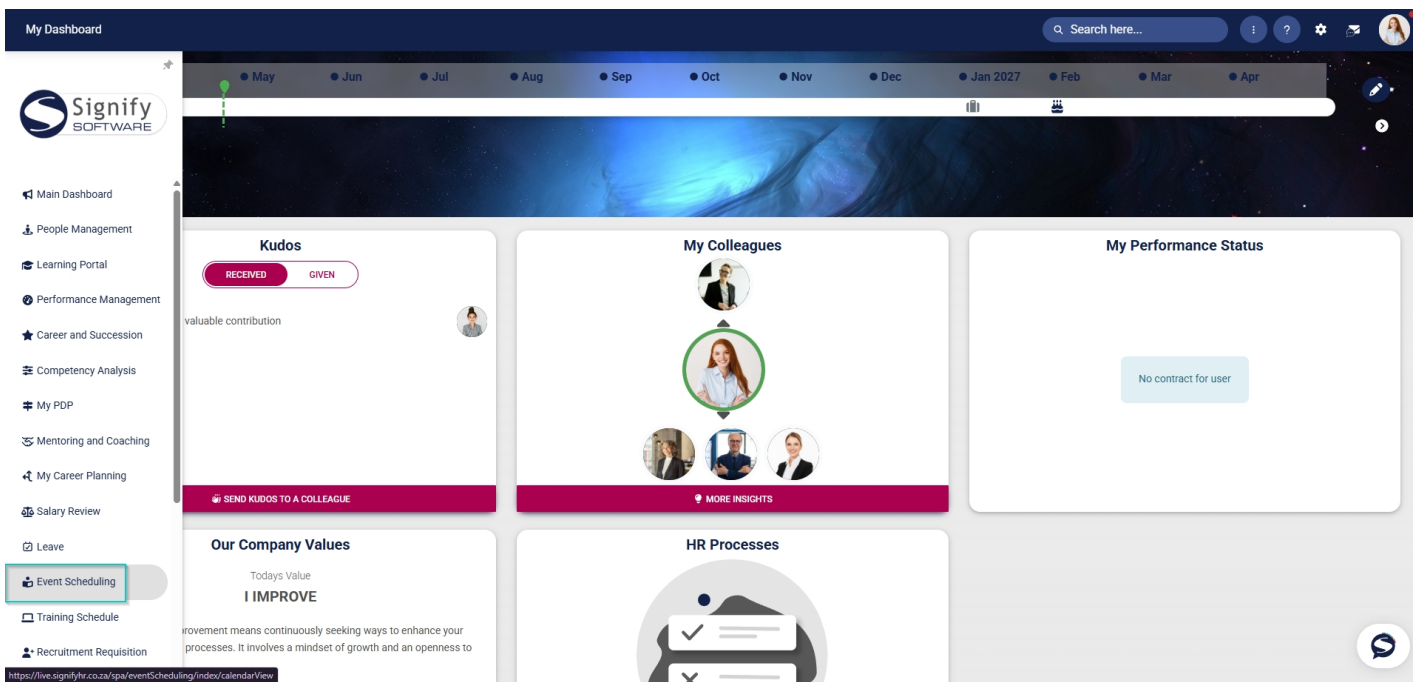


Using the List View

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



The screenshot displays the Signify Software dashboard interface. On the left, a sidebar menu is visible with the 'Event Scheduling' option highlighted in a light blue box. The main dashboard area features a navigation bar at the top with a search bar and a calendar view for the month of May. Below the navigation bar, there are several widgets: 'Kudos' with 'RECEIVED' and 'GIVEN' tabs, 'My Colleagues' showing a network of employee profiles, '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. The Signify Software logo is in the top left corner, and the URL 'https://live.signifyhr.co.za/spa/eventScheduling/index/calendarView' is visible at the bottom left.

- Click to navigate to the **List View** tab.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

MY UPCOMING EVENTS

Microsoft Office Workshop | ...
Fri, 29 May
08:00 - 12:00

< > May 2026 TODAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	May 1	2
3	4 Senior Development Program Course 1 08:00 - 16:00 5/10 seats	5	6	7	8	9
10	11 Microsoft Office Workshop Excel Intermediate Level 08:00 - 10:00 1/50 seats	12	13 Microsoft Office Workshop Word Intermediate Level 08:00 - 10:00 0/10 seats	14 Senior Development Program Course 1 08:00 - 12:00 0/10 seats	15 Microsoft Office Workshop PowerPoint Intermediate... 08:00 - 12:00 1/50 seats	16
17	18 Senior Development Program Course 2 08:00 - 16:00 5/10 seats	19	20	21	22	23
24	25 Microsoft Office Workshop Excel Advanced Level 08:00 - 10:00 0/50 seats	26	27 Microsoft Office Workshop Word Advanced Level 08:00 - 10:00 0/10 seats	28 Senior Development Program Course 2 08:00 - 10:00 1/10 seats	29 Microsoft Office Workshop PowerPoint Advanced... 08:00 - 12:00 1/50 seats	30

+ BOOK MYSELF ON MULTIPLE EVENTS

- This page shows all events within your date range filter.
 - Use the **search bar** to search for specific courses or events.
 - Use the **calendar icon** to change the date range filter.
 - Courses can be selected using the **dropdown menu**.
 - Courses are grouped by **Training Intervention** name.
 - The number of events linked to the training intervention is shown in the **Events** column.
- Administrators can click the **+EVENT** button to create a new event.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here... 1

04/05/2026 - 08/05/2026 2 3

Course 4
Select from the list...

Event count

DATE	EVENT COUNT
04/05/2026	1
05/05/2026	1
06/05/2026	5
07/05/2026	1
08/05/2026	1

5

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

Showing 4 items of 4

+ EVENT 6

- Employees and non-administrators will view only the events they have been added to and free-to-book events. They are not able to create new events.

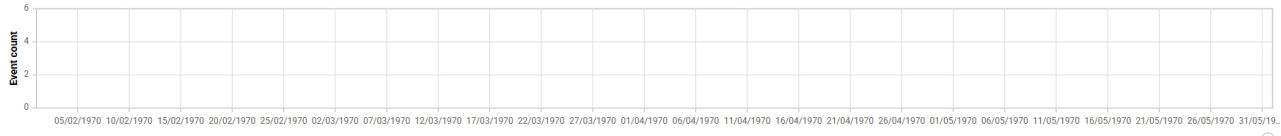


CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

05/05/2026 - 05/05/2026



Showing 0 items of 0

COURSE	EVENTS
No data available in table	



Revision #4

Created 2026-05-07 13:35:31 UTC by Chanan Stenden

Updated 2026-05-08 12:33:42 UTC by Chanan Stenden