

# T/R Inservice 04/07/2015

Tuesday, April 7, 2015 8:24 AM

## Recent Updates to T/R

- New Workflow - Approval Pathway and RPL now in workflow
- Moved training Type up on the screen
- Filtering Events by year

## Dashboard

- I facilitate - courses you have entered
- Courses Registered
- Unapproved Courses/Events - awaiting approval from you
- Filtering Events by Year

## Registration Deadline Date

- Unless there is a specific reason that you need to make a cut off date like limited seats, lunch count or t-shirt order make the date 5pm the day of or after the actual event date.
- Saves the headache of editing the event after people have already signed up for the event.

## New Workflow

- Added RPL into the workflow
  - o Events that are going to be held in the Regions.
  - o Event Type = Inservice
  - o Delivery Method = Face
- Workflow is not automatic
  - o For Ag - workflow is in Leadership Teams. Final approval with Dr. Burns
  - o For 4-H, FCS and departments like EESD or TSU specialists workflow through department head/director

## Allowed on Waiting List

- Putting a number in there is not how many are allowed.
- The number means whether a waiting list is allowed or not.

## Contact Hours

- Must be greater than zero for in-service events

## Optional Questions

- Three Types -
  - o Free Text,
  - o Multiple Choice allows choosing more than one answer
  - o single choice only one answer (Yes/No or multiple choice)

## Work flow

- Propose Event
  - o Event is visible in SUPER T/R Search - cannot register. Status Proposed
- Submit to RPL status changes to in process
- Submit for Approval
- Approve - once approved people can register for the event
- Uapprove sends the event back to the facilitator and event becomes "hidden"

## Run Report

- Options
- By Question
- Special Needs only
- Export to Excel
- Capture email addresses for mass email

#### Editing Event After Approval

- All fields are editable before people are registered and before event starts.
- After people are registered
  - o Cannot change Max Enrollment -> this is due to waiting list particularly if people are on waiting list.
  - o Cannot change the dates of the event -> due to having to notify people of the change.
  - o Cannot Add Optional Questions

#### Day of Event

- Capture participants list.
  - o Run a report and export to excel
  - o Copy/Past Participants list to Word or Excel
  - o Makes it easier to take attendance

#### Post event activity

- Be sure to mark Attended
- Shows up on T/R dashboard under Completed Courses events. Will not show up if Attended is not marked.
- Will not show up on Vita
- Will not be transferred to IRIS for HR Credit