

HOW TO CANCEL MYSELF FROM TRAINING IN VOR ONLINE

1. Access your Vor Online Account by clicking on this link <https://voronline.shetland.gov.uk/>
2. Vor Online home page view will vary depending on the type of access you have. The 2 possible view options are as follows. **Follow the icon that matches your view:**

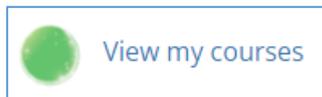
Option 1 – Click the **'My Courses'** icon



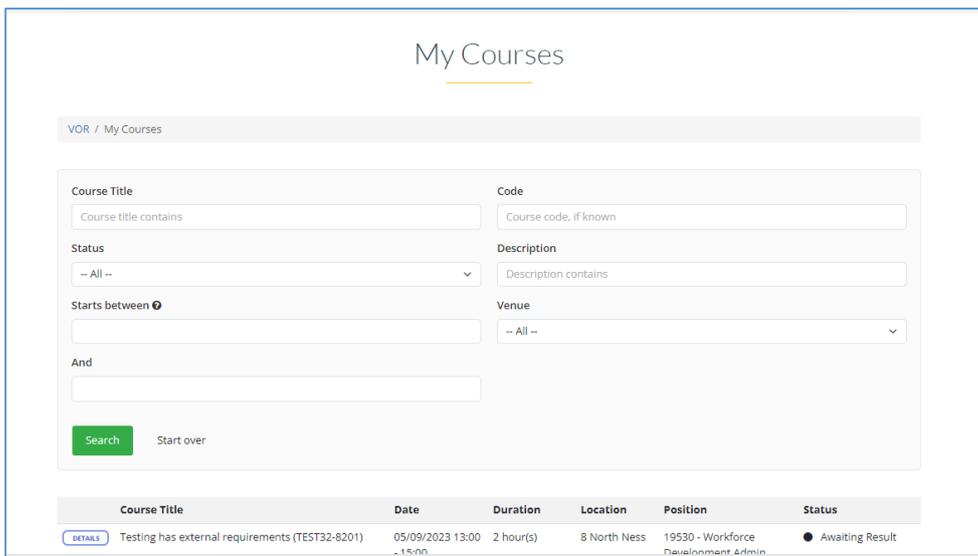
Option 2 - Click the icon **'My Training and Profile'** to reveal options for managing your training.



Then select



3. Both option above will take you to this screen.



The screenshot shows the 'My Courses' page in the VOR system. At the top, there is a breadcrumb trail 'VOR / My Courses'. Below this is a search and filter section with several input fields: 'Course Title' (with a sub-field 'Course title contains'), 'Code' (with a sub-field 'Course code, if known'), 'Status' (a dropdown menu set to '-- All --'), 'Description' (with a sub-field 'Description contains'), 'Starts between' (with two date/time input fields), 'Venue' (a dropdown menu set to '-- All --'), and an 'And' field. There are 'Search' and 'Start over' buttons. Below the search section is a table with columns: 'Course Title', 'Date', 'Duration', 'Location', 'Position', and 'Status'. A single row is visible with the following data: 'Testing has external requirements (TEST32-8201)', '05/09/2023 13:00 - 15:00', '2 hour(s)', '8 North Ness', '19530 - Workforce Development Admin', and 'Awaiting Result'. A 'DETAILS' link is present next to the first cell of the table.

Scroll down to view a full list of all your past and future events with your booking status. You can use the search options to narrow down the list if you wish. Courses are listed newest to oldest.

- From the list, find the course you wish to cancel from and click on the blue **'Details'** tab next to the course.

Course Title	Date	Duration	Location
DETAILS Testing online booking place allocation (TEST017-8461)	30/11/2023 09:00 - 10:00	1 hour(s)	8 North Ness, N/A

- Scroll down the page, until you come across the **'Cancellation Reason'** drop down box. Select your reason for cancelling here.

This course was requested by Claire Young 09/11/2023 11:02. The status is:

● Booked

You may cancel or update additional details below.

Booking Comments - All comments entered are visible to Line Managers, Training Contact Reps, Workforce Development and Assigned Trainers ⓘ

i.e. 'will arrive 10 minutes late'. Please specify dates if this only applies to one event.

Additional Support Needs - All comments entered are visible to Line Managers, Training Contact Reps, Workforce Development and Assigned Trainers ⓘ

i.e. 'Requires Lift Access' or 'Dyslexia'. Please specify dates if this only applies to one event.

Update

Cancellation Reason

-- Please Select --

Keep me informed of future courses

Cancel

The **'keep me informed of future courses'** is automatically ticked by default. If you no longer have a need for the course you can untick this box **before you hit the cancel** button. This will prevent the course being added as a training need for you and prevent suggested courses emails from being sent.

- Click the **'Cancel'** button to cancel your place.

Additional notes:

Through the blue details tab you can also add/amend a booking or additional support need comment. Follow the instructions above and when you get to this screen simply type/delete your comment(s) and hit the Green **'Update'** button to apply the changes.

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Update