

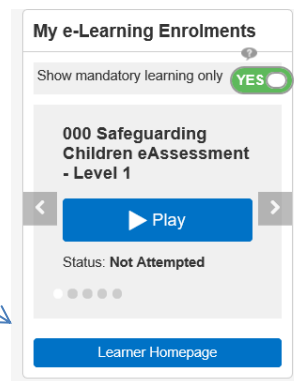


How to use ESR to book onto a class with Managers approval

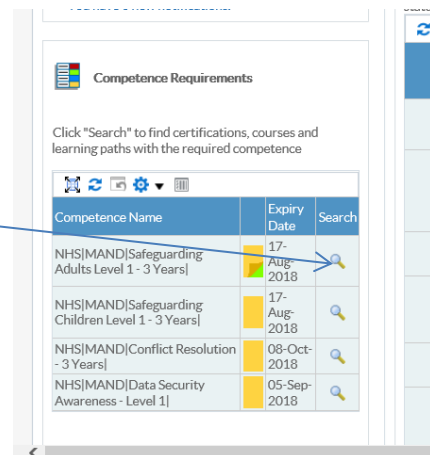
If the details of your supervisor are correct on your ESR record and your manager uses ESR, you can book onto a face to face course through ESR employee self-service following the steps below.

Log on to employee self-service (see Accessing ESR System sheet), and from the Portal click on 'Learner Homepage'.

If you login to ESR via the ESR navigator then you need to click on 'Learning' under 'My Learning'.



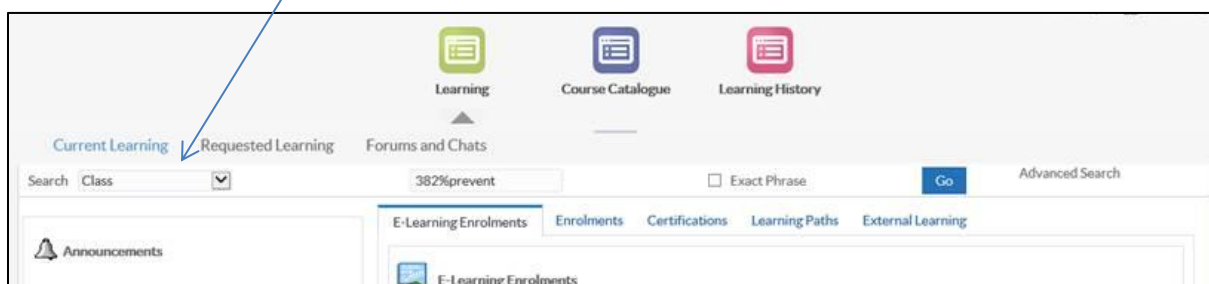
On your learner homepage you will see a list of your competence requirements. Click on the search icon of the course you would like to book onto. Then click on offering details as shown below.



Click on the search icon to see classes available for the offering. There is a single class available for enrolment.

Offering Name	Delivery Mode	Enrolled on a Class	Competence Level	Offering Details
382 Mandatory Training - Classroom - Conflict Resolution (Refresher) & Breakaway	Classroom	No		

When booking on a course that is not under your competence requirements. From the learner homepage, change the search box to 'Class' as below and search for details of the course you would like to attend using 382% at the beginning of the text, then press 'Go'.



The search will return a list of classes with any key words that you entered above. Choose the date you would like and enrol onto the course using the enrol icon. Please check the class status column, if the course is full you will receive the message below, click no to this or you will be waitlisted, **which means that you DO NOT have a confirmed place on the course.** Please try to find another date for the course that has spaces available.

Class Name	Info	Location	Training Center	Start Date	Start Time	Time Zone	Duration	Class Status	Enrolment Status	Enrol
382 Conflict Resolution & Breakaway Refresher -13-Jul-18 (Ryelands) 1pm		382, 672 z Ryelands House Clinic - Lancaster		13-Jul-2018	13:00	GMT	3 Hour (s)	Normal	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -17-Jul-2018(SSPCC)		382 South Shore PCC		17-Jul-2018	13:00	GMT	3 Hour (s)	Full	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -03-Sep-18 (Lytham) 1pm		382 t Lytham PCC		03-Sep-2018	13:00	GMT	3 Hour (s)	Normal	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -14-Sep-18 (Ryelands) 1pm		382, 672 z Ryelands House Clinic - Lancaster		14-Sep-2018	13:00	GMT	3 Hour (s)	Normal	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -17-Sep-18		382 t BVH HPEC		17-Sep-2018	09:00	GMT	3 Hour (s)	Full	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -27-Sep-2018(SSPCC)		382 South Shore PCC		27-Sep-2018	13:00	GMT	3 Hour (s)	Full	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -02-Oct-18 (Ryelands) 1pm		382, 672 z Ryelands House Clinic - Lancaster		02-Oct-2018	13:00	GMT	3 Hour (s)	Normal	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -11-Oct-2018 (SSPCC) 1pm		382 South Shore PCC		11-Oct-2018	13:00	GMT	3 Hour (s)	Normal	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -12-Oct-18		382 t BVH HPEC		12-Oct-2018	09:00	GMT	3 Hour (s)	Normal	Not Enrolled	[Enrol]
382 Conflict Resolution & Breakaway Refresher -15-Oct-18 (Lytham) 1pm		382 t Lytham PCC		15-Oct-2018	13:00	GMT	3 Hour (s)	Normal	Not Enrolled	[Enrol]

Information
 This class is full. Should a place become available you will be enrolled and notified, subject to any approvals.
 Do you still want to enroll in this class?

The next screen allows you to check the course details, please check carefully that you have the correct course name, date and time. Then click 'Review'

On the review screen, check for a final time that you have the correct details for the course you are wanting to book onto, then click 'Submit'

Proposed
Course Name 382 Mandatory Training : Classroom - Conflict Resolution & Breakaway (Refresher)
Class Name 382 Conflict Resolution & Breakaway Refresher -13-Jul-18 (Ryelands) 1pm
Start Date 13-JUL-2018 13:00

The next screen will show the confirmation message below. **This is confirmation that you have Requested to book onto the course. This DOES NOT mean you have a place on the course.**

Confirmation
 Your request to enrol in the class 382 Conflict Resolution & Breakaway Refresher -12-Nov-18 (Ryelands)- 1pm has been submitted for approval. You can monitor your enrolment status from the Requested Learning tab on the Learner Home page.

A notification will be sent through ESR to your manager for their approval of you attending the course. Once this notification has been approved, a booking confirmation notification will be sent through to your employee self-service as well as your Trust email account (as shown below); this is confirmation that you are booked onto your course.

Subject: 382 Mandatory Training : Classroom - Prevent WRAP Level 3, running from 23-Jul-2018 until 23-Jul-2018

We are pleased to confirm a place has been reserved for you as above.

Details of the course are provided below:

Start Time: 14:00
End Time: 16:00
Please let us know any support or disabilities you may need/have which you would like to make us aware of. If you would like to discuss this please contact us on the telephone number listed.

If for any reason you are unable to attend please contact the department as soon as possible so that the place can be offered to delegates on the waiting list.

Yours sincerely

Course Administrator

Please do not reply to this email

Please DO NOT attend the course unless you have received the confirmation above as rooms have maximum capacities and you may well be turned away.

When your manager has approved your request your course booking will appear on your learner homepage. You can view this by clicking on the green 'Learning' button. The booking information is held under the 'Enrolments' tab. You can also use the UN-enrol icon if you need to cancel your booking.

The screenshot shows the ESR learner homepage. At the top, there are three main navigation buttons: 'Learning' (green), 'Course Catalogue' (blue), and 'Learning History' (red). Below these, there are search options for 'Forums and Chats' and 'Exact Phrase' with a 'Go' button and 'Advanced Search'. The 'Learning' button is highlighted with a blue arrow pointing to the 'Enrolments' tab in the 'E-Learning Enrolments' section. The 'Enrolments' tab is active, showing a table of current enrolments. The table has columns for Course Name, Start Date, Start Time, End Date, End Time, Status, Name, Completion Date, Venue, Location, Unenrol, Evaluate, and Add to Outlook. One enrolment is listed: '382 Mandatory Training: Classroom - Prevent WRAP Level 3' with a start time of 14:00 and end time of 16:00 on 23-Jul-2018, with a status of 'Confirmed'. There are icons for 'Unenrol' and 'Add to Outlook' for this enrolment.

Course Name	Start Date	Start Time	End Date	End Time	Status	Name	Completion Date	Venue	Location	Unenrol	Evaluate	Add to Outlook
382 Mandatory Training: Classroom - Prevent WRAP Level 3	23-Jul-2018	14:00	23-Jul-2018	16:00	Confirmed							