

Cornerstone LMS Quick Reference Guide

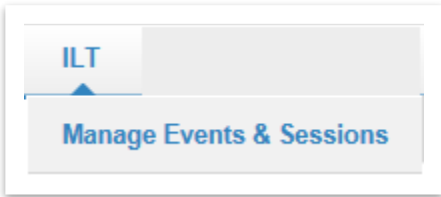
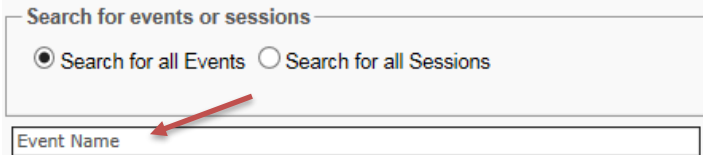
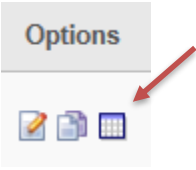
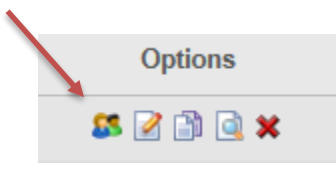
Waitlist Sequencing

Introduction

This guide outlines the steps a user will take to view a session roster, and update the sequencing on a waitlist.

Support

- For CORE support, please contact CORE@mednet.ucla.edu
- For CareConnect support, please contact CareConnectTrainingS@mednet.ucla.edu
- For Nursing support, please contact: center@mednet.ucla.edu

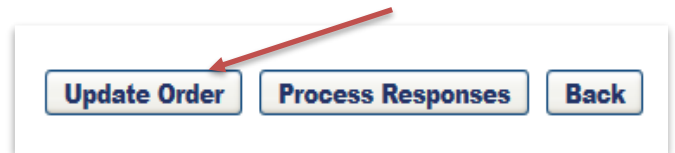
<p>1. From the Welcome page, go to:</p> <p>ILT → Manage Events & Sessions</p>	
<p>2. Search for the Event name</p>	
<p>3. Click on the Sessions Calendar icon under Options.</p>	
<p>4. Click on the View Roster icon that corresponds with the date and time of the session.</p>	

4. Change the numbers under **Order** to sequence the waitlist.



The screenshot shows a 'Waitlist' interface. At the top is a blue header with the word 'Waitlist' in white. Below this is a grey header with the word 'Order'. Underneath are three input fields, each containing a number: '1', '2', and '3'.

5. Click **Update Order**.



The screenshot shows a button bar with three buttons: 'Update Order', 'Process Responses', and 'Back'. A red arrow points to the 'Update Order' button.