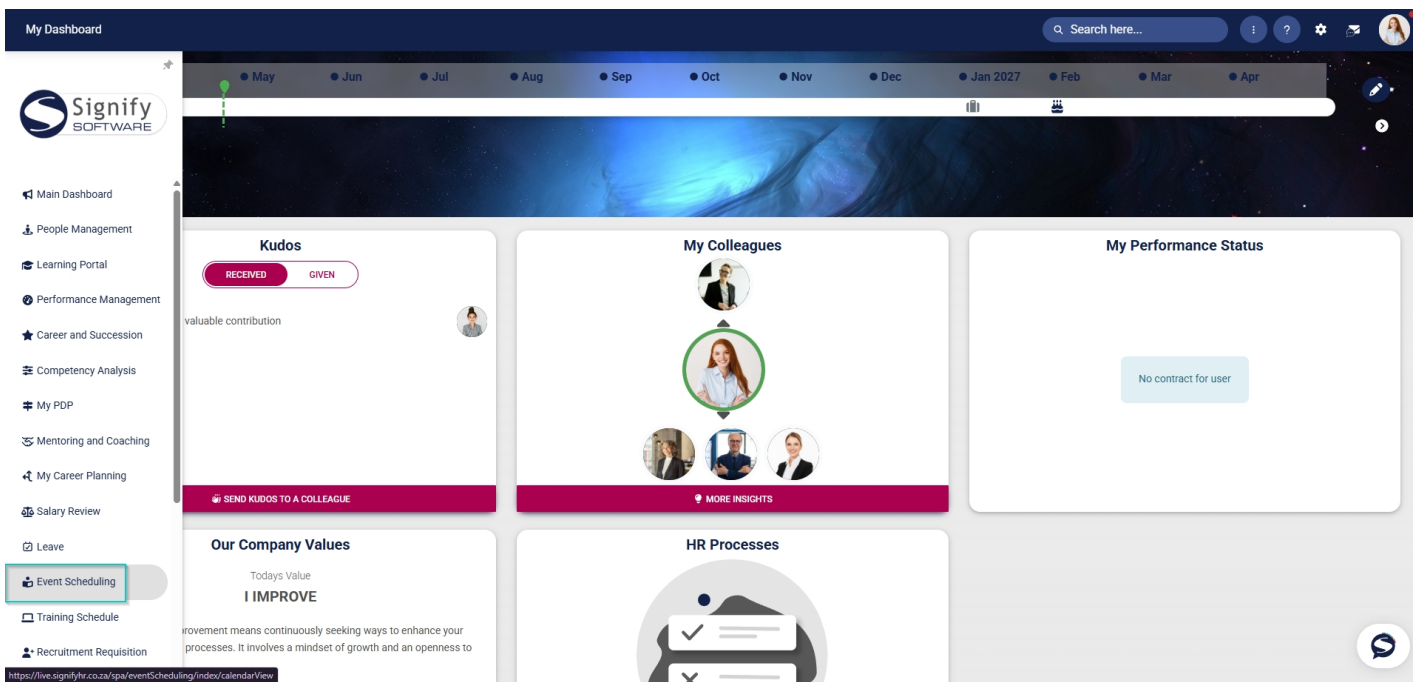


View Costs per Attendee

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



The screenshot displays the Signify HR software 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 employee 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 is visible with 'Event Scheduling' highlighted in 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.
- Expand the event for which you would like to view the per-attendee costs.

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 | 5/0 |
| 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

- Click the **arrow icon** next to an attendee's name to expand their event record.

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 | Completed | Competent | |
| Abraham Hamman | 2/3 | Rescheduled | Not yet competent | |
| Kyle Gosling | 2/3 | Not Completed | Not yet competent | |
| Annelise Pennbrook | 3/3 | Completed | Competent | |
| Mmathabang Mahlangu | 3/3 | Completed | Competent | |

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

- The costs linked to the attendee are listed.
 - Costs **distributed** to all attendees during event configuration cannot be edited.
 - Costs **charged per attendee** during event configuration can be edited.
 - **Invoice reference numbers** and **invoice dates** can be recorded.
 - Click the **toggle** button to set the cost's status to **Paid**.

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 | Completed | Competent | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>COST DESCRIPTION</th> <th>COST AMOUNT</th> <th>INVOICE REFERENCE NUMBER</th> <th>INVOICE DATE</th> <th>PAID</th> </tr> </thead> <tbody> <tr> <td>Printed training materials</td> <td>75</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>COPY INVOICE INFORMATION</p> | | | | | COST DESCRIPTION | COST AMOUNT | INVOICE REFERENCE NUMBER | INVOICE DATE | PAID | Printed training materials | 75 | | | <input type="checkbox"/> |
| COST DESCRIPTION | COST AMOUNT | INVOICE REFERENCE NUMBER | INVOICE DATE | PAID | | | | | | | | | | |
| Printed training materials | 75 | | | <input type="checkbox"/> | | | | | | | | | | |
| Abraham Hamman | 2/3 | Rescheduled | Not yet competent | | | | | | | | | | | |
| Kyle Gosling | 2/3 | Not Completed | Not yet competent | | | | | | | | | | | |
| Annelise Pennbrook | 3/3 | Completed | Competent | | | | | | | | | | | |
| Mmathabang Mahlangu | 3/3 | Completed | Competent | | | | | | | | | | | |

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

- The invoice information can be copied to all the other attendees by clicking **COPY INVOICE INFORMATION**.

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 | Completed | Competent | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>COST DESCRIPTION</th> <th>COST AMOUNT</th> <th>INVOICE REFERENCE NUMBER</th> <th>INVOICE DATE</th> <th>PAID</th> </tr> </thead> <tbody> <tr> <td>Printed training materials</td> <td>75</td> <td>INV257701</td> <td>01/05/2026</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>COPY INVOICE INFORMATION</p> | | | | | COST DESCRIPTION | COST AMOUNT | INVOICE REFERENCE NUMBER | INVOICE DATE | PAID | Printed training materials | 75 | INV257701 | 01/05/2026 | <input checked="" type="checkbox"/> |
| COST DESCRIPTION | COST AMOUNT | INVOICE REFERENCE NUMBER | INVOICE DATE | PAID | | | | | | | | | | |
| Printed training materials | 75 | INV257701 | 01/05/2026 | <input checked="" type="checkbox"/> | | | | | | | | | | |
| Abraham Hamman | 2/3 | Rescheduled | Not yet competent | | | | | | | | | | | |
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| Mmathabang Mahlangu | 3/3 | Completed | Competent | | | | | | | | | | | |

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

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 | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|-------------------|-------------------------------------|------------------|-------------|--------------------------|--------------|------|----------------------------|----|-----------|------------|-------------------------------------|
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| COST DESCRIPTION | COST AMOUNT | INVOICE REFERENCE NUMBER | INVOICE DATE | PAID | | | | | | | | | | |
| Printed training materials | 75 | INV257701 | 01/05/2026 | <input checked="" type="checkbox"/> | | | | | | | | | | |
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| Mmathabang Mahlangu | 3/3 | Completed | Competent | | | | | | | | | | | |



Revision #3

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