



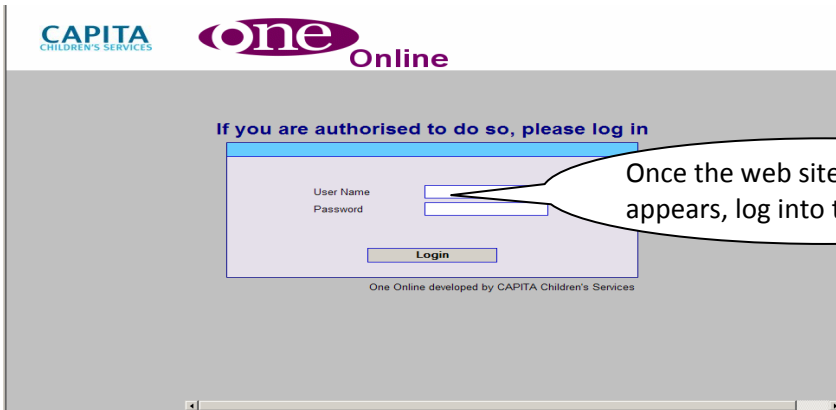
Training notes for the
Online
Course Booking System

Run "Internet Explorer" and navigate to the Online Booking System web site by typing this URL into the address bar on the browser. Bookmark it so that you can find it again.

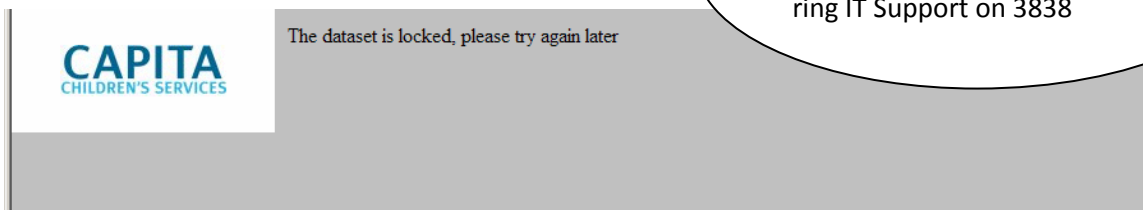
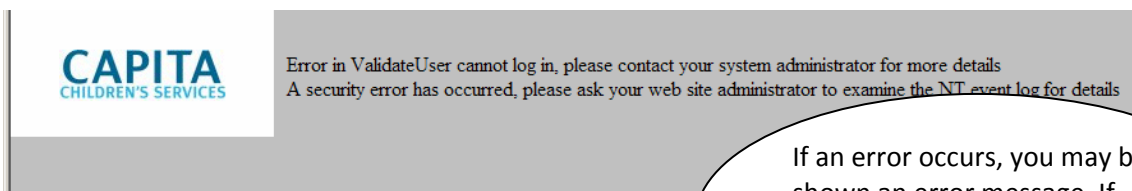
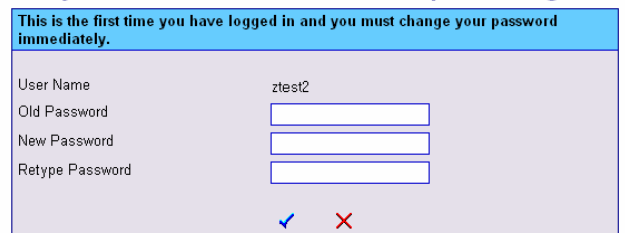
https://ems.southglos.gov.uk/ems/ems_home.asp

Note the "s"

Note:- Because this is a 'secure' web site, using the normal "Back" browser button to return to the previous web page will not work as you expect and will only result in the appearance of a message reporting that the requested page "...has expired." You will also find that using the "Enter" key to confirm actions has **no effect**. You will need to use the menus and the mouse.



Note:- On the first occasion you log in you will be asked to change your password



Once you're signed on successfully, a menu on the left side of the screen shows the functions available to you - (decided by the system administrator)

To book someone a place on a course the basic steps are:-

Step 1. create the first stage of the '**Application**' by searching for and selecting first the course and then the person(s) (known as the 'Applicant(s)) to go on it;

Note:- *Currently, the system does not allow a place to be booked without also choosing the Applicant(s)!*

*If for some reason the identity of the intended Applicant(s) is unknown, for example the person is not yet appointed to post, some appropriate other person(s) **must** be chosen to form the basis of the application.*

Step 2. add these first-stage Application(s) to your '**Shopping Basket**';

Step 3. view your '**Shopping Basket**' and specify any '**Special Requirements**';

Step 4. complete the application(s) by clicking '**Apply**' and then '**Confirm**' the details;

Step 5. '**Approve**' the application(s) and '**Save**' them to submit them CPD for final approval – following which, the applicant(s) will receive written confirmation if the application is successful.

Remember to choose '**Logout**' from the menu when all is completed.

Step 1

Having successfully logged on, to begin the application process

The image shows three sequential screenshots of the CAPITA CHILDREN'S SERVICES user interface. Each screenshot displays a vertical menu with the following items: Home, My School/Organisation, Change Password, Logout, and Help. In the first screenshot, a callout bubble points to the 'My School/Organisations' item. In the second screenshot, a callout bubble points to the 'Training Management' item. In the third screenshot, a callout bubble points to the 'Make Applications' item, which is highlighted in blue. The 'Make Applications' item is only visible in the third screenshot, indicating it is a sub-option of 'Training Management'.

Note:- Remember, because this is a 'secure' web site, using the normal "Back" browser button to return to the previous web page is **will not work**, and will only result in the appearance of a message reporting that the requested page "...has expired." You will also find that using the "**Enter**" key to confirm actions has **no effect**. Use the menus and the mouse.

Find the correct course in the Course Database

Search

Quick Search Keyword Search

Advanced Search

Course Code Contains

Course Title Contains

Training Unit Contains

Phase Contains

Topic Area Contains

Group Contains And

Key Stage Contains And

Search

Then click the "Search"

Fill in part, or all, of the course details. (The search does 'fuzzy matching', so, for example, typing "pri" in the 'Course Title' box will find 'Pri'-mary and 'pri'-ncipal, etc.)

NOTE:- The 'Phase', 'Topic Area', 'Group' and 'Key Stage' fields have not been implemented for all courses in the database so do not use them to search. If your search is not successful then click on 'Make Applications' again to start a new search.

NOTE:- If all the search criteria fields are left blank, then clicking the "Search" button generates a **complete list of ALL courses**. **This may well run to many screens-full**. The list is sorted by "course start-date" and this order cannot be changed, so you may have to search a long way down the list before finding the course you want.

Now, 'Select Applicants'

Search Results

Course Title: Primary Drama Best Practice Forum
Course Code: DRA005/03
Start Date: 08/10/2009 - End Date: 10/06/2010
Course Leader: Ian Wainwright
Places Available: 25
Venue: Bristol Old Vic
[Course Details](#) [View Summary](#) [Pre-course Info](#) [Select Applicants](#)

Course Title: Primary Design and Technology Best Practice Forum
Course Code: DT005/03
Start Date: 10/11/2009 - End Date: 09/06/2010
Course Leader: Simon Kettle
Places Available: 35
Venue: Severnside Training Centre
[Course Details](#) [View Summary](#) [Pre-course Info](#) [Select Applicants](#)

Course Title: Primary Assessment for Learning Best Practice Forum
Course Code: AFL005/03
Start Date: 17/11/2009 - End Date: 22/06/2010
Course Leader: Mrs Liz Thomas
Places Available: 40
Venue: Severnside Training Centre
[Course Details](#) [View Summary](#) [Pre-course Info](#) [Select Applicants](#)

Click "Select Applicants" for the particular course.

Step 2

A search screen should appear. Now search for the applicant(s) to go on the course.

Select Applicants

Course Title : Primary Design and Technology Best Practice Forum

Surname

Middle Name

Postcode

Type of Applicant

Service Term

Search

Add to Shopping Basket

If all fields are left blank, 'Search' will give a complete staff list. Fill in search criteria to shorten the list. The search does 'fuzzy matching', so, for example, typing "b" in the 'Surname' box will find only staff whose surname begins with 'b'.

Click 'Search' to get the list.

The screen will now also show, in the lower part, a list of individuals whose names match the specified search criteria.

NOTE: If a member of staff has more than one contract at the school, their name will appear more than once in the search list. Any one of those can be used to make the application. If you tick the wrong person, just click the "Tick" to remove it.

Step 3

The first-stage applications must now be completed and their details confirmed.

The 'Shopping Basket' will display the particular course details and list the individual application(s).

NOTES:- Clicking "Remove" will remove ALL the applications in the list and the whole application process will have to be started again, from the beginning! An application cannot be individually removed from the list, leaving others. Filling in the 'Post' details is optional and will only appear on the attendance list.

Step 4

Now, the details that have been input so far must be **confirmed**.

Note:- This is your last chance to cancel what you've input so far! If you miss it, see Appendix 2.

Confirmation

Course Title: Primary Design and Technology Best Practice Forum
Course Code: DT005/03
Start Date: 10/11/2009 End Date: 09/06/2010
Total Fees: 150.00

Applicant Name	Applicant Type	Post	Fees
Mrs Marion Borland	Staff		150.00

Confirm Cancel

Click to "Confirm" your data is correct and you wish to create the application(s) for the place(s) on the listed course. If confirmation is successful, the screen will clear to show the message
'No course found in your shopping basket'

The process of creating the application(s) is now finished and it remains only to complete the final stage, to **"Approve Applications"** and **"Save"** what has been input, so that CPD are made officially aware of the booking(s).

Approximately 20 working days before the course is due to run you should receive email confirmation for all delegates. It will be the responsibility of the nominated contact in the school to forward the course confirmation to the member of staff who is attending.

Step 5

Finally, create the actual booking(s) themselves by approving the application(s) and **SAVING**.

My Shopping Basket

No course found in your shopping basket

Click "Approve Applications"

Approve Application

Sort by: Course Start Date, Applicant Name + Course Start Date, Applicant Type + Applicant Name

List All Applications

Approval Status	Name	Course Start Date	Fees
Not Yet Approved	Mrs S...	19/11/2009	50.00
Not Yet Approved	Mr Richard Ba...	19/11/2009	150.00

Click the "drop-down" arrow and then select "Approved"

Finally, Click the "Save" icon

The basic process is now complete, so you can now choose **'Logout'** from the menu. Alternatively, you can choose to view a list of all currently outstanding course places.

A 'read-only', paged list of the status of all applications linked to the school (the 'Base') can be viewed by choosing 'Check Applications' from the menu. The list can be re-ordered by selecting any one of the three "Sort by:" radio buttons offered, though the list cannot be printed other than by using 'Print Screen', unfortunately.

CAPITA CHILDREN'S SERVICES

Check Applications

Sort by: Course Start Date Applicant Name + Course Start Date Applicant Name

Name	Course	Start Date	Application Status	Fees
Mrs Sam Adams	Primary Design and Technology Best Practice Forum	10/11/2009	Awaiting Authorisation	150.00
Mr Richard Badley	Primary Design and Technology Best Practice Forum	10/11/2009	Awaiting Authorisation	150.00
Mrs Marion Borland	Primary Design and Technology Best Practice Forum	10/11/2009	Authorised by Base	150.00
Mr Richard Badley	Primary Design and Technology Best Practice Forum	08/10/2009	Authorised by Base	150.00
Mrs Sam Adams	Secondary Design and Technology Best Practice Forum	17/09/2009	Accepted by Organiser	150.00
Ms Debbie Williams	Child Development Conference	30/04/2009	Accepted by Organiser	0.00
Mr Paul Moorhouse	Performance Data- Primary	19/03/2009	Accepted by Organiser	0.00
Deb Wood	Moving on with French	12/03/2009	Accepted by Organiser	0.00
Ms Duncan Faires	Moving on with French	12/03/2009	Accepted by Organiser	0.00
Mr Paul Moorhouse	Performance Data- Primary	19/03/2009	Accepted by Organiser	0.00
Ms Jodie Haines	SENCO Conference 2009	12/03/2009	Cancelled	0.00
Ms Debbie Williams	Deputy Headteachers Conference	12/03/2009	Accepted by Organiser	80.00
Deb Wood	Year 6 SAT's Administration	07/02/2009	Accepted by Organiser	0.00
Mr Gavin Palonmeque	Year 6 SAT's Administration	07/02/2009	Accepted by Organiser	0.00
Mr Robert Taylor	Governor Induction 07/02/09	07/02/2009	Accepted by Organiser	0.00

Callout boxes:

- This entry means the application is yet to be authorised by the school.
- This means the school has authorised the application but CPD has yet to allocate the applicant a place.
- This means the booking has been accepted and a place allocated to the applicant.
- This means the person's place on the course has been cancelled.

Appendix 1

Identifying a particular applicant's Special Requirements

Special Requirements

Please select special requirements from the list below.

Total records: 20

Description
<input type="checkbox"/> Vegetarian diet
<input type="checkbox"/> Wheelchair access
<input type="checkbox"/> Vegan diet
<input type="checkbox"/> Gluten/wheat free/coeliac diet
<input type="checkbox"/> Food allergy
<input type="checkbox"/> Kebab diet
<input type="checkbox"/> Halal diet
<input type="checkbox"/> Diabetic
<input type="checkbox"/> IBS
<input type="checkbox"/> Mobility problems
<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Visual impairment
<input type="checkbox"/> British Sign Language user
<input type="checkbox"/> Interpreter required
<input type="checkbox"/> Learning disability
<input type="checkbox"/> Dyslexic
<input type="checkbox"/> Seperate, Labelling
<input type="checkbox"/> Mushroom Allergy
<input type="checkbox"/> Goats Product Allergy
<input type="checkbox"/> No Dairy

Callout boxes:

- Tick whichever 'Special Requirements' apply.
- Then click "Save"
- Finally, click "Close" to return to the main screen and continue with the application(s).

Close

Page 1 of 1

Appendix 2

Withdrawing an unwanted application.

At any point prior to an application becoming approved by CPD, it may be withdrawn by the school operator.

Log into the system and navigate down to click the **'Approve Applications'** menu option.

(Click **'My School/Organisation'** – **'Training Management'** – **'Approve Applications'**)

Click **'Approve Applications'**

Then click **'List All Applications'**

The screen updates to show a list of all applications whose final approval is currently outstanding.

NOTE:- If the application you wish to withdraw does not appear on the screen, it has already been approved by CPD and they will need to be contacted accordingly. (Ring CYPIS on 01454 868008)

Click the drop-down for **'Approval Status'** in the application you wish to withdraw, and then select **'Rejected'**. Finally, click the **'Save'** button.

Click the drop-down arrow

Select **'Rejected'**

Then click **"Save"**

Approval Status	Name	Course Title	Course Start Date	Fees
Approved	Ms M... Adams	Secondary Drama Best Practice Forum	09/10/2009	150.00