WorkFlow™ Scheduling Advancements

Overview

The latest scheduling advancements of WorkFlow™ include Calendar Links, a new Sim Session Bulk Add Option, and a Quick Add Sim Session, which are all described below.

WorkFlow™ Calendar Links

On the WorkFlow™ Dashboard, you can now click the events on the calendar and it will take you to the selected Session. The link below will take you to the Calendar Links Demo.

dropbox.com/s/cr4vhfrs494kzow/wkf_calendar_link_demo.mkv?dl=0

New Sim Session Bulk Add Option

The Bulk Add option is found under the *Course* tab, under *Schedule*. After clicking **[BULK ADD]**, a popup will open. Under *Recurring Type* the new option is called *Custom*. After selecting *Custom* you can create periods by selecting a start and end time and clicking **[ADD PERIOD]**. To remove periods click the **[X]** next to the period. The rest of the options work the same and after selecting **[SAVE]** all of the added periods will be created.

dropbox.com/s/e8tmcnt2szq3elj/wkf_bulk_add_demo.mkv?dl=0

Quick Add Sim Session

On the WorkFlow™ Dashboard, when logged in as an Administrator, there is a button in the top right labeled **[QUICK ADD SIM SESSION]** that will allow you to quickly create a session as well as the periods in that session. A *Quick Add Sim Session* popup will open, where you will need to choose the course (*Select Course* dropdown) that the session is in and then type a name for the Sim Session. Next, you can add the locations for the session and create periods with a start and end date. You can remove periods or locations by clicking the **[X]** next to the location or period that you want. After clicking **[CREATE SESSION]** the new Session will be created and all of the selected periods will be added to the new Session.

dropbox.com/s/u9t0woxpilda41y/wkf_quick_add_demo.mkv?dl=0