

Manager Guidance for POD



Please Note that each course is set with a **limit** to the number of places a Manager can Allocate or Reserve.

The Reservations function is only available to Managers.

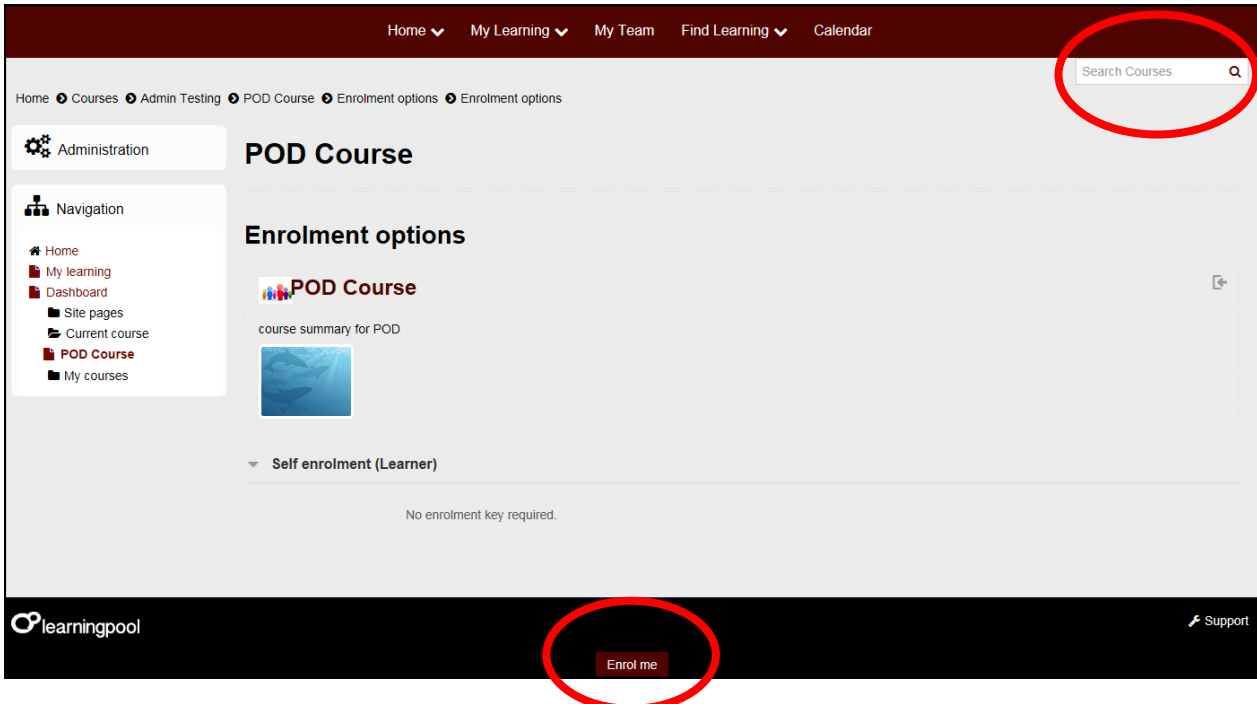
Employees are encouraged to make their own applications.

In this Guidance you can find information about the following procedures

Allocating a Named Employee onto a Course <i>You would use this procedure when you have identified a course and the name of the employee you would like to attend it.</i>	Page 2
Making a Reservation on a Course for an Employee-Not Named <i>You would use this procedure when you want to reserve a place on a course but a decision has not yet been made about who you would like to attend it.</i>	Page 4
Allocating a Name to a Reservation <i>You would use this procedure when you have made a decision about who you would like to attend the course where you have previously reserved a place.</i>	Page 5
Cancelling an Allocation Made by You <i>You would use this procedure when you want to cancel an allocation that you have made for an employee.</i> Note: An application made by an Employee cannot be cancelled by a Manager	Page 7
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Manager-Allocating a Named Employee onto a Course

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen)
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.
If the screen is not displayed continue to the next step



4. Under the **Options** column (right hand side) click on **Allocate spaces for team**, as shown below

The screenshot shows a table for 'POD 2 Session'. The table has columns for Date, Time, Room, Seats available, Status, and Options. The 'Options' column is circled in red. The 'View all events' link at the bottom left is also circled in red.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Barnsley Town Hall Training Room Town Hall (Room details)	2	Booking open	Allocate spaces for team (2/3) Reserve spaces for team (0/1) Sign-up

[View all events](#)

Select **View all events** to display **ALL** available dates

Continued on the following page...

5. The names of your staff will be displayed in the **Potential allocations** column at the bottom of the screen
6. Select the employee you want to book onto the course
7. Select **Add**

The process is now complete.

The employee is booked onto the course and they will receive a system generated 'Notification' email.

Note: There is a limit to the number of employees that a Manager can Allocate onto a course. **The numbers are indicated here**

POD 2 Session

Duration
Admin Notes

Event date/time
23 July 2017, 9:30 AM - 4:30 PM

Duration
7 hours

Room
Barnsley Town Hall Training Room
Town Hall
(Room details)
Town Hall Training Room

Seats available
2

Approval required by:
Manager Approval

Normal cost
£25

Discount cost
£25

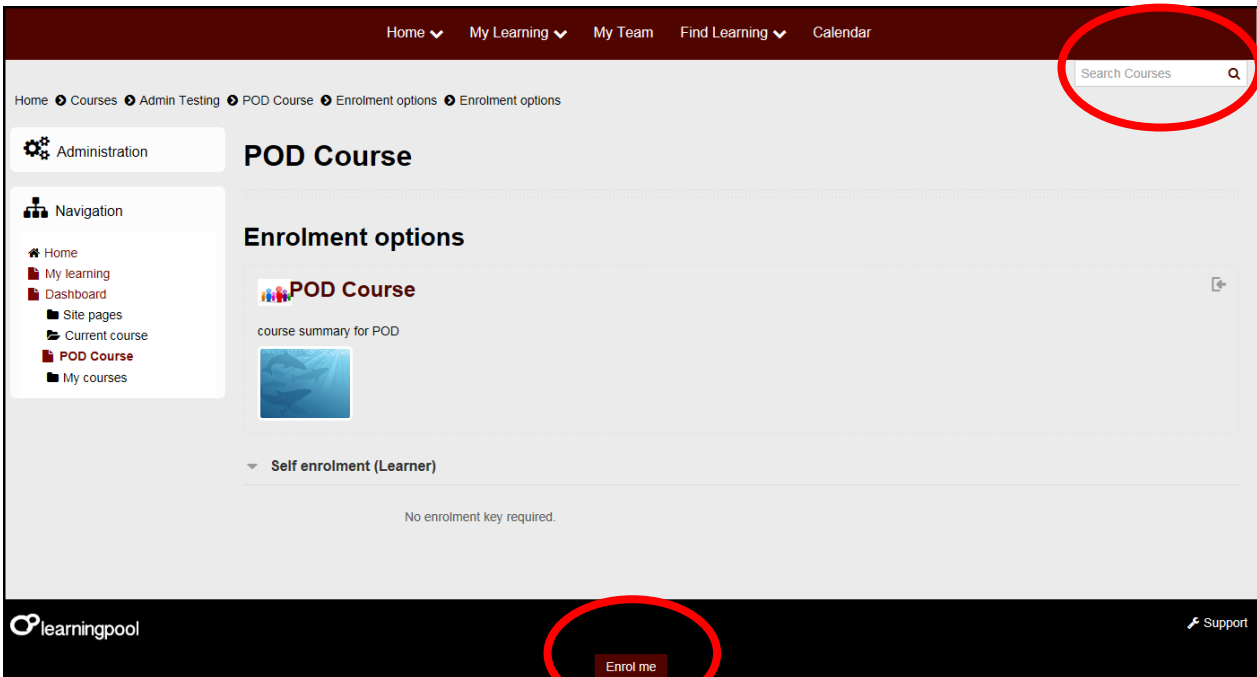
Current allocations (1 / 3)
This event

Potential allocations (2 left)
Joanne Ellis
Annette Martin - Meigh

◀ Add
Remove ▶

Manager-Making a Reservation on a Course for an Employee-Not Named

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (*top right hand side of the screen*)
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.
If the screen is not displayed continue to the next step



4. Under the **Options** column (*right hand side*) click on **Reserve spaces for team**, as shown below

The screenshot shows a table for 'POD 2 Session'. The table has columns for Date, Time, Room, Seats available, Status, and Options. The 'Options' column contains three items: 'Allocate spaces for team (2/3)', 'Reserve spaces for team (0/1)', and 'Sign-up'. The 'Reserve spaces for team (0/1)' option is circled in red. Below the table, there is a 'View all events' button, also circled in red.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Barnsley Town Hall Training Room Town Hall (Room details)	2	Booking open	Allocate spaces for team (2/3) Reserve spaces for team (0/1) Sign-up

5. Select the number of spaces you would like to reserve, as shown below
Select **View all events** to display **ALL** available dates
Select **Update**

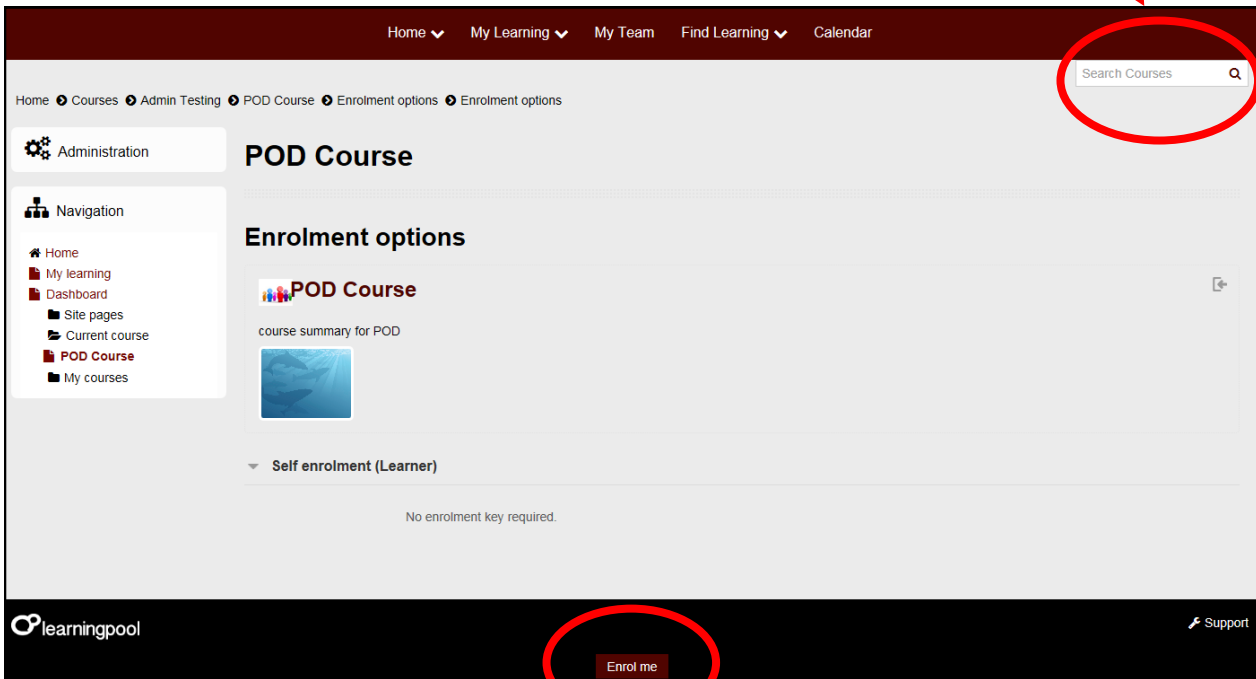
The screenshot shows a form for changing the number of reservations. It contains the text: 'You can use this form to change the number of reservations you have for this event - to cancel existing reservations, just reduce the number below.' Below this text is a label 'Reserve spaces for team' followed by a dropdown menu showing the number '1'. The dropdown menu is circled in red. Below the dropdown menu are two buttons: 'Update' and 'Cancel'. The 'Update' button is circled in red.

The process is now complete.

Continued on the following page...

Manager-Allocating a Name to a Reservation

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen)
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.
If the screen is not displayed continue to the next step



4. Under the **Options** column (right hand side) click on **Allocate spaces for team**, as shown below

The screenshot shows a table titled 'POD 2 Session'. The table has the following columns: Date, Time, Room, Seats available, Status, and Options. The 'Options' column is circled in red. The first row of data shows a session on 23 July 2017 from 9:30 AM to 4:30 PM in the Barnsley Town Hall Training Room, with 2 seats available and a status of 'Booking open'. The 'Options' for this session are 'Allocate spaces for team (2/3)', 'Reserve spaces for team (0/1)', and 'Sign-up'. At the bottom left of the table, there is a 'View all events' button, also circled in red.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Barnsley Town Hall Training Room Town Hall (Room details)	2	Booking open	Allocate spaces for team (2/3) Reserve spaces for team (0/1) Sign-up

Select **View all events** to display **ALL** available dates

Continued on the following page...

- The names of your employees will be displayed in the **Potential allocations** column at the bottom of the screen
- Select the employee you want to book onto the course

Note the option below

This option only appears when you have 1 Allocation/Reservation place remaining from your permitted limit.

Replace reservations when adding allocations (1) Yes No

Q: Do you want to **retain** a Reservation when you have made the Allocation? Select No

Q: Do you want to **use** your Reservation for the Allocation? Select Yes

- Select **Add**

The process is now complete.

The employee is booked onto the course and they will receive a system generated 'Notification' email.

Note: There is a limit to the number of employees that a Manager can Allocate onto a course. **The numbers are indicated here**

POD 2 Session

Duration
Admin Notes

Event date/time
23 July 2017, 9:30 AM - 4:30 PM

Duration
7 hours

Room
Barnsley Town Hall Training Room
Town Hall
(Room details)
Town Hall Training Room

Seats available
2

Approval required by:
Manager Approval

Normal cost
£25

Discount cost
£25

Current allocations (1 / 3)

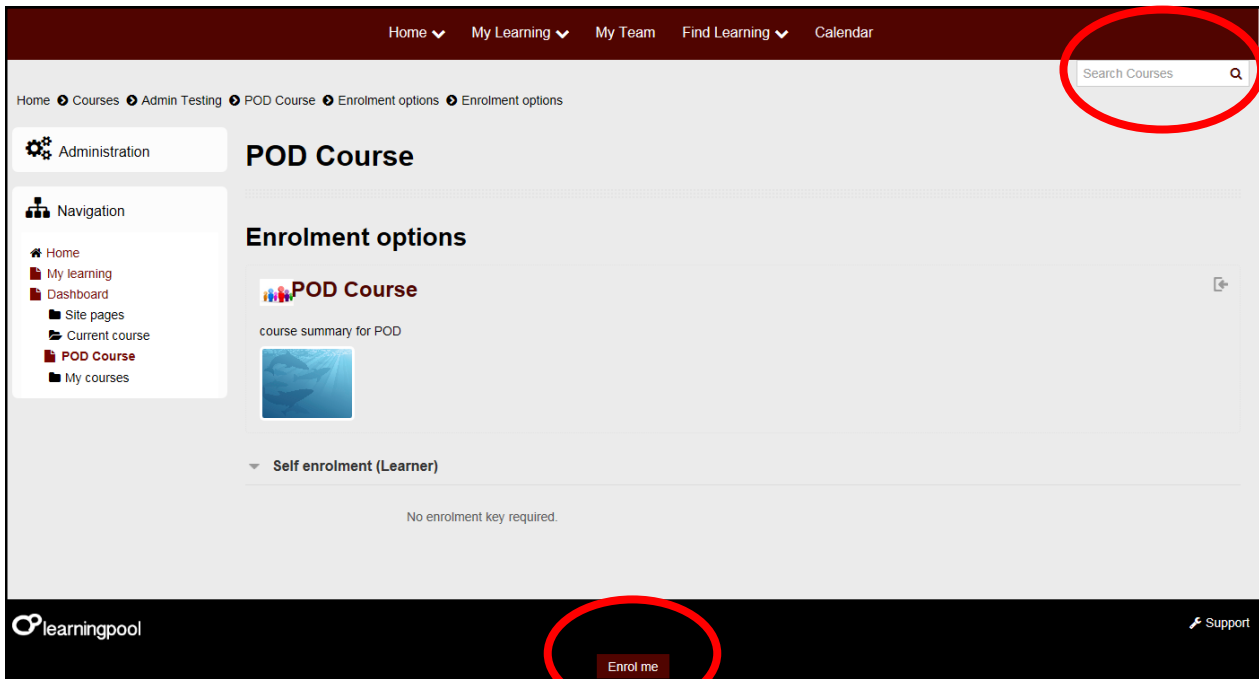
This event

Potential allocations (2 left)

Joanne Ellis
Annette Martin - Meigh

Manager-Cancelling an Allocation Made by You

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen)
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.
If the screen is not displayed continue to the next step



4. Under the **Options** column (right hand side) click on **Allocate spaces for team**, as shown below

The screenshot shows a table titled 'POD 2 Session'. The table has columns for Date, Time, Room, Seats available, Status, and Options. The 'Options' column is circled in red. The first row of data shows a session on 23 July 2017 at 9:30 AM - 4:30 PM in the Barnsley Town Hall Training Room, with 2 seats available and a status of 'Booking open'. The 'Options' for this session are 'Allocate spaces for team (2/3)', 'Reserve spaces for team (0/1)', and 'Sign-up'. At the bottom left of the table, there is a 'View all events' button, also circled in red.

Date	Time	Room	Seats available	Status	Options
23 July 2017	9:30 AM - 4:30 PM	Barnsley Town Hall Training Room Town Hall (Room details)	2	Booking open	Allocate spaces for team (2/3) Reserve spaces for team (0/1) Sign-up

Select **View all events** to display **ALL** available dates

Continued on the following page...

- The name/s of your employee/s will be displayed in the **Current allocations** column at the bottom of the screen
- Select the employee you want to cancel from the course

Note the option below

Create reservations when removing allocations Yes No

Q: Do you want to **create** a Reservation for another member of staff when you have removed the employee from the course?
Select Yes

Q: Do you want to **remove** the employee and no longer require a Reservation either?
Select No

- Select **Remove**

The process is now complete.

The employee is removed from the course and they will receive a system generated 'Notification' email.

Note: There is a limit to the number of employees that a Manager can Allocate onto a course. **The numbers are indicated here**

POD 2 Session

Duration
Admin Notes

Event date/time
23 July 2017, 9:30 AM - 4:30 PM

Duration
7 hours

Room
Barnsley Town Hall Training Room
Town Hall
(Room details)
Town Hall Training Room

Seats available
2

Approval required by:
Manager Approval

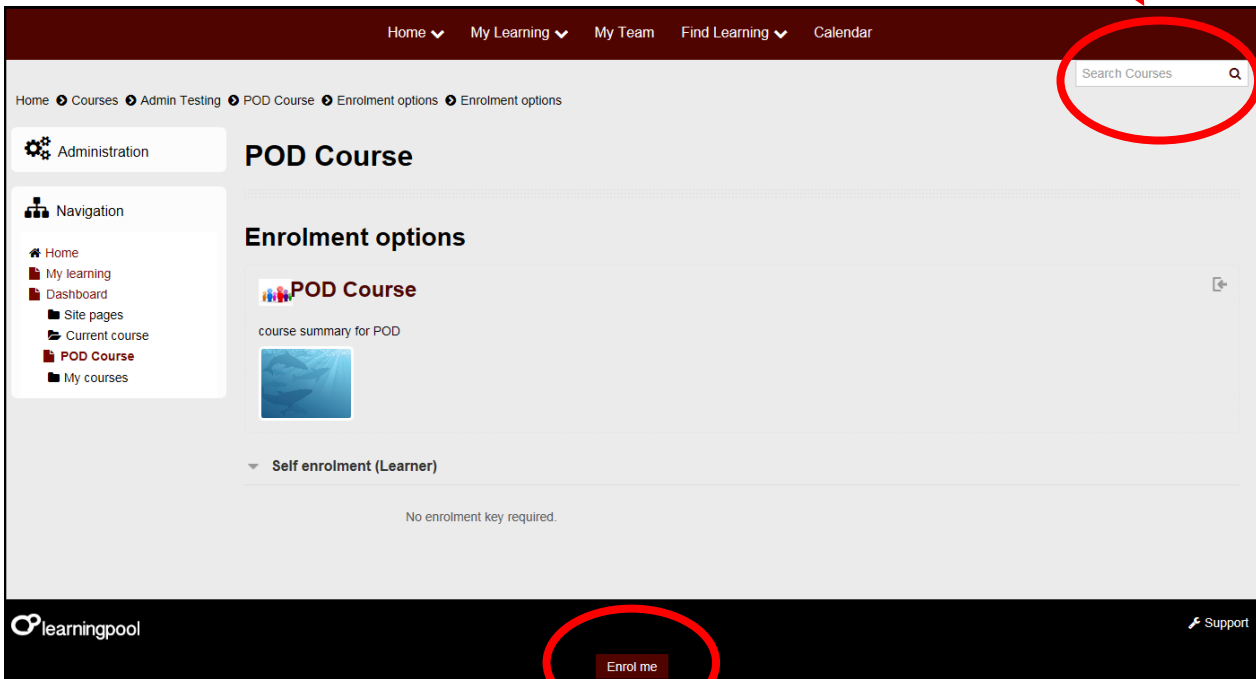
Normal cost
£25

Discount cost
£25

Current allocations (1 / 3)	Potential allocations (2 left)
This event	<div style="border: 1px solid gray; padding: 5px;"> Joanne Ellis Annette Martin - Meigh </div>
<input type="button" value="Add"/>	<input type="button" value="Remove"/>

Manager-Cancelling a Reservation

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Enter the course name in the **Search Bar** (top right hand side of the screen)
Select the course title to open the course.
3. If the screen below is displayed then scroll to bottom and select **Enrol Me**.
If the screen is not displayed continue to the next step



4. Under the **Options** column (right hand side) click on **Reserve spaces for team**, as shown below
Select **View all events** to display **ALL** available dates

Last reservations are 8 days before the event starts. Unallocated reservations will be deleted 7 days before the event starts.

Duration	Admin Notes	Date	Time	Room	Seats available	Status	Sign-up period	Options
		23 July 2017	9:30 AM - 4:30 PM	Training Room Town Hall (Room details)	3	Booking open		Allocate spaces for team (0/2) Reserve spaces for team (1/2) Sign-up

5. From the **Reserve spaces for team** reduce the number of Reservations from the drop down and select **Update**

You can use this form to change the number of reservations you have for this event - to cancel existing reservations, just reduce the number below


Reserve spaces for team

The process is now complete.

Manager-Approving or Rejecting an Application Made by an Employee

Alternative process-see 'Tasks'

1. Select the link in the email you have received and log into **POD** (Learning Management System)
2. You will be presented with the screen below
Select **Approve** or **Decline** for the application made by your employee.
3. Select **Update requests**

Name	Time Requested	Attendee's note	Manager's Name	Decide Later	Decline	Approve
Julie Windross	14 July 2017, 1:22 PM		Jo Ellis Admin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Update requests

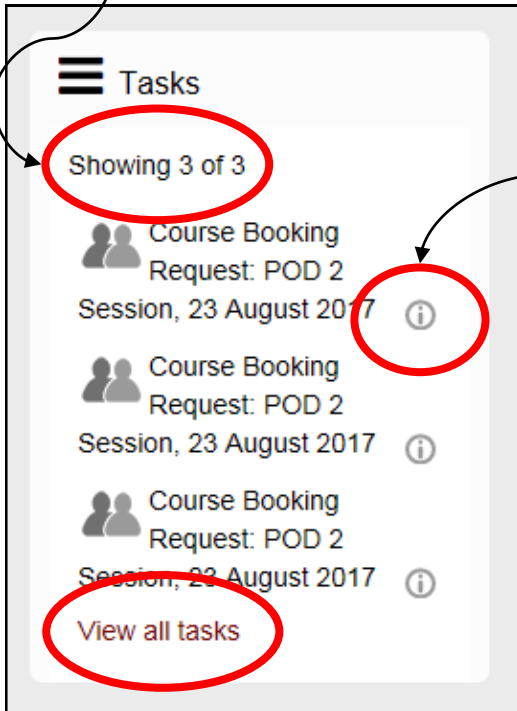
The process is now complete.

Manager-Tasks

Alternative process-see 'Approving or Rejection an Application Made by an Employee'

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. The **Tasks** block will be displayed.

Select **View all tasks** to display all tasks



Select the 'information' icon to review the task

3. **Review Item(s)** will be displayed.

Select the required action (**Reject/Accept/Cancel/Dismiss**)

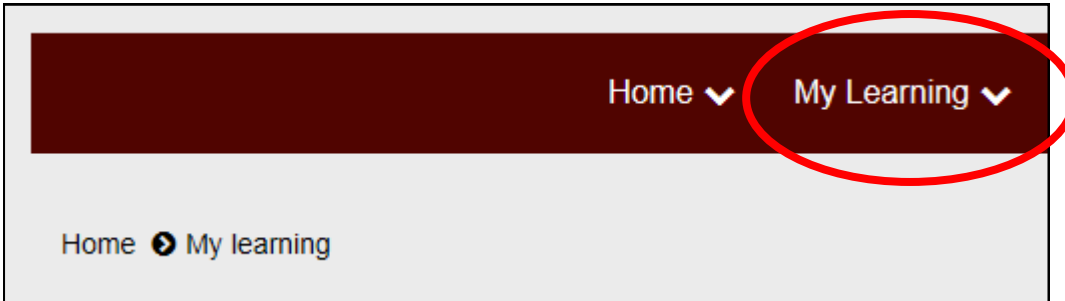
Select the **link** to access the course and further details



The process is now complete.

Manager Alerts

1. Log into **POD** (Learning Management System) at <http://barnsley.learningpool.com>
2. Select **My Learning** from the menu at the top of the screen

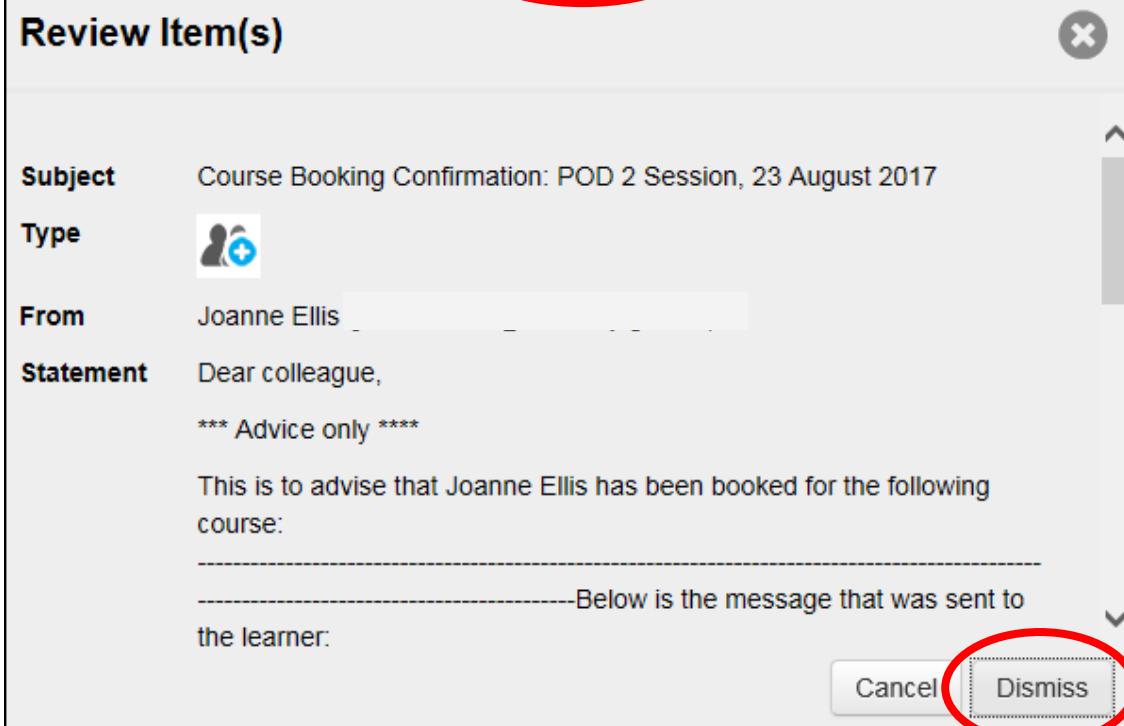
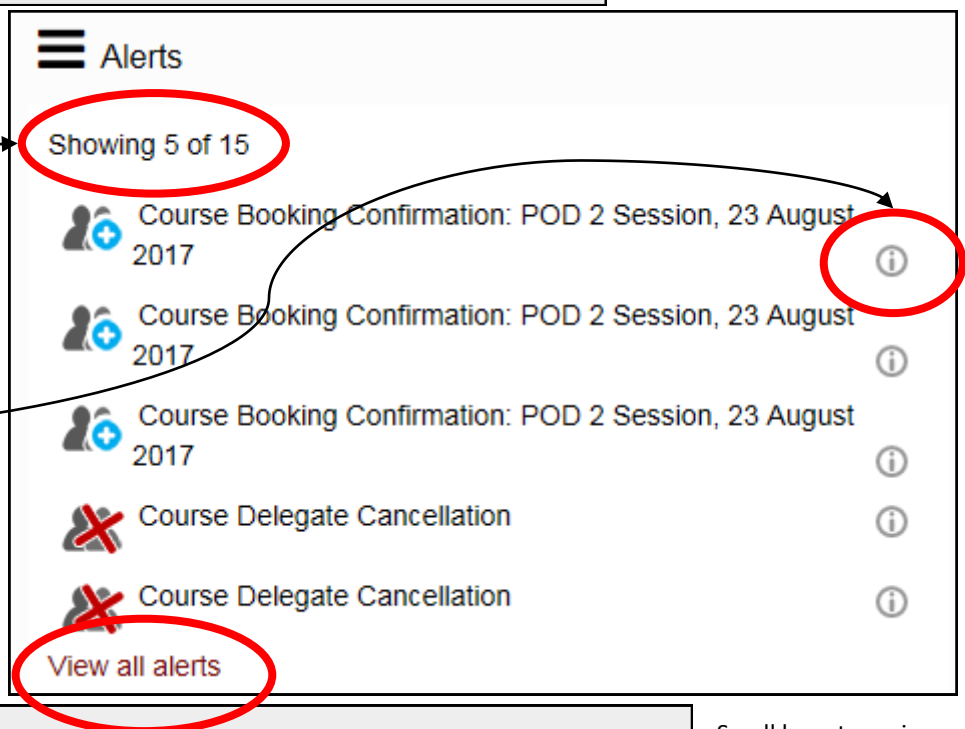


3. The **Alerts** block will be displayed.

The number of alerts displayed is shown.

Select **View all alerts** to display more details.

4. Select the 'information' icon to review the details of the alert



Scroll here to review all details

5. Select **Dismiss** to delete the alert

The process is now complete.