



UCD IT Services

BOOKING CENTRE:

**CREATING EVENTS, BOOKING
MANAGEMENT & GENERAL REPORTING
STEP-BY-STEP**

TABLE OF CONTENTS

| | |
|--|-----------|
| Booking Centre – An Overview: | 4 |
| Course & Event Setup | 4 |
| 'Subject/Category' Explained: | 4 |
| 'Events': What and Why: | 5 |
| 'Offerings' – What and How: | 5 |
| Communicating with attendees: 'How' and 'To whom': | 5 |
| Booking Management – An Overview | 6 |
| Manual Booking: | 6 |
| Edit Booking / Edit Booking Details /Cancel booking: | 6 |
| How To Create A Subject/Category In Booking Centre: | 7 |
| Create A Subject/Category Summary | 7 |
| How to create a Subject/Category | 7 |
| How To Create An Event In Booking Centre: | 9 |
| Create an Event Summary | 9 |
| Create an Event: Step-By-Step | 9 |
| How To Amend An Event In Booking Centre: | 14 |
| Amend an Event Summary | 14 |
| How To Create An Offering In Booking Centre: | 15 |
| Create an Offering Summary | 15 |
| How to Create an Offering – Step-By-Step | 15 |
| Amend an Offering Summary | 16 |
| How To Create a Fee Rate | 18 |
| Create a Fee Rate Summary | 18 |
| How to Create a Fee Rate – Step-by-Step | 18 |
| How to Amend a Fee Rate – Step-by-Step | 19 |
| How to Amend an Offering – Step-By-Step | 22 |
| How To Add A Manual Booking | 25 |
| How To Add Questions To An Event: | 26 |
| Attendee Management in Booking centre (Attendee Enquiry): | 28 |
| Attendee Enquiry Summary | 28 |
| Looking up Attendees in Booking centre (Attendee Enquiry): | 28 |
| How to Create a Discount Code In Booking Centre: | 31 |
| Create a Discount Code Summary | 31 |
| How To Create a Discount Code: Step-By-Step: | 31 |
| How to Add an Attendee in Booking Centre (Registering a Manual Booking to an Event) | 34 |
| How To 'Add Discount Code' To A Manual Booking | 37 |
| Booking Centre Reports – 'Management Information' - An Overview | 39 |
| Booking Centre Daily Receipts | 39 |
| Refund Processing Information | 39 |
| Credit Card Refunds Issued – An Overview | 40 |
| Financial Summary by Academic Year – An Overview | 41 |

| | |
|---|----|
| Cancelled Bookings for all Courses | 41 |
| Income Summary | 42 |
| Adult Education Courses by Venue, Day or Term | 43 |



BOOKING CENTRE – AN OVERVIEW:

Booking Centre is the UCD event management platform. It is available as follows:

UCD.ie/ Connect / InfoHub / Systems / Booking Centre

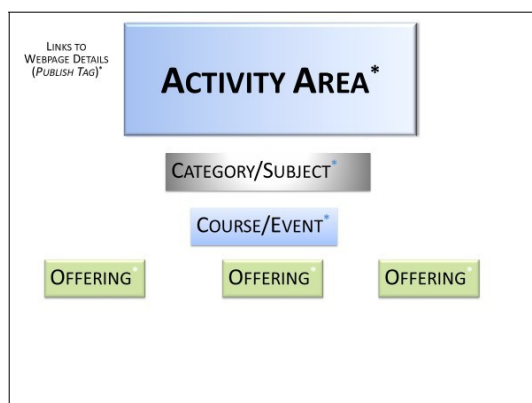
There are two primary functions which are included – ‘Course & Event Setup’ as well as ‘Booking Management’. These are linked to event logistics and attendees respectively.

COURSE & EVENT SETUP

When events are created in Booking Centre there are four levels which are relevant. The order of these is listed below:

- i. Activity Area
- ii. Subject/ Category Area
- iii. Events
- iv. Offerings

The graphic outlines the structure:



1: Booking Centre structure

The Infohub Support team will create an Activity Area which is specific to your requirements. In most instances there will be one Activity Area created for each department, however, depending on requirements there can be more than one Activity Area created.

It is expected that you (the customer) will advise titles for each of the four areas. A list of questions will be sent to you (through a Jira) to which you will provide answers. There will also be points of note to consider for each area. These points are all noted throughout this document '**Note**'.

NOTE: Activity areas are set up for one of two types:

- Internal (free) UCD only events and offerings
- Ticketed events where online payments are used.

It is required that you specify whether you will be running free or ticketed events at the set-up stage. This is one of the questions that you will be asked to confirm.

'SUBJECT/CATEGORY' EXPLAINED:

Within each Activity Area there will be one (or possibly more) subject/category areas. The Subject/Category areas provide structure for all the events and offerings in the Activity Area.

NOTE: Images for internal free events can be added at the Subject/Category level. A default image will appear if nothing is selected. This will display in the InfoHub/My Learning and Development / People Development (Search for a Training Course) menu.

‘EVENTS’: WHAT AND WHY:

Within each Subject/Category there can be multiple events.

NOTE: Questions, Discount codes and the capacity for Multiple Bookings are applied at this level. Each of these three functions are then automatically included in each of the offerings linked to that event.

Questions must be added by the Infohub Support team and then applied by the Activity Area owner. If the questions are mandatory this should be specified when requesting the questions to be added, (see page) however the running order can be amended by the event creator.

It is possible to create multiple events within each Subject/Category area.

There are some tasks within Booking Centre which are undertaken exclusively by the Infohub team:

- ✓ Setting up the Activity Area
- ✓ Hyperlinks to the event offering from a website (Publish tags and iframes),
- ✓ Creating and editing the questions for use in offerings
- ✓ Adding Images (**NOTE** this function is only available to UCD internal (free) events).

All other steps required to successfully create events and offerings are undertaken locally by the owners of the Activity Area.

‘OFFERINGS’ – WHAT AND HOW:

This is the fourth and lowest level of the Booking Centre structure. Delegates will book places on an offering. A number of fields are mandatory which gives control on when the offering is available, how many people can book a place and how much they pay (if it is a ticketed event). Questions are listed against this level and answers are captured and reported on in Booking Management – An Overview, page .

COMMUNICATING WITH ATTENDEES: ‘HOW’ AND ‘TO WHOM’:

Mail templates can be set at either Activity level (Infohub support) or Event level (Activity Area owner). There are standard mail templates available which are generic. Having a specific mail template set up for your area is possible – however it must be requested via [UCD IT Support Hub](#).

BOOKING MANAGEMENT – AN OVERVIEW

This menu option includes a series of functions and reports that are relevant to the people who are booked onto an event. This includes the Attendee Enquiry (see page) as well as the email functions.

The Manual booking function (adding/amending attendee records) is included here. All the details of all the people who are linked to the offerings (i.e. booking status, email addresses, offering ID, answers to questions, amount paid (if a ticketed event) etc.) are also available in this screen.

Several headings exist under the Courses/Number of People banner. These are dynamic and reflect the various statuses of the people who have booked onto the programme. Details follow:

- ✓ ATTEND – Attended
- ✓ BOOKED – Booked
- ✓ CANCELLED – Cancelled
- ✓ INCART – Incomplete (**Note** the attendee may not be aware that their booking is incomplete. It may be pertinent to email people at this status to update them and if necessary to complete their booking manually).
- ✓ MNLBOOK – Manual Booking
- ✓ ONLBOOK – Online Booking
- ✓ PROVISIONL – Not confirmed
- ✓ WAITLIST – Waitlisted (**NOTE** this function is only available to UCD internal (free) events).

Clicking on the hyperlinked number under one of the headings listed under Number of People displays all the people at that status. The 'Send Email' button displays the standard Targeted Communications email function. There are a number of mandatory fields and when all the relevant details have been updated then it is possible to send a Test Email or click 'Step 3 – Preview Email & Confirm Recipients'.

Reporting on individual events and/or attendees can be generated by academic year, by activity area, by course or by course offering in this screen. For further information and more detailed reports please see Booking Centre Reports – 'Management Information' - An Overview page .

MANUAL BOOKING:

The 'value-add' of this function is to ensure that would-be attendees who have been unable to complete the booking themselves can be booked on by someone with the correct access in Booking Centre. It is also possible to create a new account in Booking Centre so that this person can then book themselves onto other Booking Centre events as required. (**NOTE** if you expect that there will be a number of people who don't have UCD Connect accounts then please let EAG know when requesting the Booking Centre setup. EAG can then include a link to 'Create New Account' on the Connect login page.).

EDIT BOOKING / EDIT BOOKING DETAILS / CANCEL BOOKING:

Use this function if a delegate contacts the event organiser to amend details of the booking or to cancel it completely. The latter may be necessary when someone has incorrectly booked themselves onto an offering or cannot attend.



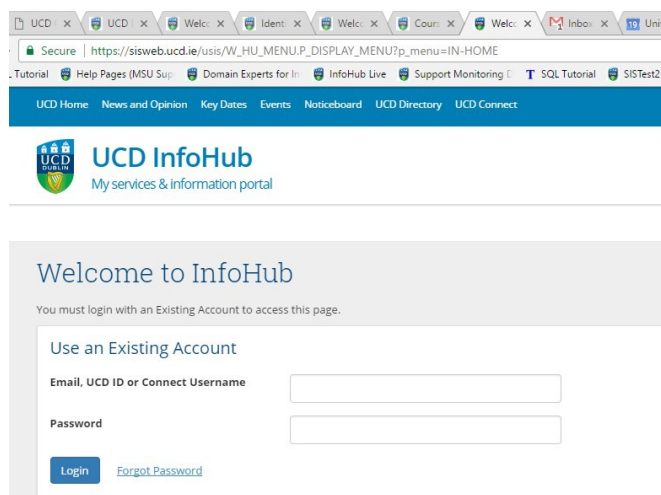
HOW TO CREATE A SUBJECT/CATEGORY IN BOOKING CENTRE:

CREATE A SUBJECT/CATEGORY SUMMARY

Using this function will enable you to create a Category/Subject. This will help to bring structure to the Booking Centre Activity Area such that all the events/offerings are grouped in the one category. Examples of Categories are:

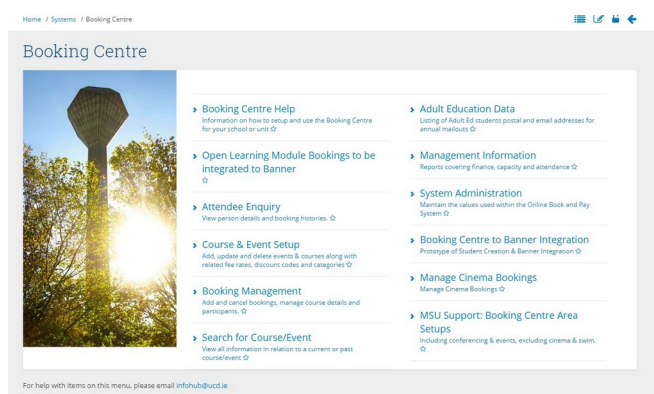
HOW TO CREATE A SUBJECT/CATEGORY

1. Log into Infohub



2. Or click on the following link:

https://sisweb.ucd.ie/usi/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS
(UCD.ie/Connect/Infohub/Systems/Booking Centre)



3. To create a CATEGORY select COURSE & EVENT SETUP:

UCD InfoHub
My services & information portal

Home / Systems / Booking Centre / Course & Event Setup

Select Activity Area: Agile Training

Enhancements to this screen draw together all information which relates to Courses & Events including fee rates, discounts etc

Create New Course/Event

| Event Code | Title | Number of Offerings | Questions | Click to |
|------------|----------------------|---------------------|-----------|----------|
| AGWBT | White Belt Training | 1 | 0 | Webpage |
| AGYBT | Yellow Belt Training | 1 | 0 | Webpage |

Fee Rates

Add New Fee Rate

| Fee Code | Fee Rate Description | Fee Amount € | Active | Click To |
|---------------------|----------------------|--------------|--------|----------|
| No fee rates found. | | | | |

Categories

Add New Category

| Category Code | Category Description | Active |
|---|----------------------|--------|
| No categories/subject areas were found. | | |

4. Select **ACTIVITY AREA** from the drop-down list (shown above to the right of the arrow) if applicable.

NOTE: Choosing an **ACTIVITY AREA** may not be applicable as there may be only one activity area available to an event organiser.

5. Click the '+' on the Categories pane on the right-hand of the screen.
6. Click **ADD NEW CATEGORY** to display the following screen:

UCD InfoHub
My services & information portal

Home / Booking Centre / Course & Event Setup / Add New Category

Add New Category

Enter all the relevant details and click **Submit** to save the record.

Category Code*

Category Description

Activity

Save

7. Complete all the fields above

NOTE: The **CATEGORY CODE** must be unique.

NOTE: The Description is only visible if you have access to Booking Centre. Attendees will not see any details relating to Categories when booking a place on an Offering.

NOTE: You will have to manually select the correct **ACTIVITY AREA** from the drop-down list. (Please ensure that this is correct – as per your selection from point 4 above).

8. Click **'SAVE'** when all fields are complete.



HOW TO CREATE AN EVENT IN BOOKING CENTRE:

CREATE AN EVENT SUMMARY

Using this function will enable you to create an Event. An Offering must then be created within an Event. Therefore the steps listed below include the steps to create an Event – the offering includes the following points:

- ✓ Dates (Event dates)
- ✓ Booking dates (From and To dates)
- ✓ Times (start and end)
- ✓ Duration
- ✓ Capacity of event
- ✓ Automated response emails to confirm booking

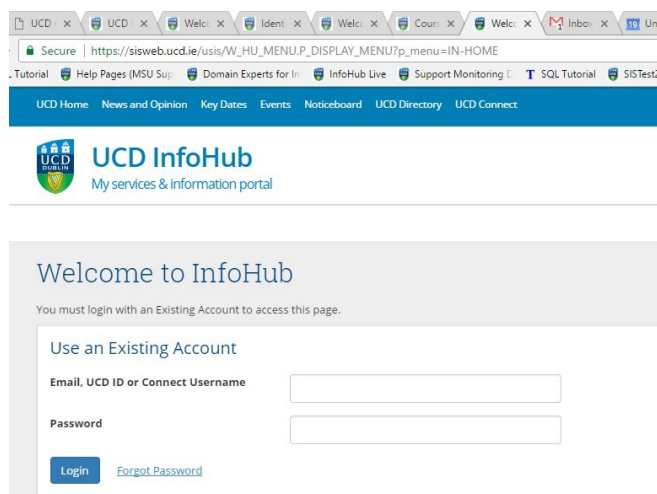
NOTE: Financial details are generated from the Finance department, a Finance code must be requested in advance of setting up the event in Booking centre. For this please email

'accounts.queries@ucd.ie' for relevant details.

NOTE: The Payment types accepted are Visa, Mastercard and American Express.

CREATE AN EVENT: STEP-BY-STEP

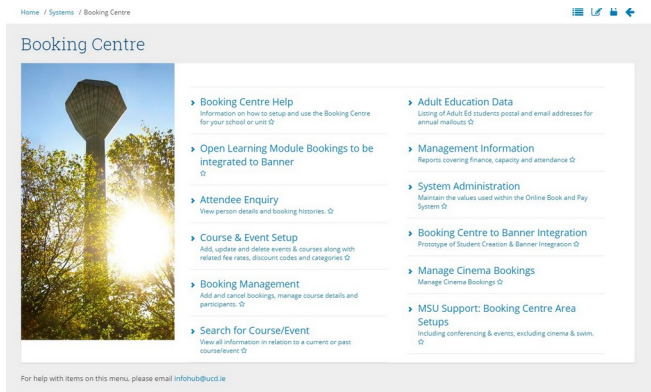
1. Log into Infohub



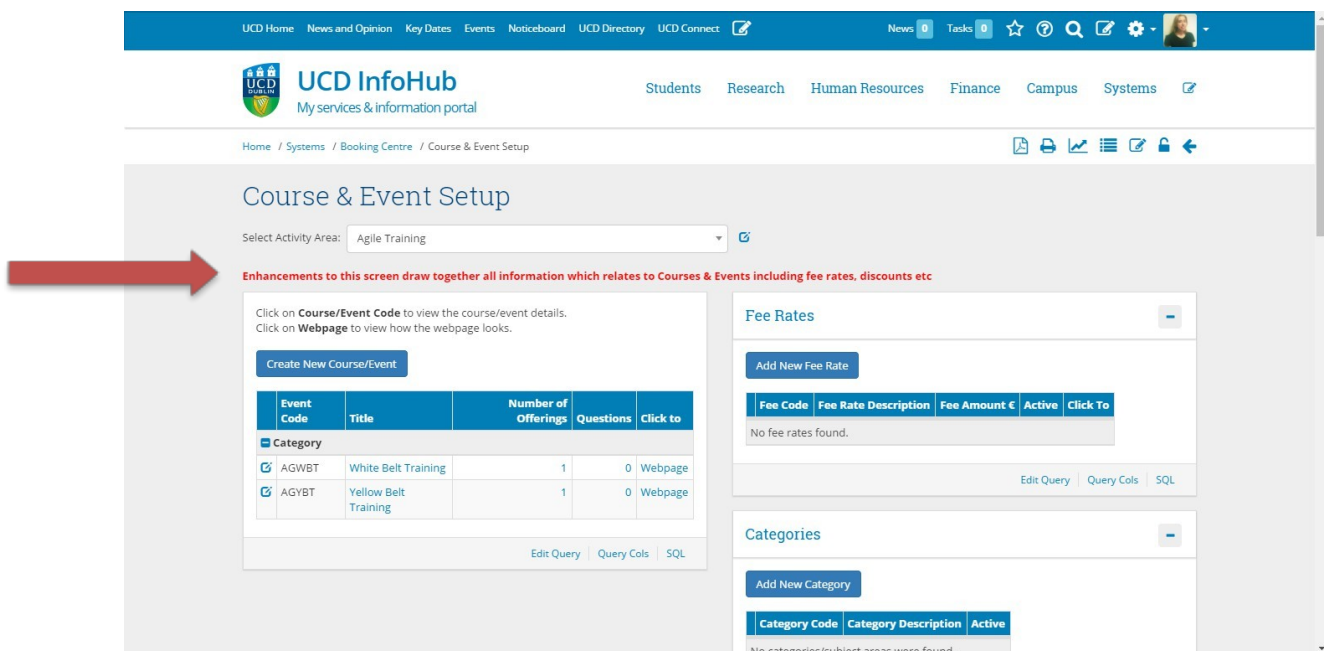
2. Or click on the following link:

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS

(UCD.ie/Connect/Infohub/Systems/Booking Centre)



3. To create the Event select **COURSE & EVENT SETUP**:



4. Select **ACTIVITY AREA** from the drop-down list (shown above to the right of the arrow) if applicable.

NOTE: Choosing an **ACTIVITY AREA** may not be applicable as there may be only one activity area available to an event organiser.

5. Click **CREATE NEW COURSE /EVENT** to show the following screen:

NOTE: Specific details such as individual dates and times will be created for the various offerings at the next level (see page below).

The screenshot shows the 'Add a new Course/Event' form on the UCD InfoHub website. The form is divided into several sections. The top section contains 'Event Code*' (a text input), 'Title' (a text input), 'Active Y/N*' (a checkbox that is checked), 'Type of Course/Event' (a dropdown menu), 'Activity Area' (a dropdown menu), and 'Category/Subject Area' (a dropdown menu). The 'Booking Control' section includes 'Discounts Available' (a checkbox), 'Allow Multiple Bookings' (a dropdown menu), 'Booking Email Template' (a dropdown menu), and 'Booking Email Text' (a text area). The form is titled 'Add a new Course/Event' and has a 'Home / Add a new Course/Event' breadcrumb trail.

NOTE: Select the correct **ACTIVITY AREA** as per the drop-down selector on point 4 above. Otherwise your Event and Offerings will not display correctly.

NOTE: Select the correct **CATEGORY/SUBJECT AREA** as per page above. Otherwise your Event and Offerings will not display correctly.

6. Complete the relevant fields (those with * are mandatory).

NOTE: The following is a suggested coding structure for **EVENT CODE** may include the following convention (1st two letters include the Activity Area, the next 3 letters reference details of the event i.e. AG = Agile, WBT = White Belt Training is visible to people booking a place.)

The **BOOKING CONTROL** details help provide structures on what the person booking the event can do and see (i.e. use a discount, make multiple bookings and also what details are included in the emails sent to confirm bookings).

The screenshot shows the 'Booking Control' section of the form. It includes a 'Discounts Available' checkbox, an 'Allow Multiple Bookings' dropdown menu, and a 'Booking Email Template' dropdown menu. The 'Allow Multiple Bookings' dropdown menu is open, showing three options: 'Yes (one at a time)', 'Yes (dropdown for number)', and 'No'. Below the dropdown menu is a text area for 'Booking Email Text' with a character count of 4000 characters left.

NOTE: **YES (ONE AT A TIME)** permits one person to make multiple bookings (i.e. reserve 10 spaces without having to include names)

NOTE: **YES (DROPDOWN FOR NUMBER)** permits one person to make 10 bookings individually (having to list names).

7. **BOOKING EMAIL TEMPLATE/BOOKING EMAIL TEXT** – These are functions that work in tandem.

NOTE: Standard templates exist and new templates can be created. If you wish to have an email template created please request it via [UCD IT Support Hub](#). (BP-ACTYEML DEFAULT ACTIVITY CODE EMAIL is standard generic confirmation booking available for use if there is no event-specific email template).

The screenshot shows the 'Booking Control' interface. On the left, there are sections for 'Discounts Available', 'Allow Multiple Bookings', 'Booking Email Template', and 'Booking Email Text'. The 'Booking Email Template' dropdown menu is open, showing a list of templates: 'BP-ACTYEML - Default Activity Code Email' (highlighted), 'BP-AECONF - Adult Ed Confirmation Email', 'BP-ALC - ALC Accommodation Booking Confirmation', and 'BP-ALC8WK - Booking Centre ALC 8 Week Preprofessional Programme'. The 'Booking Email Text' field is empty, with a '4000 characters left' indicator.

8. Alternatively add in any extra details to **BOOKING EMAIL TEXT** as this will be included as part of the email template
9. **INFORMATION PAGE** includes general details about your event (including the event organiser and contact details).

The screenshot shows the 'Information Page' interface. It includes fields for 'Organiser of the Event', 'Event Image', and 'Highlight this Course/Event' (with a checkbox). Below this is the 'Contact Information' section with fields for 'Course/Event URL', 'Contact Email', and 'Contact Phone Number'. The 'Banner Integration' section is partially visible at the bottom. A '4000 character' limit is indicated at the top right.

10. **HIGHLIGHT THIS COURSE/EVENT** This function supports the addition of webpage details which will be visible as a link and will ensure that the event is well promoted on the website.
11. **EVENT IMAGE DETAILS** - Please contact [UCD IT Support Hub](#) to have your image added to the Image Catalogue – you will be sent the Image ID which can then be added to any event.
12. **PUBLISH TAG / IFRAME** Two links will be sent to you – one of which you can send by email to individual customers (https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=MSU) and the other of which can be included in a website

Here are the HTML tags to use if you are putting that link into a box:

```
<iframe height="1000" src="https://sisweb.ucd.ie/usis/W_HU_MENU.P_PUBLISH?p_tag=MSU" width="720"></iframe>
```

NOTE: Please contact UCD IT Support Hub for specific links for your event)

13. **BANNER INTEGRATION** is only relevant if the offering is being tied into Continuing Professional Development (CPD) run by School of Medicine, School of Veterinary Medicine or Adult Education.

NOTE: Please contact UCD IT Support Hub for specific links for your event)

14. Click **SAVE** (bottom left of screen) when all the details are correct.



How To Amend An Event In Booking Centre:

AMEND AN EVENT SUMMARY

Once created an event can be amended as often as required.

1. Follow steps 1-3 on page above to display the event.
2. Click on the icon to the left of the Event title to display the event details.
3. Amend the fields as required.
4. Click **SAVE** for instant updates.

HOW TO CREATE AN OFFERING IN BOOKING CENTRE:

CREATE AN OFFERING SUMMARY

Using this function will enable you to create an Offering. At the Offering level the following fields are updated.

- ✓ **Dates** (Offering dates - when the Offering is scheduled to take place)
- ✓ **Offering status** (The four statuses here will impact on when the Offering is visible and available for booking).
- ✓ **Booking dates** (From and To dates - when booking is open and people can book a place)
- ✓ **Times** (start and end)
- ✓ **Duration**
- ✓ **Capacity** of Offering (how many places are available)
- ✓ **Emails** to confirm booking
- ✓ **Fee Rates** (if applicable)

Amending any of the above functions simply involves revisiting the same pages, editing the relevant fields and then saving the changes. Updates are visible as soon as the **SAVE** button is clicked.

HOW TO CREATE AN OFFERING – STEP-BY-STEP

1. Log into Infohub (UCD.ie/Connect/Infohub/Systems/Booking Centre)

2. Or click on the following link:

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS



3. Select **COURSE AND EVENT SETUP** to display the following screen:

Home / Booking Centre / Course & Event Setup

Course & Event Setup

Select Activity Area: Agile Training

Enhancements to this screen draw together all information which relates to Courses & Events including fee rates, discounts etc

Click on **Course/Event Code** to view the course/event details.
Click on **Webpage** to view how the webpage looks.

Create New Course/Event

| Event Code | Title | Number of Offerings | Questions | Click to |
|------------|--------------------------------|---------------------|-----------|----------|
| AGLCT | Agile - Lean Champion Training | 1 | 0 | Webpage |
| AGWBT | White Belt Training | 1 | 2 | Webpage |
| AGYRT | Yellow Belt Training | 1 | 3 | Webpage |

Fee Rates

Add New Fee Rate

| Fee Code | Fee Rate Description | Fee Amount € | Active | Click To |
|---------------------|----------------------|--------------|--------|----------|
| No fee rates found. | | | | |

Edit Query | Query Cols | SQL

4. Select the correct **ACTIVITY AREA** from the drop-down list

NOTE: You may have access to one **ACTIVITY AREA** so the drop-down list may only include a single option.

5. Clicking on the number of offerings hyperlink will display relevant details for that Offering

NOTE: If the number of Offerings is 0 you can still click that number to create a new Offering.

6. Click 'Create New Offering'

7. Complete the following fields:

- ✓ **Dates** (Offering dates - when the Offering is scheduled to take place)

NOTE: It is essential to include a Start and End date – as the Offering will not display correctly without both dates.

- ✓ **Offering status** (The four statuses here will impact on when the Offering is visible and available for booking).
- ✓ **Booking dates** (From and To dates - when booking is open and people can book a place)
- ✓ **Times** (start and end)
- ✓ **Duration**
- ✓ **Capacity** of Offering (how many places are available)

AMEND AN OFFERING SUMMARY

Once created an offering can be amended as often as required.

- Follow steps 1-5 on page above to display the offering.
- Click on the icon to the left of the Offering title to display the offering details.
- Amend the fields as required.
- Click **SAVE** for instant updates.



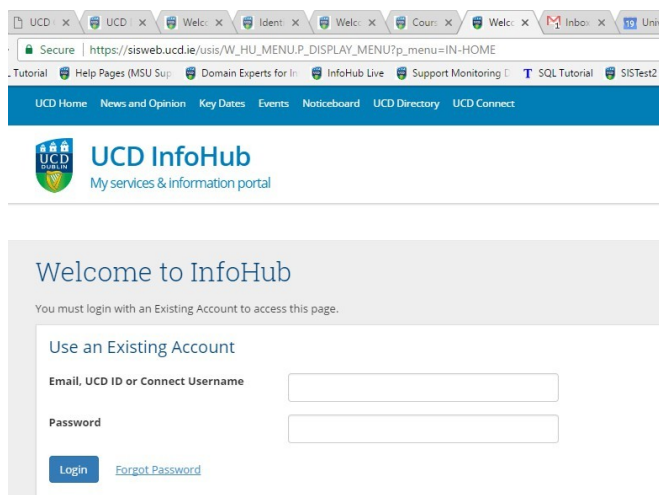
HOW TO CREATE A FEE RATE

CREATE A FEE RATE SUMMARY

Using this function will enable you to charge Fees for the Offering created as per page above. Fee rates must be created before they will appear in the drop-down list when creating an Offering. It is possible to create a Fee Rate that will only be available before/after certain dates.

HOW TO CREATE A FEE RATE – STEP-BY-STEP

1. Log into Infohub (UCD.ie/Connect/Infohub/Systems/Booking Centre)



2. Or click on the following link:

https://sisweb.ucd.ie/usiis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS



3. Select **COURSE AND EVENT SETUP** to display the following screen:

Home / Booking Centre / Course & Event Setup

Course & Event Setup

Select Activity Area: Agile Training

Enhancements to this screen draw together all information which relates to Courses & Events including fee rates, discounts etc

Click on **Course/Event Code** to view the course/event details.
Click on **Webpage** to view how the webpage looks.

Create New Course/Event

| Event Code | Title | Number of Offerings | Questions | Click to |
|------------|--------------------------------|---------------------|-----------|----------|
| AGLCT | Agile - Lean Champion Training | 1 | 0 | Webpage |
| AGWBT | White Belt Training | 1 | 2 | Webpage |
| AGYRT | Yellow Belt Training | 1 | 3 | Webpage |

Fee Rates

Add New Fee Rate

| Fee Code | Fee Rate Description | Fee Amount € | Active | Click To |
|---------------------|----------------------|--------------|--------|----------|
| No fee rates found. | | | | |

Edit Query | Query Cols | SQL

4. Select the correct **ACTIVITY AREA** from the drop-down list

NOTE: You may have access to one **ACTIVITY AREA** so the drop-down list may only include a single option.

5. Click the '+' to the right of the Fee Rates pane.

6. Click Add New Fee Rate

NOTE: It is essential that Fee rates have a unique code. Neither the code or the description are displayed to customers and so are only visible to event organisers.

UCD InfoHub

Add New Fee Rate

Fee Code *

Fee Rate Description *

Fee Amount €

Active

Click To

Save

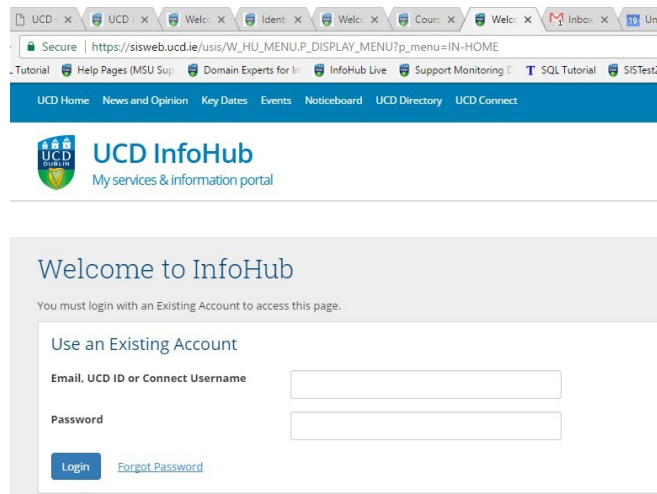
7. Complete all the relevant fields (* is a mandatory field)

8. The Fee Rate will be applied on each offering – therefore the 'Fee Amount €' is what people will have to pay when choosing an offering.

9. Click the **SAVE** button to confirm the changes.

HOW TO LINK A FEE RATE TO AN OFFERING – STEP-BY-STEP

1. Log into Infohub (UCD.ie/Connect/Infohub/Systems/Booking Centre)



2. Or click on the following link:

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS



3. Select **COURSE AND EVENT SETUP** to display the following screen:

Home / Booking Centre / Course & Event Setup

Course & Event Setup

Select Activity Area: Agile Training

Enhancements to this screen draw together all information which relates to Courses & Events including fee rates, discounts etc

Click on **Course/Event Code** to view the course/event details.
Click on **Webpage** to view how the webpage looks.

Create New Course/Event

| Event Code | Title | Number of Offerings | Questions | Click to |
|------------|--------------------------------|---------------------|-----------|----------|
| AGLCT | Agile - Lean Champion Training | 1 | 0 | Webpage |
| AGWBT | White Belt Training | 1 | 2 | Webpage |
| AGYRT | Yellow Belt Training | 1 | 3 | Webpage |

Fee Rates

Add New Fee Rate

| Fee Code | Fee Rate Description | Fee Amount € | Active | Click To |
|---------------------|----------------------|--------------|--------|----------|
| No fee rates found. | | | | |

Edit Query | Query Cols | SQL

4. Select the correct **ACTIVITY AREA** from the drop-down list

: You may have access to one **ACTIVITY AREA** so the drop-down list may only include a single option.

HOW TO AMEND A FEE RATE – STEP-BY-STEP

5. Log into Infohub (UCD.ie/Connect/Infohub/Systems/Booking Centre)

UCD Home | News and Opinion | Key Dates | Events | Noticeboard | UCD Directory | UCD Connect

UCD InfoHub

My services & information portal

Welcome to InfoHub

You must login with an Existing Account to access this page.

Use an Existing Account

Email, UCD ID or Connect Username

Password


Login [Forgot Password](#)

6. Or click on the following link:

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS

Home / Booking Centre

Booking Centre



- Booking Centre Help
- Open Learning Module Bookings to be integrated to Banner
- Attendance Enquiry
- Course & Event Setup
- Booking Management
- Adult Education Data
- Management Information
- System Administration
- Booking Centre to Banner Integration
- Manage Course Bookings
- MSU Support: Booking Centre Area

7. Select **COURSE AND EVENT SETUP** to display the following screen:

Home / Booking Centre / Course & Event Setup

Course & Event Setup

Select Activity Area: Agile Training

Enhancements to this screen draw together all information which relates to Courses & Events including fee rates, discounts etc

Click on **Course/Event Code** to view the course/event details.
Click on **Webpage** to view how the webpage looks.

Create New Course/Event

| Event Code | Title | Number of Offerings | Questions | Click to |
|------------|--------------------------------|---------------------|-----------|----------|
| AGLCT | Agile - Lean Champion Training | 1 | 0 | Webpage |
| AGWBT | White Belt Training | 1 | 2 | Webpage |
| AGVRT | Yellow Belt Training | 1 | 3 | Webpage |

Fee Rates

Add New Fee Rate

| Fee Code | Fee Rate Description | Fee Amount € | Active | Click To |
|---------------------|----------------------|--------------|--------|----------|
| No fee rates found. | | | | |

Edit Query | Query Cols | SQL

8. Select the correct **ACTIVITY AREA** from the drop-down list

: You may have access to one **ACTIVITY AREA** so the drop-down list may only include a single option.

9. Click the '+' to the right of the Fee Rates pane.

10. Click on the icon to the left of the Fee Rate you wish to amend.

Add Fee Rate

Fee Rate Code? 0001

Fee Rate Description? UCD Online 2019

Fee Amount € 15

Fee From Date 28 Apr 2019

Fee To Date 15 Jun 2019

Active? ☒

Activity Area? Employee Engagement Network

Provisional Amount (if applicable) ☐

Save

UCD InfoHub
University College Dublin
Dublin, Ireland & Beyond

UCD Home | Useful Links | Contact Details
About | News & Events | Campus Map
Research and Innovation | UCD Privacy Statement
UCD Global | Accessibility and Policy
Catalogue & Search

11. Make the relevant edits

12. Click **SAVE** for instant updates

HOW TO AMEND AN OFFERING – STEP-BY-STEP

Having followed the steps listed in How to Create an Offering – Step-By-Step page above the following are the steps to amend an Offering.

1. Clicking on the number of Offerings hyperlink will display relevant details for all the offerings included in that event:

Home / Booking Centre / Course & Event Setup / Offerings of AGWBT

Offerings of AGWBT

Select Day of Week: Any

New! Click on to edit the basic information or **Advanced Options** to view everything about that offering. Click on **Bookings** to see all bookings.

Create New Offering

| Title | Start Date | End Date | Fee Rate | Capacity | Bookings | Click to view |
|-------------------------------|-------------|-------------|----------|----------|----------|----------------------------------|
| White Belt Training June 2017 | 23 Jun 2017 | 23 Jun 2017 | | 15 | 3 | Advanced Options |

2. Click on **ADVANCED OPTIONS** to view the following screen:

Home / Booking Centre / Course & Event Setup / Offerings of AGWBT / Edit an existing Offering

Edit an existing Offering

Title
White Belt Training June 2017
Title that attendees see in course or event catalogues

Offering Status
Displayed on web but not bookable

Start Date
23 Jun 2017
Start date displayed to attendees

End Date
23 Jun 2017
End date displayed to attendees

Active*
☒

Booking Information

Booking Start Date
19 May 2017
Date bookings will open

Booking End Date
-- -- --

NOTE: It is not possible to add Hypertext in the Booking message field (Booking Information section) displayed on this screen.

3. As when creating the Offering complete the various text-boxes and select drop-down choices as appropriate.

NOTE: **OFFERING STATUS** may help as a form of advertising before bookings online become available. (**DISPLAYED ON WEB BUT NOT BOOKABLE**) ensures that the event is visible in advance of it being available for booking).

- DISPLAYED ON WEB AND BOOKABLE** – Use this status in conjunction with the Booking start dates – this will automatically make the offering available for booking on that date.
- DISPLAYED ON WEB AND NOT BOOKABLE** - This status will make people aware that there will be an offering – but bookings are not possible.

- ✓ **NOT DISPLAYED ON WEB** Use this status when still creating and/or making updates on the offering details. The offering is not visible with this status.
- ✓ **COURSE FULL** This status will automatically be displayed when the offering capacity is reached.

Capacity

| | |
|---|--|
| Places Booked | <input type="text"/> |
| Capacity | <input type="text" value="15"/> |
| Online Capacity (if different to total) | <input type="text"/> |
| | <small>Use this to limit the number of places available for online (self-) booking</small> |
| Special Capacity (if applicable) | <input type="text"/> |
| | <small>Used only in specialist areas in Booking Centre</small> |
| Minimum Attendees | <input type="text"/> |
| | <small>Minimum number of attendees required for course/event to run</small> |

The CAPACITY section deals with the numbers for the offering.

NOTE: Leaving this field blank will prevent any bookings being made onto your event – regardless of what other settings have been applied.

NOTE: PLACES BOOKED will update dynamically,

NOTE: Using ONLINE CAPACITY will save places to be available for people who arrive on the day without having booked in advance.

NOTE: Using MINIMUM ATTENDEES will automatically cancel the programme if too few bookings are made on or before a set-date.

4. **COURSE SCHEDULE** can be used to include an itinerary for the event (if required). This field is not mandatory.

Scheduling Information

| | |
|-----------------|--|
| No. of Sessions | <input type="text" value="1"/> |
| Day of the Week | <input type="text" value="Friday"/> |
| Start Time | <input type="text" value="09:30"/> |
| | <small>Please use 24 hour format e.g. 07:30 NB Use a ':' not a '.' as time separator</small> |
| Duration | <input type="text" value="3"/> |
| | <small>In hours (or in minutes if more appropriate).</small> |
| Course Schedule | <div><div></div></div> |
| | <small>If entered, will be displayed as part of booking process.</small> |

300 characters left

5. **RESOURCES**, **LOCATION** and **ADMINISTRATIVE DETAILS** are specific to the Offering and may/not merit completion – this is at the organisers discretion.

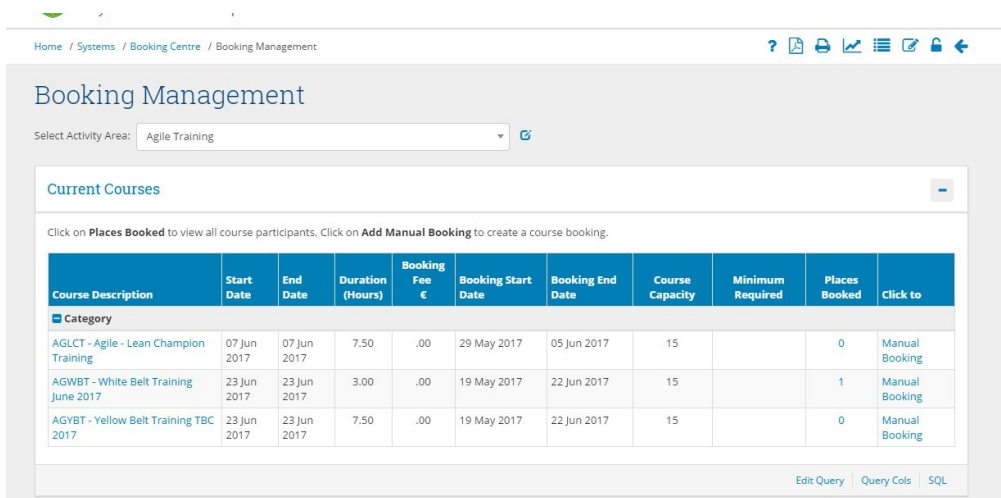
NOTE: The 3 fields in the Location section will ensure details are included in the email response sent when a successful booking is completed. The UCD Building drop-down list includes buildings from Belfield and Blackrock campuses. If the offering is scheduled off-site then details should be included in the Location and Room fields.

6. **BANNER INTEGRATION** details are only relevant if the event is being tied into Continuing Professional Development (CPD), School of Medicine, School of Veterinary Medicine or Adult Education event.

NOTE: Please contact Infohub@suport.ie if you plan to run such an event.

How To Add A MANUAL BOOKING

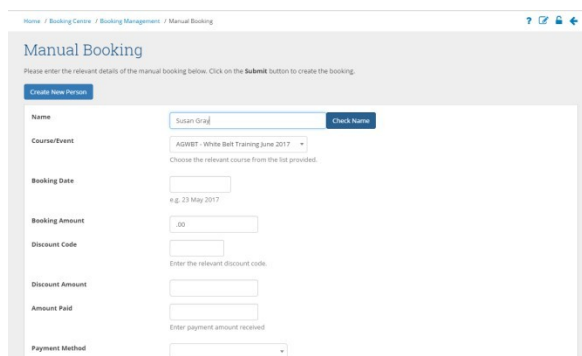
1. Follow the steps 1 - 3 (page above) to display the screen below:



The screenshot shows the 'Booking Management' interface. At the top, there's a breadcrumb trail: Home / Systems / Booking Centre / Booking Management. Below this is a 'Select Activity Area' dropdown menu set to 'Agile Training'. The main section is titled 'Current Courses' and contains a table with the following columns: Course Description, Start Date, End Date, Duration (Hours), Booking Fee €, Booking Start Date, Booking End Date, Course Capacity, Minimum Required, Places Booked, and Click to. The table lists three courses: AGLCT - Agile - Lean Champion Training, AGWBT - White Belt Training June 2017, and AGYBT - Yellow Belt Training TBC 2017. Each course has a 'Manual Booking' link in the 'Click to' column.

| Course Description | Start Date | End Date | Duration (Hours) | Booking Fee € | Booking Start Date | Booking End Date | Course Capacity | Minimum Required | Places Booked | Click to |
|--|-------------|-------------|------------------|---------------|--------------------|------------------|-----------------|------------------|---------------|----------------|
| AGLCT - Agile - Lean Champion Training | 07 Jun 2017 | 07 Jun 2017 | 7.50 | .00 | 29 May 2017 | 05 Jun 2017 | 15 | | 0 | Manual Booking |
| AGWBT - White Belt Training June 2017 | 23 Jun 2017 | 23 Jun 2017 | 3.00 | .00 | 19 May 2017 | 22 Jun 2017 | 15 | | 1 | Manual Booking |
| AGYBT - Yellow Belt Training TBC 2017 | 23 Jun 2017 | 23 Jun 2017 | 7.50 | .00 | 19 May 2017 | 22 Jun 2017 | 15 | | 0 | Manual Booking |

2. Click **MANUAL BOOKING** on the far right of the screen to display the screen as follows:



The screenshot shows the 'Manual Booking' form. It includes fields for Name (Susan Gray), Course/Event (AGWBT - White Belt Training June 2017), Booking Date (n.b. 23 May 2017), Booking Amount (.00), Discount Code, Discount Amount, Amount Paid, and Payment Method. There are also buttons for 'Create New Person', 'Check Name', and 'Submit'.

Complete all the relevant fields and click **Save** when complete.

NOTE: Payment Method **must be** **CREDIT CARD PERSON NOT PRESENT** if they are not present when making the payment, or if the status is **TRANSFER FROM ANOTHER COURSE**; booking status **must be** **MANUAL BOOKING CONFIRMED**

NOTE: A 'Booking Status' **must be** selected from the drop-down list in order to ensure that the booking is visible in the Booking Management (see page) function.

NOTE: To apply a discount please see How To 'Add Discount Code' To A Manual Booking page below)

How To ADD QUESTIONS TO AN EVENT:

1. Follow the steps listed above in Create an Event: Step-By-Step page to view the event created.
2. The following screen will be displayed:

3. Click on the hyperlink under **NUMBER OF QUESTIONS** to display the following screen:
4. Click **ADD A QUESTION** and complete the fields as per the screen below:

NOTE: The Question ID will be issued by the Infohub Support team as part of the setup of your

Booking Centre. The **MANDATORY** and **ORDER** fields are the most important.

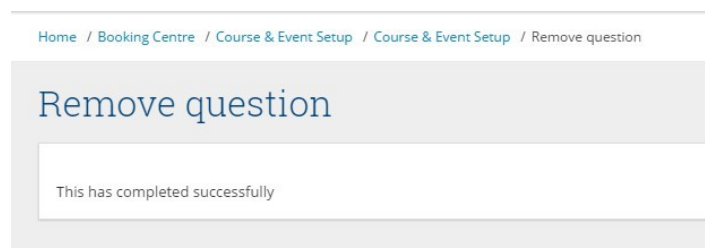
NOTE If your question is **MANDATORY** you must advise the Infohub Support team to ensure that this flag is set in the database as well as at the event level.

NOTE: The **ORDER** field ensures that the questions will be listed in the correct order when people are booking a place. It is suggested that you list the running order as 10,20,30 etc. – if you have to add new questions then you don't have to re-number all the questions on your list.

NOTE: Neither the **MANDATORY** or the **ORDER** fields are mandatory.

5. To **DELETE A QUESTION** simply click on the Bin icon on the last column on the right-hand side of the screen.
6. Click **OK** on the Query dialogue now displaying on the screen

7. This will successfully remove the question as per screen below:



8. Use the Back button on your browser to exit this function.



ATTENDEE MANAGEMENT IN BOOKING CENTRE (ATTENDEE ENQUIRY):

ATTENDEE ENQUIRY SUMMARY

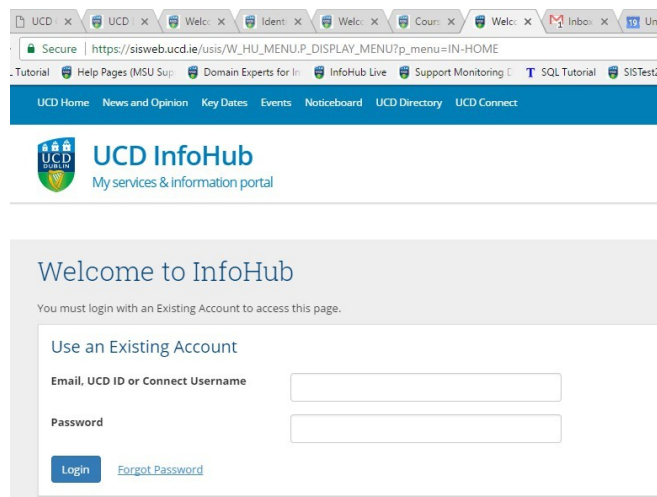
Using this function will enable you to find people who have registered onto an event:

- ✓ Dates (Event dates)
- ✓ Booking dates (From and To dates)
- ✓ Previous bookings for that person (confirmed and cancelled)

LOOKING UP ATTENDEES IN BOOKING CENTRE (ATTENDEE ENQUIRY):

1. Log into Infohub

(UCD.ie/Connect/Infohub/Systems/Booking Centre)




2. Or click on the following link:

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS

Home / Systems / Booking Centre

Booking Centre



- Booking Centre Help
Information on how to setup and use the Booking Centre for your school or unit
- Open Learning Module Bookings to be integrated to Banner
- Attendee Enquiry
View person details and booking histories
- Course & Event Setup
Add, update and delete events & courses along with related fee rates, discount codes and categories
- Booking Management
Add and cancel bookings, manage course details and participants
- Search for Course/Event
View all information in relation to a current or past course/event
- Adult Education Data
Listing of Adult Ed students postal and email addresses for annual mailouts
- Management Information
Reports covering finance, capacity and attendance
- System Administration
Maintain the values used within the Online Book and Pay System
- Booking Centre to Banner Integration
Prototype of Student Creation & Banner Integration
- Manage Cinema Bookings
Manage Cinema Bookings
- MSU Support: Booking Centre Area Setups
Including conferencing & events, excluding cinema & swim

For help with items on this menu, please email infohub@ucd.ie

3. Select **ATTENDEE ENQUIRY** details to see the following screen:
4. Key in details of the attendee you wish to query, click Search

Home / Booking Centre / Attendee Enquiry

Attendee Enquiry

Select Attendee: [Search](#) [Advanced Search](#)

NOTE: More than one account may appear, ensure you have selected the right one

UCD InfoHub
My services & information portal

Students Research Human Resources Finance Campus Systems

Home / Booking Centre / Attendee Enquiry

Attendee Enquiry

Select Attendee: [Clear](#) [G](#)

[Book a Course/Event](#)

Person Details

| Contact Details | | | | | | Other Details | |
|-----------------|------------|-------------------|--------|----------|---------|---------------|----------|
| ID Number | Name | Email | Mobile | Phone No | Address | Communication | Click to |
| PC 4 | Susan Gray | susan.gray@ucd.ie | | 1659 | | Dublin 11 | |

1 rows took .03 seconds to run [Export to Excel](#) [Edit Query](#) [Query Cols](#) [SQL](#)

5. Selecting the attendee will show all the relevant details of the current and previous bookings

Person Details: Susan Gray [STAFF] [Clear](#) [G](#)

[Book a Course/Event](#)

Person Details

| Contact Details | | | | | | Other Details | |
|-----------------|------------|-------------------|--------|----------|---------|---------------|----------|
| ID Number | Name | Email | Mobile | Phone No | Address | Communication | Click to |
| PC 4 | Susan Gray | susan.gray@ucd.ie | | 1659 | | | |

1 rows took .03 seconds to run [Export to Excel](#) [Edit Query](#) [Query Cols](#) [SQL](#)

Booking History

| Course/Event Title | Category | Start Date | End Date | Booking Date | Booking Status | Course Amount | Discount | Fees Paid | Payment Ref | Refund Amount | Refund Date | Refund Ref | Special Regs | Click to | Click to |
|-----------------------------|----------|------------|----------|--------------|----------------|---------------|----------|-----------|-------------|---------------|-------------|------------|--------------|----------|----------|
| 2016/17 Summer Term | | | | | | | | | | | | | | | |
| AGWBT - White Belt Training | | 23 | 23 | 19 May | Cancelled | .00 | .00 | .00 | | .00 | | | | | View |

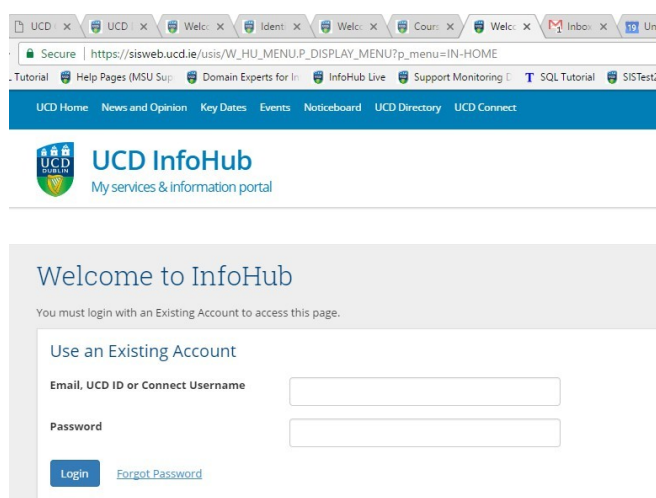
HOW TO CREATE A DISCOUNT CODE IN BOOKING CENTRE:

CREATE A DISCOUNT CODE SUMMARY

1. Discount codes are created for use by individuals when booking a place on an Offering.
2. The codes must be issued individually for use.
3. Discount codes can be date-driven – they will only work before/after a date which is included when setting up the Discount Code (see page below).

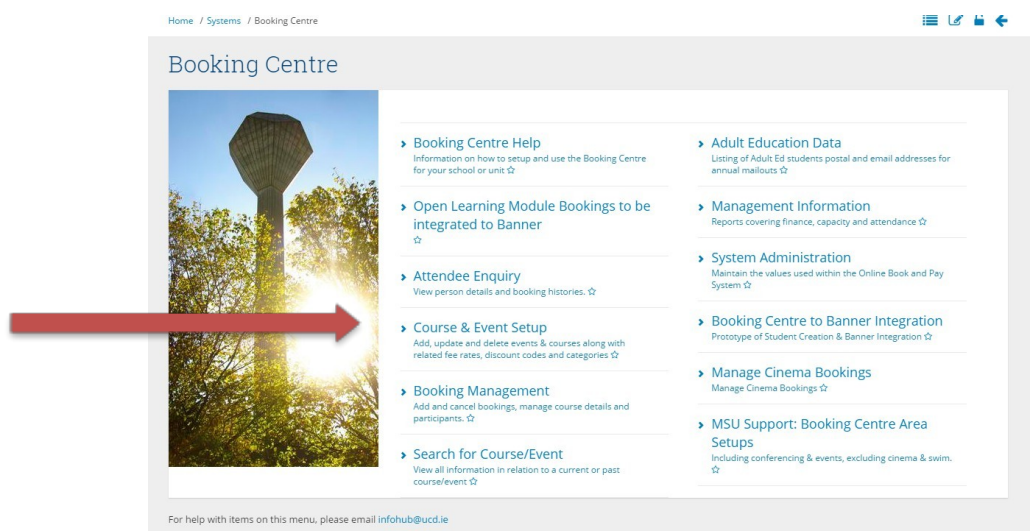
HOW TO CREATE A DISCOUNT CODE: STEP-BY-STEP:

1. Log into Infohub
(UCD.ie/Connect/Infohub/Systems/Booking Centre)



2. Or click on the following link:

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS



3. Click on **COURSE & EVENT SETUP**
4. Select the correct **ACTIVITY AREA** to display the following screen

UCD InfoHub
My services & information portal

Students Research Human Resources Finance Campus Systems

Home / Booking Centre / Course & Event Setup

Course & Event Setup

Select Activity Area: Innovation Academy

Enhancements to this screen draw together all information which relates to Courses & Events including fee rates, discounts etc

Click on **Course/Event Code** to view the course/event details.
Click on **Webpage** to view how the webpage looks.

Create New Course/Event

| Event Code | Title | Number of Offerings | Questions | Click to |
|---|------------------------------------|---------------------|-----------|----------|
| <input checked="" type="checkbox"/> SUM2017 | UCD Innovation Academy Summer Camp | 1 | 17 | Webpage |

Edit Query Query Cols SQL

Fee Rates

Add New Fee Rate

| Fee Code | Fee Rate Description | Fee Amount € | Active | Click To |
|--|----------------------|--------------|--------|----------|
| <input checked="" type="checkbox"/> NULL | DEIS Fee | .00 | Y | Remove |
| <input checked="" type="checkbox"/> FULL | Full Fee | 100.00 | Y | |

Edit Query Query Cols SQL

5. Scroll down to view the **DISCOUNT CODES** function (right hand side of the screen)

Discount Codes

Add New Discount Code

| Discount Code | Description | Active | Click To |
|--|--------------------------------|--------|----------|
| <input checked="" type="checkbox"/> DEIS | Discount code for DESH Schools | Y | |

Edit Query Query Cols SQL

6. Click **ADD NEW DISCOUNT CODE** to see the following screen

Home / Booking Centre / Course & Event Setup / Add Discount Code

Add Discount Code

Discount Code* CTWSE

Description Citywise Discount SUM2017

Discount Percent %

Percent value of the discount. Enter either the percent or the value of the discount, please do not enter both.

Discount Amount 80

Value amount of the discount. Enter either the percent or the value of the discount, please do not enter both.

Activity Owner Innovation Academy

Start Date 01 Jun 2017
e.g. 01 Jun 2017

End Date 02 Jun 2017
e.g. 01 Jun 2017

Active* ☒

Save

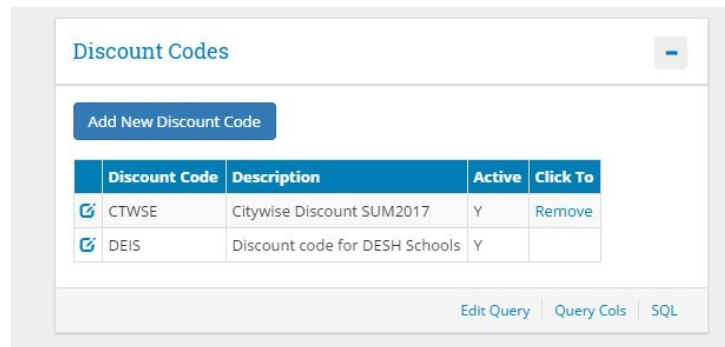
NOTE: Use either the **DISCOUNT PERCENT %** OR the **DISCOUNT AMOUNT** field

- 7.
8. Complete the relevant details and click **SAVE**.

NOTE: The **START** and **END** date fields relate to when the **DISCOUNT** is available. This may or may not be the same as the event dates or the event booking dates.

NOTE: Click the **ACTIVE*** field to display the **DISCOUNT CODE**; leave it un-checked to 'hide' the **DISCOUNT CODE**.

9. Having clicked **SAVE** your screen will now return to the screen below. Click Refresh (F5) on the keyboard to display the new **DISCOUNT CODE**.



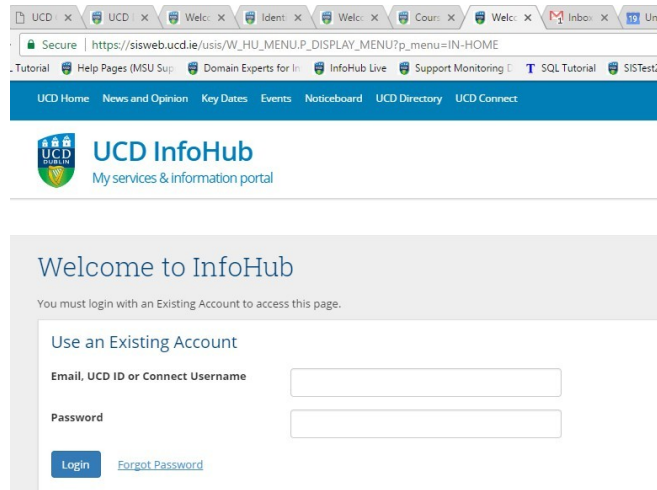
| | Discount Code | Description | Active | Click To |
|-------------------------------------|---------------|--------------------------------|--------|------------------------|
| <input checked="" type="checkbox"/> | CTWSE | Citywise Discount SUM2017 | Y | Remove |
| <input checked="" type="checkbox"/> | DEIS | Discount code for DESH Schools | Y | |

10. When adding in an Attendee and applying a discount please see How To 'Add Discount Code' To A Manual Booking (page below).



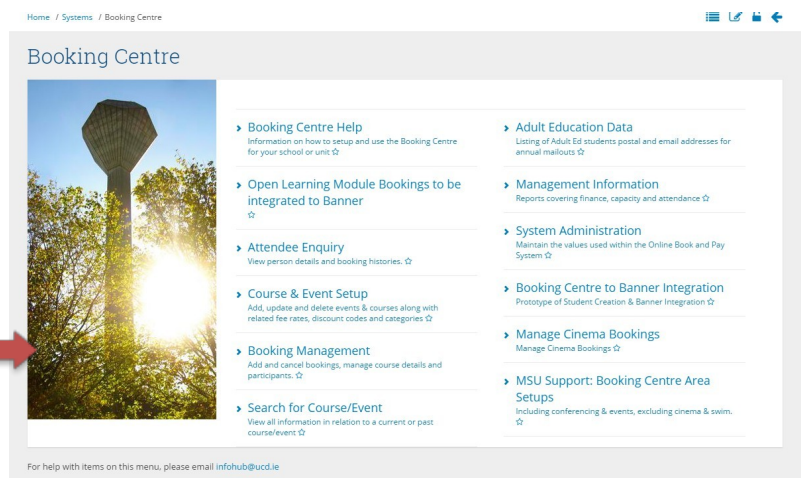
HOW TO ADD AN ATTENDEE IN BOOKING CENTRE (REGISTERING A MANUAL BOOKING TO AN EVENT)

1. Log into Infohub
(UCD.ie/Connect/Infohub/Systems/Booking Centre)



2. Or click on the following link:

https://sisweb.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-SYSTEMS



3. Click on **BOOKING MANAGEMENT** (for more details see page)
4. Select the correct **ACTIVITY AREA** to display the following screen

Home / Booking Centre / Booking Management

Booking Management

Select Activity Area: Innovation Academy

Current Courses

Click on **Places Booked** to view all course participants. Click on **Add Manual Booking** to create a course booking.

| Course Description | Start Date | End Date | Duration (Hours) | Booking Fee € | Booking Start Date | Booking End Date | Course Capacity | Minimum Required | Places Booked | Click to |
|---|-------------|-------------|------------------|---------------|--------------------|------------------|-----------------|------------------|---------------|----------------|
| SUM2017 - UCD Innovation Academy Summer Camp 2017 | 26 Jun 2017 | 30 Jun 2017 | | 100.00 | 28 Apr 2017 | 26 Jun 2017 | 100 | | 83 | Manual Booking |

5. Click on **MANUAL BOOKING** to display the following screen:

Manual Booking

Please enter the relevant details of the manual booking below. Click on the **Submit** button to create the booking.

Create New Person

Name [Check Name](#)

Course/Event
 Choose the relevant course from the list provided.

Booking Date
 e.g. 01 Jun 2017

Booking Amount

Discount Code
 Enter the relevant discount code.

Discount Amount

Amount Paid
 Enter payment amount received

6. Complete the relevant fields
 - a. Click **CHECK NAME** to ensure the name is already in the database. If the name is recognised then **Valid Person** will be displayed, if not please progress to Step 7 below.

NOTE: Should there be more than one person of the same name a drop-down list will appear. Choose the correct person from the drop-down list. The email address is a unique identifier; however it is still essential to click the **CHECK NAME** button to ensure that you have the right person.

7. Click **CREATE NEW PERSON** to display the following screen:

Home / Booking Centre / Booking Management / Manual Booking / Create New User

Create New User

Please enter the following details to create a new user.

Primary Person Type*

Person Details

First Name

Last Name

Title

Date of Birth
 e.g. 01 Jun 2017

Gender

Organisation
 If relevant, please enter your Organisation, College, GP Practice or Vet Practice etc.

8. Click **SAVE** to show the screen below

Home / Edit Person Details

Edit Person Details

Redirecting back to enquiry page for Sunil Jain

[Return to previous screen](#)

9. Click **RETURN TO PREVIOUS SCREEN** to display the screen below

Home / Attendee Enquiry

Attendee Enquiry

[Clear](#)

[Book a Course/Event](#)

Person Details

| ID Number | Name | Email | Mobile | Phone No | Address | Communication | Click to |
|-----------|-------|--------|--------|----------|-----------------------------|---------------|-------------------------------------|
| V10201 | Sunil | jdoyle | | 2061 | The Way Tallaght, Dublin 24 | | Edit Person Details |

1 rows took .03 seconds to run [Export to Excel](#) [Edit Query](#) [Query Cols](#) [SQL](#)

NOTE: Ensure that the **SELECT ATTENDEE** field is displaying the correct details.

10. Click **BOOK A COURSE/EVENT** to display the following screen

Home / Attendee Enquiry / Manual Bookings

Manual Bookings

Select Activity Area: [Clear](#)

Filter Courses: [Filter](#)

[View Basket](#)

Listed below are details of all your current courses. Click on **Add to Basket** to purchase a course on behalf of an attendee.

| Course Title | Start Date | End Date | Status | Start Time | Location | Fee € | Tutor | Capacity | Minimum Attendees | Places Booked | Click to |
|---|-------------|-------------|-----------|------------|----------------|--------|-------|----------|-------------------|---------------|-------------------------------|
| SUM2017 - UCD Innovation Academy Summer Camp 2017 | 26 Jun 2017 | 30 Jun 2017 | Available | 09:30 | Science Centre | 100.00 | N/A | 100 | | 84 | Add to Basket |

11. Select the correct **ACTIVITY AREA** and then **FILTER COURSES** to display the correct event.
12. Click **ADD TO BASKET** to display the following screen

Home / Attendee Enquiry / Manual Bookings / Additional Booking Details

Additional Booking Details

Participants' name*

Home Telephone No.*

Mobile No*

Home Address*

Emergency Contact (usually a parent) - First Name*

Emergency Contact (usually a parent) - Last Name*

Emergency Contact (usually a parent) - Email Address*

Emergency Contact (usually a parent) -

NOTE: All fields marked * must be completed.

13. Complete all the relevant details and click **Add To BASKET** to display the following screen:

Basket for Sunil Jain

Please review the items in your basket below:

| Code | Title | Qty | € | | | |
|---------------------|---|---------------|--------|-------------------|--------------|--------------------------|
| SUM2017 | UCD Innovation Academy Summer Camp 2017 | 100.00 | Remove | Add Discount Code | Edit Booking | Book an Additional Place |
| Total Charge | | 100.00 | | | | |

or

Please ensure your personal details are correct before proceeding.

14. Click **Add DISCOUNT CODE** if required. If not please click **PROCEED TO CHECKOUT** to display the following screen

How To 'Add DISCOUNT CODE' To A MANUAL BOOKING

15. Having followed all the steps listed (1 to 14) above click **Add DISCOUNT CODE** to display the following screen:

Home / Attendee Enquiry / Manual Bookings / Additional Booking Detail... / Basket for Sunil Jain / Add Discount Code

Add Discount Code

Please enter the discount code in the field provided.

Discount Code

Enter the relevant discount code.

16. Click **Save** to view the following screen:

Home / ... / Manual Bookings / Additional Booking Detail... / Basket for ... / Add Discount Code / Basket for Sunil Jain

Basket for Sunil Jain

Please review the items in your basket below:

| Code | Title | Qty | € | | | |
|---------|---|--------|--------|---------------|------------------------------|--|
| SUM2017 | UCD Innovation Academy Summer Camp 2017 | 100.00 | Remove | CTWSE applied | Edit Booking | Book an Additional Place |
| | Less Discount | | 80.00 | | | |
| | Total Charge | | 20.00 | | | |

[Add Additional Items](#) or [Proceed to Checkout](#)

Please ensure your personal details are correct before proceeding.

[Update Personal Information](#)

NOTE: Click **BOOK AN ADDITIONAL PLACE** to continue to book places on this event.

NOTE: Click **ADD ADDITIONAL ITEM** to book this person onto another course.

17. Click **PROCEED TO CHECKOUT** to complete the transaction.



BOOKING CENTRE REPORTS – ‘MANAGEMENT INFORMATION’ - AN OVERVIEW

Principally financial reports are included in this menu option. For non-ticketed events it is also relevant to view this function however the most valuable data relates to the payments:

- When
- Who
- How much?

BOOKING CENTRE DAILY RECEIPTS

Select the correct **ACTIVITY AREA** from the drop-down list.

| Book | Credit Card (Manual) | Credit Card Online Booking | Total |
|-------------|----------------------|----------------------------|--------|
| 21 May 2018 | 70.00 | 70.00 | 140.00 |
| 22 May 2018 | 70.00 | 70.00 | 140.00 |
| 23 May 2018 | 70.00 | 70.00 | 140.00 |
| 24 May 2018 | 70.00 | 70.00 | 140.00 |
| 25 May 2018 | 70.00 | 70.00 | 140.00 |
| 26 May 2018 | 70.00 | 70.00 | 140.00 |
| 27 May 2018 | 70.00 | 70.00 | 140.00 |
| 28 May 2018 | 70.00 | 70.00 | 140.00 |
| 29 May 2018 | 70.00 | 70.00 | 140.00 |
| 30 May 2018 | 70.00 | 70.00 | 140.00 |
| 31 May 2018 | 70.00 | 70.00 | 140.00 |

1. Click on the hyperlink number to display details of the payments which comprise that total figure.

NOTE: There are two headings – one for **CREDIT CARD (MANUAL)** payments (recorded in UCD by using a hand-held device) and the other for **CREDIT CARD ONLINE BOOKING** payments.

2. Clicking on the Total number will display all the details of the payments and who made them as per screen-shot below:

| Sl | Name | Site | Credit Card (Manual) | Credit Card Online Booking | Total |
|-----------|-----------------|----------------------------|----------------------|----------------------------|-------|
| V10228512 | Car O'Donoghue | UCD Medicine Summer School | 25.00 | 25.00 | 50.00 |
| V10228507 | Joan Mallory | UCD Music Summer School | 25.00 | 25.00 | 50.00 |
| V10228508 | Anna O'Meara | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228509 | Anna O'Meara | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228507 | Paula O'Brien | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228502 | Naomi Byrne | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228502 | Sandra Donohue | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228507 | Naomi Byrne | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228508 | Andrew Carleton | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228508 | Andrew Carleton | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228504 | Brian Lafferty | UCD Business Summer School | 25.00 | 25.00 | 50.00 |
| V10228507 | Joan Mallory | UCD Business Summer School | 25.00 | 25.00 | 50.00 |

REFUND PROCESSING INFORMATION

1. All refunds are processed manually and must be referred to accounts.queries@ucd.ie who will advise of the process. All refunds awaiting processing will be visible in this screen.
2. To make amendments to an individual refund click **UPDATE REFUND DETAILS** and the **MANUAL BOOKING SCREEN** will display.
3. Update the relevant details and Click **SAVE**.

Manual Booking

Please enter the relevant details of the manual booking below. Click on the Submit button to create the booking.

Create New Booking

Name: [Text Field] [Clear]

Course/Event: [Dropdown Menu]

Booking Date: [Text Field] (e.g. 12 Apr 2019)

Booking Amount: [Text Field] (150)

Discount Code: [Text Field]

Discount Amount: [Text Field]

Amount Paid: [Text Field] (150)

Payment Method: [Dropdown Menu] (Credit Card online)

Payment Reference: [Text Field]

Refunds

Refund Date and Refund Reference to be completed when refund has been issued by the Finance Office.

Refund Amount: [Text Field] (150)

Refund Date: [Text Field] (12 Apr 2019)

Refund Reference: [Text Field] (Refund of 2019 Christmas Social Event)

[Submit]

CREDIT CARD REFUNDS ISSUED – AN OVERVIEW

Displayed here are a list of the credit card refunds that have been approved.

NOTE: There are no hyperlinks in this screen so it is not possible to edit any of the details here.

| Refund Order ID | Refund Order Date | Name | ID Number | Fees € | Discount € | Amount Paid € | Booking Status | Course Title | Payment Method | Payment Reference | Refund Amount € | Refund Date | Refund Reference |
|--------------------|-------------------|------------------|-----------|--------|------------|---------------|--------------------------|--|--------------------|--|-----------------|-------------|--|
| 2018/19 Semester 2 | | | | | | | | | | | | | |
| 1407215 | 03 Mar 2019 | Donal Finn | P00606448 | 75.00 | | 75.00 | Online Booking Confirmed | EOI Unconscious Bias Conference 2019 | Credit Card Online | | 75.00 | 08 Mar 2019 | |
| 1369964 | 15 Jan 2019 | Paul Dignam | V10224935 | 195.00 | | 195.00 | Cancelled | French Language (Intermediate) | Credit Card Online | Course AE-UNQ201 Canceled | 195.00 | 17 Jan 2019 | 195.00 Refund because of course cancellation |
| 1364246 | 08 Jan 2019 | Joan Pollard | V10144957 | 195.00 | | 195.00 | Cancelled | French Language (Intermediate) | Credit Card Online | Course AE-UNQ201 Canceled | 195.00 | 17 Jan 2019 | 195.00 Course AE-UNQ201 cancelled |
| 1415599 | 13 Mar 2019 | Joseph Slattery | 06548373 | 250.00 | | 250.00 | Cancelled | Immediate Care Cardiac Course 13th April 2019 | Credit Card Online | | 250.00 | 27 Mar 2019 | HD to JK |
| 1397477 | 15 Feb 2019 | Stephen McLamara | V10224944 | 450.00 | | 450.00 | Cancelled | International study tour - 3rd Instamart Online and Argentina ground package | Credit Card Online | | 450.00 | 15 Feb 2019 | Refunding payment error |
| 1352315 | 09 Dec 2018 | Ruth McKay | V10305164 | 160.00 | | 160.00 | Cancelled | Introduction to Reading Literature | Credit Card Online | Course AE-UN123 cancelled. Refund E160 | 160.00 | 24 Jan 2019 | Course AE-UN123 cancelled. Refund E160 |

FINANCIAL SUMMARY BY ACADEMIC YEAR – AN OVERVIEW

Displayed here are details of the Income and Expenditure across Booking Centre by academic year.

| Academic Year | Income | | | | Expenditure | | | |
|-------------------------|---------------------|--------------------|--------------------|---------------------|---------------------|--------------------|---------------------|------------------|
| | Charges (€) | Discounts (€) | Cancelled (€) | Net Income (€) | Payments (€) | Refunds (€) | Net Expenditure (€) | Outstanding (€) |
| Academic Year 2013/2013 | 37,722.25 | -2,772.25 | -3,389.00 | 31,561.00 | 51,589.25 | -3,389.00 | 48,200.25 | 17.00 |
| Academic Year 2013/2014 | 83,365.95 | -2,301.72 | -30,133.77 | 50,930.46 | 670,007.30 | -30,133.77 | 639,873.53 | 1,056.93 |
| Academic Year 2014/2015 | 974,232.80 | -42,344.90 | -38,519.83 | 893,368.07 | 898,164.25 | -38,519.83 | 859,644.42 | 33,723.65 |
| Academic Year 2015/2016 | 1,193,836.59 | -85,284.55 | -18,858.75 | 1,089,703.29 | 1,099,823.09 | -18,858.75 | 1,080,964.34 | 14,738.95 |
| Academic Year 2016/2017 | 1,544,883.55 | -87,742.65 | -17,122.85 | 1,440,018.05 | 1,551,896.40 | -17,122.85 | 1,534,773.55 | 5,244.50 |
| Academic Year 2017/2018 | 1,882,889.78 | -88,818.70 | -12,903.00 | 1,781,168.08 | 1,841,188.48 | -12,903.00 | 1,828,285.48 | 53,883.60 |
| Academic Year 2018/2019 | 1,303,179.25 | -42,354.89 | -2,109.35 | 1,258,715.01 | 1,241,472.85 | -2,109.35 | 1,239,363.50 | 19,351.51 |
| Academic Year 2019/2020 | 95 | -423 | 80 | 12 | 12 | 0 | 12 | 0 |
| Total | 7,808,565.77 | -396,278.98 | -116,989.47 | 7,295,297.32 | 7,552,381.94 | -116,989.47 | 7,438,387.47 | 57,969.83 |

CANCELLED BOOKINGS FOR ALL COURSES

1. Clicking on any of the hyperlinks will display further details of the person or the offering.

NOTE: this report includes all the cancelled bookings in Booking Centre. It is therefore slow to load.

UPDATE REFUND DETAILS displays the **MANUAL BOOKING** screen (as per page above). Amendments can be made here if required.

| Name | Course | Start Date | End Date | Booking Status | Booking Amount | Amount Paid | Payment Method | Payment Reference | Refund Amount | Refund Date | Check In |
|---------------------------|---|-------------|-------------|----------------|----------------|-------------|----------------|-------------------|---------------|-------------|-----------------------|
| Steven Gray | GDHPLC Method Development Strategies to Exploit Selectivity | 17 Oct 2017 | 17 Oct 2017 | Cancelled | 0 | 0 | | | | | Update Refund Details |
| Steven Maunsmey | GDHPLC Method Development Strategies to Exploit Selectivity | 17 Oct 2017 | 17 Oct 2017 | Cancelled | 0 | 0 | | | | | Update Refund Details |
| Suzanne Darcy | 1 - Professional Practitioner | 03 Nov 2018 | 03 Nov 2018 | Cancelled | 95 | | | | | | Update Refund Details |
| Cathie McDonnell | 1 night Accommodation - Wednesday | 22 Jun 2018 | 23 Jun 2018 | Cancelled | 99 | 0 | | | | | Update Refund Details |
| Rosanna Kavanagh | 1-2-1 careers meeting w/lect | 18 Jun 2019 | 18 Jun 2019 | Cancelled | 0 | | | | | | Update Refund Details |
| Clara Carr | 10 Things in Backboard to Enhance Student Learning | 27 Aug 2015 | | | | | | | | | Update Refund Details |
| Carlos Esquivel Hernandez | 10 Things in Backboard to Enhance Student Learning | 27 Aug 2015 | | Cancelled | | | | | | | Update Refund Details |

INCOME SUMMARY

- All the income into Booking Centre is displayed under the headings **FEES** and **NUMBER OF STUDENTS**.
Scrolling to the right will show the more recent data

NOTE: Given the level of data included in this report the screen may be slow to load

Welcome to InfoHub

Edit an existing Query

Edit an existing Query

Option Maintenance S...

Logged out of InfoHub

+

https://sistest.ucd.ie/t4/t4_W_HU_REPORTING_P_DISPLAY_QUERY?y_query=BP150&p_parameters=4FAD3658F&13482CF128BC9AB5D1AC0589096CA58B2361...

Incognito

Domain Experts for...

InfoHub Live

Support Monitorin...

SISTest2

InfoHubTST1

MSU Sharepoint

Dummy Credit Card

SQL Tutorial | Code...

Nexus Client

JIPT EXAM

This website uses cookies, by continuing you agree to their use. Learn more about cookies and how to manage them on our cookie policy

Close

UCD Home

News and Opinion

Key Dates

Events

UCD Directory

UCD Contact

Governance

News

Teams

InfoHub

Settings

User Profile

UCD

InfoHub

My services & information portal

Students

Research

Human Resources

Finance

Campus

Systems

Home

Building Centre

Management Information

Income Summary

Print

Download

Share

Refresh

Income Summary

Income Summary

2013/13

2013/13

2013/14

2013/14

2013/14

2014/15

2014/15

2014/15

2014/15

2015/16

2015/16

2015/16

2015/16

2016/17

2016/17

2017/18

2017/18

Semester 1

Semester 2

Semester 1

Semester 2

Semester 1

Semester 2

Semester 1

Semester 2

Semester 1

Semester 2

Semester 1

Semester 2

Semester 1

Semester 2

Semester 1

Semester 2

Fees

Library Membership

CELibrary

2013 Annual library membership CIE

1,300.00

CELibrary

2014/2015 Annual library membership CIE

1,800.00

Total Library Membership

.00

1,300.00

.00

.00

1,800.00

.00

.00

.00

.00

.00

.00

.00

.00

.00

.00

8 weeks Pre-Sessional Programme Category

BUSPSP

Total 8 weeks Pre-Sessional Programme Category

.00

.00

.00

.00

.00

.00

.00

.00

.00

.00

.00

.00

.00

.00

ACE Student Gym Classes

ATBodyPump

ACE Body Pump (best tg)

.00

ATCWork

ACE 1 Core work (best tg)

.00

ATCWork

Test for 6th Sept tg

.00

17:30

12/04/2019

Welcome to InfoHub
Income Summary
Edit an existing Query
Edit an existing Query
System Maintenance
Logout out of InfoHub

[Domain Experts Inc.](#)
[InfoHub Live](#)
[Support Modules...](#)
[SCTest](#)
[InfoLab1231](#)
[MSU Sharepoint](#)
[Dummy Credit Card](#)
[SQL Tutorial/ Code...](#)
[News Client](#)
[JPT EXAM](#)

[Home](#)
[Help](#)
[Tools](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)
[Reports](#)
[Admin](#)

[Home](#)

ADULT EDUCATION COURSES BY VENUE, DAY OR TERM

1. Select the correct Term from the drop-down menu.

UCD InfoHub
My services & information portal

Home / Booking Centre / Management Information / Adult Education Courses by Venue, Day or Term

Adult Education Courses by Venue, Day or Term

Select: 2018/19 Semester 2

Semester Description: 2018/19 Semester 2
Courses on Belfield Campus: 280
Courses on Blackrock Campus: 0
Courses on Other Campuses: 10

1 rows took 12 seconds to run Report to Excel

For help with the above information, please email infohub@ucd.ie

UCD Home
About
Research and Innovation
UCD Global
Colleges & Schools

Useful Links
Data Protection
UCD Privacy Statement
Acceptable Use Policy

Contact Details
Campus Map

University College Dublin
Belfield, Dublin 4, Ireland.

2. Click on the hyperlinked numbers to display the 'COURSES ON BELFIELD CAMPUS', 'COURSES ON BLACKROCK CAMPUS' or 'COURSES ON OTHER CAMPUSES'

UCD InfoHub
My services & information portal

Home / Booking Centre / Management Information / Adult Education Courses by Term Day Venue

Adult Education Courses by Term Day Venue

Filter Courses: Other

Courses on Other Campuses - 2018/19 Semester 2

| Course Code | Title | Level | Course Schedule | Start Date | End Date | Building | Room | Location | No. of Students |
|-------------|---------------------------------|--------------------------|---|-------------|----------|---------------|------|---------------|-----------------|
| 1900C1010 | Food Diet and Health (Adult) | Open Evening | ONLINE COURSE Tue 11:00 - 12:30 Thurs 12:00 - 13:00 | 22 Jan 2019 | 2019 | Online Course | | Online Course | 1 |
| 1900C1011 | Food Diet and Health (Adult) | Open Evening | ONLINE COURSE Tue 11:00 - 12:30 Thurs 12:00 - 13:00 | 22 Jan 2019 | 2019 | Online Course | | Online Course | 1 |
| 2000C1020 | Her, Ancient and Modern (Adult) | Professor Robert Beckett | ONLINE COURSE Tue 11:00 - 12:30 Thurs 12:00 - 13:00 | 22 Jan 2019 | 2019 | Online Course | | Online Course | 1 |
| 2000C1021 | Her, Ancient and Modern (Adult) | Professor Robert Beckett | ONLINE COURSE Tue 11:00 - 12:30 Thurs 12:00 - 13:00 | 22 Jan 2019 | 2019 | Online Course | | Online Course | 1 |

Report to Excel