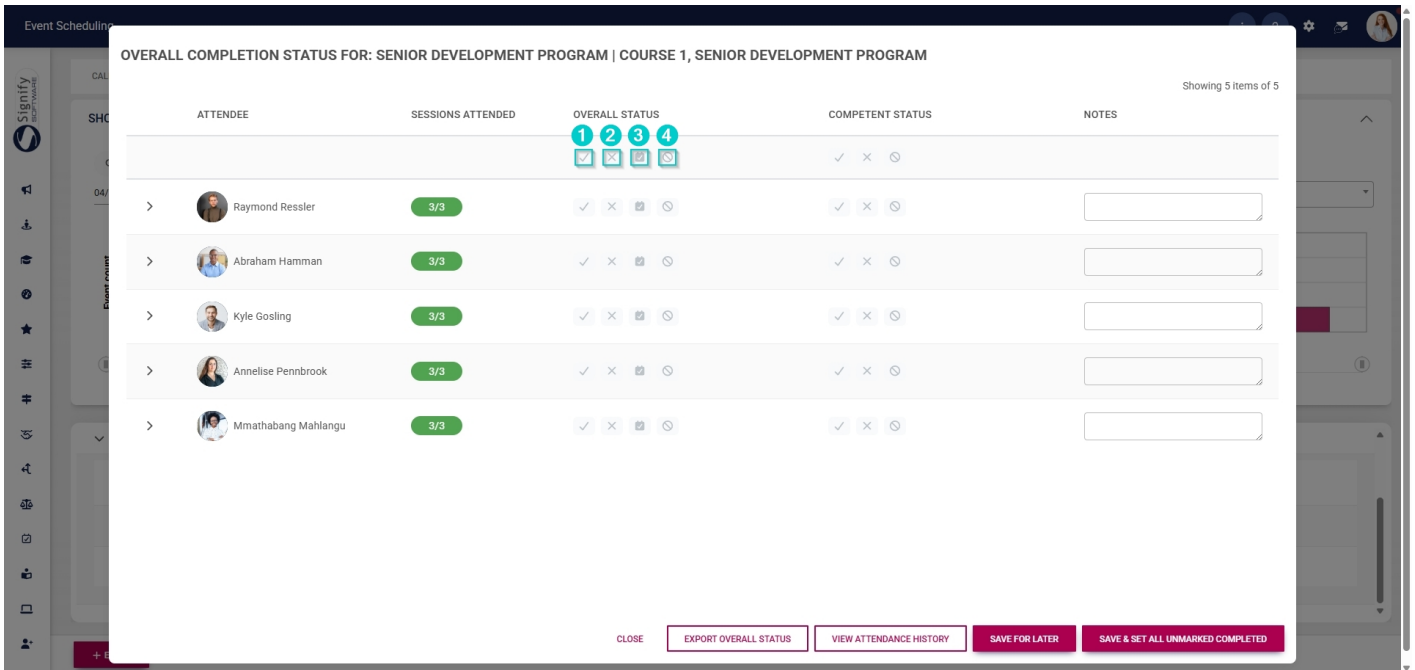
Course: Select from the list...

Senior Development Program 2

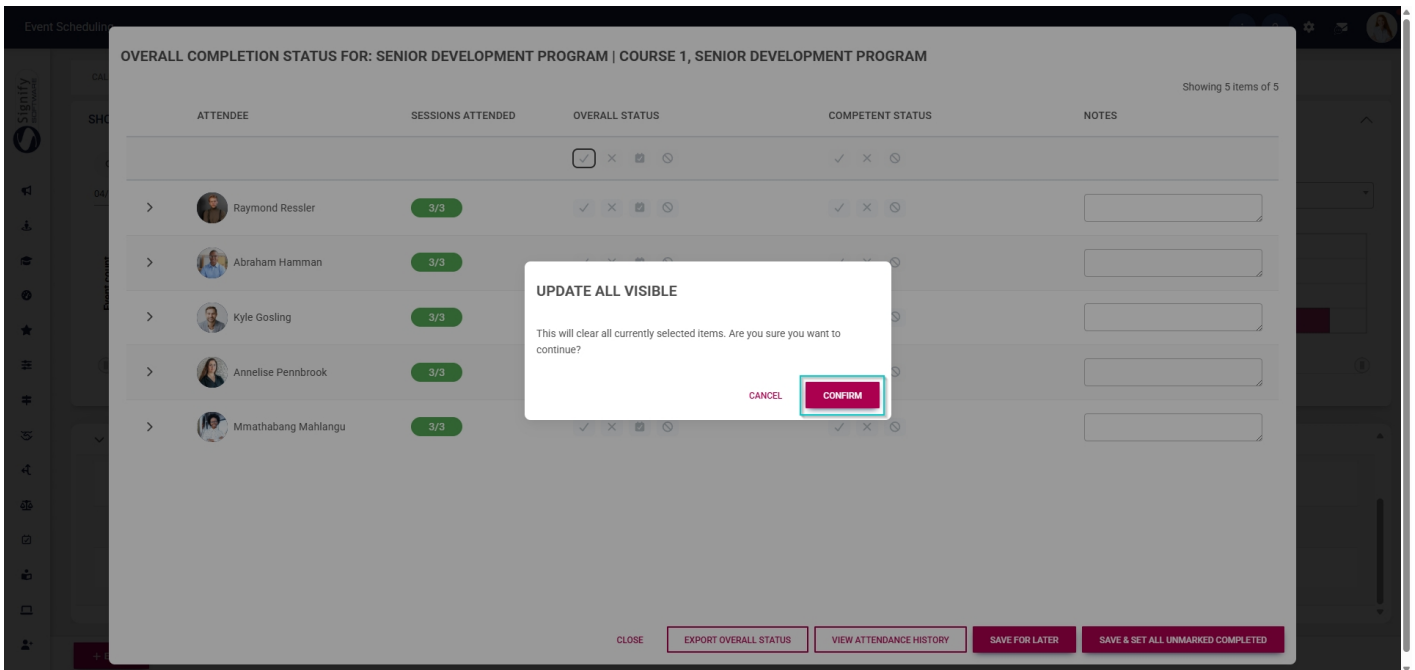
ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS UPDATED / NOT UPDATED
Senior Development Program C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	5/5	0/5
Senior Development Program C...	Wed, 6 May 2026 Fri, 8 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5

+ EVENT

- Use the icons under the **Overall Status** heading to update the status for all the attendees.
 - Click the **tick icon** to mark all attendees' statuses as **Completed**.
 - Click the **cross icon** to mark all attendees' statuses as **Not Completed**.
 - Click the **calendar icon** to mark all attendees' statuses as **Rescheduled**.
 - Click the **cancel icon** to mark all attendees' statuses as **Cancelled**.



- Click **CONFIRM** to proceed or **CANCEL** to discard your changes.



- Alternatively, update each attendee's overall completion status individually by clicking the icons in the **Overall Status** column next to their name.

Event Scheduling

Signify

OVERALL COMPLETION STATUS FOR: SENIOR DEVELOPMENT PROGRAM | COURSE 1, SENIOR DEVELOPMENT PROGRAM

Showing 5 items of 5

ATTENDEE	SESSIONS ATTENDED	OVERALL STATUS	COMPETENT STATUS	NOTES
> Raymond Ressler	3/3			<input type="text"/>
> Abraham Hamman	3/3			<input type="text"/>
> Kyle Gosling	3/3			<input type="text"/>
> Annelise Pennbrook	3/3			<input type="text"/>
> Mmathabang Mahlangu	3/3			<input type="text"/>

CLOSE EXPORT OVERALL STATUS VIEW ATTENDANCE HISTORY SAVE FOR LATER SAVE & SET ALL UNMARKED COMPLETED

- Use the icons under the **Competent Status** heading to update the competency for all the attendees.
 - Click the **tick icon** to mark all attendees' statuses as **Competent**.
 - Click the **cross icon** to mark all attendees' statuses as **Not Yet Competent**.
 - Click the **cancel icon** to mark all attendees' statuses as **Not Applicable**.

Event Scheduling

Signify

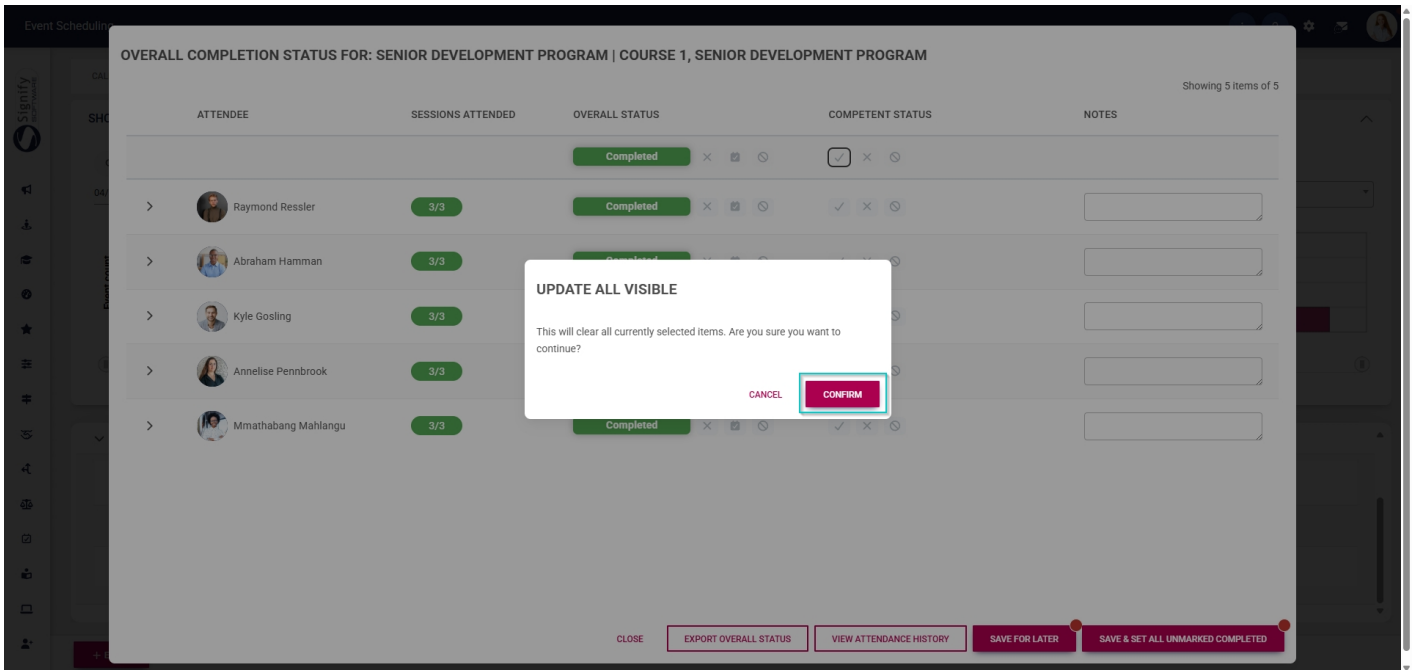
OVERALL COMPLETION STATUS FOR: SENIOR DEVELOPMENT PROGRAM | COURSE 1, SENIOR DEVELOPMENT PROGRAM

Showing 5 items of 5

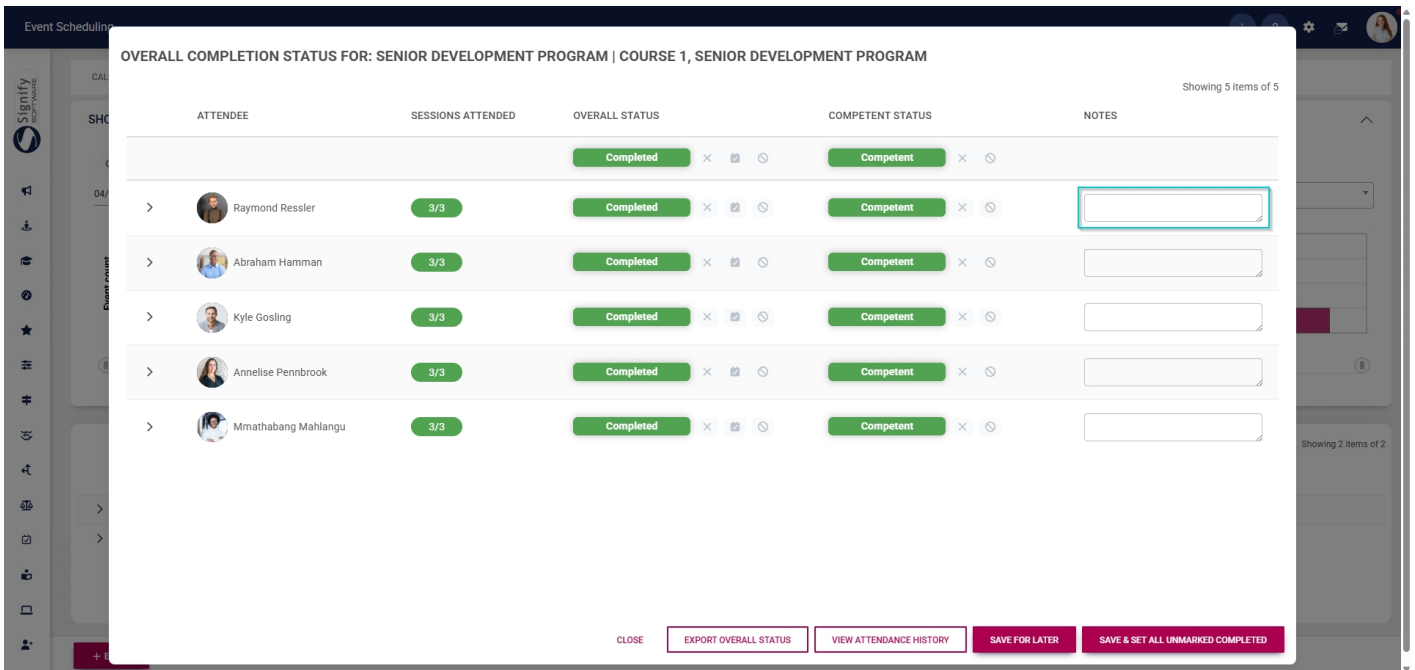
ATTENDEE	SESSIONS ATTENDED	OVERALL STATUS	COMPETENT STATUS	NOTES
> Raymond Ressler	3/3			<input type="text"/>
> Abraham Hamman	3/3			<input type="text"/>
> Kyle Gosling	3/3			<input type="text"/>
> Annelise Pennbrook	3/3			<input type="text"/>
> Mmathabang Mahlangu	3/3			<input type="text"/>

CLOSE EXPORT OVERALL STATUS VIEW ATTENDANCE HISTORY SAVE FOR LATER SAVE & SET ALL UNMARKED COMPLETED

- Click **CONFIRM** to proceed or **CANCEL** to discard your changes.



- Optionally, **notes** about the event can be added for each attendee.








- The buttons at the bottom of the pop-up window have the following functions:
 - Click **EXPORT OVERALL STATUS** to export the overall completion status of all attendees to an Excel document.
 - Click **VIEW ATTENDANCE HISTORY** to view the attendance register for the event.
 - Click **SAVE FOR LATER** to save your changes.
 - Click **SAVE & SET ALL UNMARKED COMPLETED** to save your changes and set all unmarked records to **Completed**.

Event Scheduling

Signify
for your business

OVERALL COMPLETION STATUS FOR: SENIOR DEVELOPMENT PROGRAM | COURSE 1, SENIOR DEVELOPMENT PROGRAM

Showing 5 items of 5

ATTENDEE	SESSIONS ATTENDED	OVERALL STATUS	COMPETENT STATUS	NOTES
>  Raymond Ressler	3/3	Completed	Competent	<input type="text"/>
>  Abraham Hamman	2/3	Rescheduled	Not yet competent	<input type="text"/>
>  Kyle Gosling	2/3	Not Completed	Not yet competent	<input type="text"/>
>  Annelise Pennbrook	3/3	Completed	Competent	<input type="text"/>
>  Mmathabang Mahlangu	3/3	Completed	Competent	<input type="text"/>

Showing 2 items of 2

1 2 3 4

CLOSE EXPORT OVERALL STATUS VIEW ATTENDANCE HISTORY SAVE FOR LATER SAVE & SET ALL UNMARKED COMPLETED



Revision #2

Created 2026-05-07 13:33:35 UTC by Chanan Stenden

Updated 2026-05-07 14:52:18 UTC by Chanan Stenden