



Atlas 'Schedule Editing' Tutorial

November 19, 2023

How to: 'No Show' a Scheduled Course

- On the Participant's profile, go to their 'History' tab and click on the scheduled course code you want to modify

HISTORY WAIVERS PRINT NOTES AUTHORIZATIONS

SCHEDULE ICBM REMOVE ICBM TRANSFER TRANSFER VERIFY TRANSFER UNSCHEDULED ADD COURSE PRINT CONFIRMATIC

Type Select Type... Expiration Date From To Schedule Date From Schedule Date To

All Record History **Click on the Code**

#	<input type="checkbox"/>	ProductandService	Signal	Result	Customer	Scheduled Location At	Order Date	ScheduleDate	Complete Date	Ex
1	<input type="checkbox"/>	A09CSE-Arsc Confined Space		Scheduled	88321-Industrial Safety Training Co ...	_ISTC Beaumont	11/19/2023	11/22/2023		
2	<input type="checkbox"/>	A09CSE-Arsc Confined Space		Noshowed	50800-Turner Industries Group Llc	_ISTC Beaumont	11/17/2023	11/20/2023		
3	<input type="checkbox"/>	19INDOIT-Indorama ventures Dayton IT Security		Noshowed	88321-Industrial Safety Training Co ...	_ISTC Beaumont	10/24/2023	10/25/2023	10/25/2023	

How to: 'No Show' a Scheduled Course

- Next, click on the button 'No Show This Record'.
- Once clicked, the course status will change to 'no show' and you will no longer be able to modify the record.

PARTICIPANT [REDACTED]

 A09CSE-Arsc Confined Space

ProductandService A09CSE-Arsc Confined Space

Description Arsc Confined Space

Signal **Result** Scheduled

NO SHOW THIS RECORD

Customer 50800-Turner Industries Group Llc

Type Training

Scheduled Location At _ISTC Beaumont

Location _ISTC Beaumont

Order Date 11/19/2023

Change Schedule Time

How To: Change the Date/Time of a Scheduled Course

- On the Participant's profile, go to their 'History' tab and click on the scheduled course code you want to modify

The screenshot shows the 'History' tab selected in the top navigation bar. Below the navigation bar are several action buttons: SCHEDULE, ICBM, REMOVE ICBM, TRANSFER, TRANSFER VERIFY, TRANSFER UNSCHEDULED, ADD COURSE, and PRINT CONFIRMATIC. Below the buttons are search and filter options for Type, Expiration Date, and Schedule Date. The main content area displays a table of course records with the following columns: #, checkbox, ProductandService, Signal, Result, Customer, Scheduled Location At, Order Date, ScheduleDate, Complete Date, and Ex.

#	<input type="checkbox"/>	ProductandService	Signal	Result	Customer	Scheduled Location At	Order Date	ScheduleDate	Complete Date	Ex
1	<input type="checkbox"/>	A09CSE-Arsc Confined Space		Scheduled	88321-Industrial Safety Training Co ...	_ISTC Beaumont	11/19/2023	11/22/2023		
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How To: Change the Date/Time of a Scheduled Course

- Click on 'Select Time Slot' to see the dates and times available.
- Once the Date/Time is selected, click on the button 'Confirm Change Schedule Time'
- The course is now modified to the new date/time selected.

PARTICIPANT

A09CSE-Arsc Confined Space

Product and Service A09

Description Arsc

Signal **Result** Sch

[NO SHOW THIS RECORD](#)

Customer 50800-Turner

Type

Scheduled Location At

Location

Order Date

Change Schedule Time Select Time Slot...

Select Time Slot...

- 11/20/2023-1:00 PM
- 11/20/2023-1:30 PM
- 11/20/2023-10:00 AM
- 11/20/2023-10:30 AM
- 11/20/2023-11:00 AM
- 11/20/2023-11:30 AM
- 11/20/2023-12:00 PM
- 11/20/2023-12:30 PM
- 11/20/2023-2:00 PM
- 11/20/2023-2:30 PM
- 11/20/2023-3:00 PM
- 11/20/2023-7:00 AM
- 11/20/2023-7:30 AM
- 11/20/2023-8:00 AM
- 11/20/2023-8:30 AM
- 11/20/2023-9:00 AM
- 11/20/2023-9:30 AM
- 11/21/2023-1:00 PM
- 11/21/2023-1:30 PM

CONFIRM CHANGE SCHEDULE TIME

For any assistance, please contact customer service at (409)724-2565.