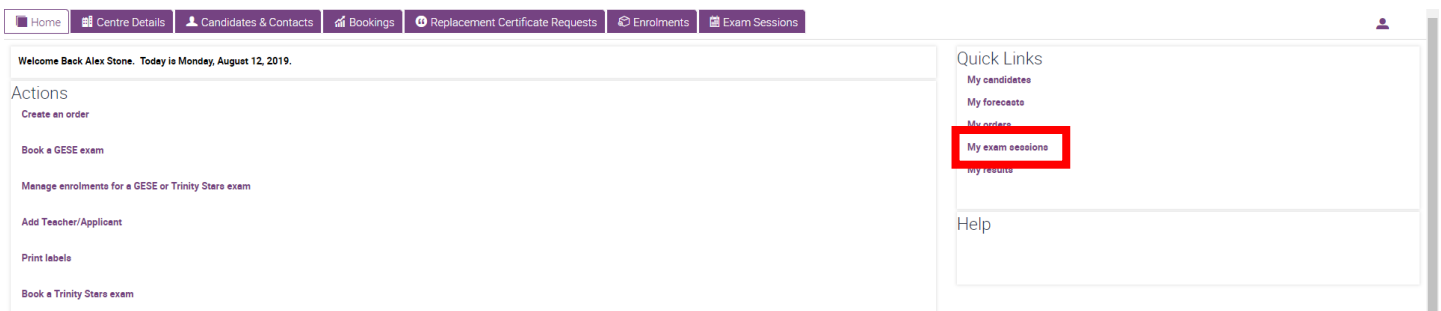


## Create Trinity Stars Timetable & print materials

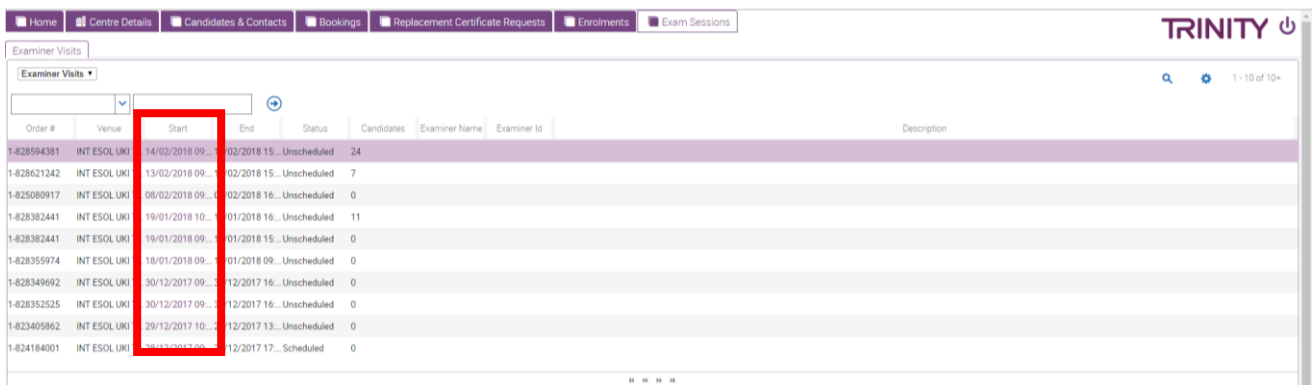
Once you have received the invoice and confirmed the details with Trinity, you must create an exam timetable for the Trinity Stars session, to do this follow all steps in this guide.

1. Click on **My Exam Sessions** from the **Quick Links** box.



The screenshot shows the Trinity Stars user interface. At the top, there is a navigation bar with links: Home, Centre Details, Candidates & Contacts, Bookings, Replacement Certificate Requests, Enrolments, and Exam Sessions. Below the navigation bar, a welcome message reads: "Welcome Back Alex Stone. Today is Monday, August 12, 2019." On the left side, there is an "Actions" section with links: "Create an order", "Book a GESE exam", "Manage enrolments for a GESE or Trinity Stars exam", "Add Teacher/Applicant", "Print labels", and "Book a Trinity Stars exam". On the right side, there is a "Quick Links" section with links: "My candidates", "My forecasts", "My orders", "My exam sessions" (highlighted with a red box), and "My results". Below the Quick Links section is a "Help" section.

2. You will see a list of all exam bookings. Click on the correct exam date, which is shown in the **Start** column



The screenshot shows the Trinity Stars user interface displaying a list of exam bookings. The navigation bar at the top includes: Home, Centre Details, Candidates & Contacts, Bookings, Replacement Certificate Requests, Enrolments, and Exam Sessions. The main content area is titled "Examiner Visits" and features a search bar and a dropdown menu for "Examiner Visits". Below this is a table with the following columns: Order #, Venue, Start, End, Status, Candidates, Examiner Name, Examiner Id, and Description. The "Start" column is highlighted with a red box. The table contains the following data:

Order #	Venue	Start	End	Status	Candidates	Examiner Name	Examiner Id	Description
1-828594381	INT ESOL UKI	14/02/2018 09:30	02/2018 15...	Unscheduled	24			
1-828621242	INT ESOL UKI	13/02/2018 09:30	02/2018 15...	Unscheduled	7			
1-825080917	INT ESOL UKI	08/02/2018 09:30	02/2018 16...	Unscheduled	0			
1-828382441	INT ESOL UKI	19/01/2018 10:00	01/2018 16...	Unscheduled	11			
1-828382441	INT ESOL UKI	19/01/2018 09:30	01/2018 15...	Unscheduled	0			
1-828355974	INT ESOL UKI	18/01/2018 09:30	01/2018 09...	Unscheduled	0			
1-828349692	INT ESOL UKI	30/12/2017 09:30	12/2017 16...	Unscheduled	0			
1-828352525	INT ESOL UKI	30/12/2017 09:30	12/2017 16...	Unscheduled	0			
1-823405862	INT ESOL UKI	29/12/2017 10:00	12/2017 13...	Unscheduled	0			
1-824184001	INT ESOL UKI	29/12/2017 09:30	12/2017 17...	Scheduled	0			

### 3. Go to **Timetable Candidates**

Examiner Visits

Generate Materials | Generate Breaks | Timetable Complete | Bulk Print

**Exam Session Details** | Comments

Examiner: [ ] Venue: INT ESOL UKI TEST CENT Subject Area: INT ESOL

Start: 08/02/2018 09:00:00 End: 08/02/2018 16:30:59

Order #: 1-825080917 Timetabled: N

**WARNING - Changing the start or finish dates of an exam visit may result in the movement or loss of sections of an existing timetable if they fall outside the new dates.**

Itinerary: **Timetable Candidates** | Timetable Candidates | Attachments | View Biography

Itinerary Items

Item Type	Start	End	Time Known?	Status	Confirmation #	Travel Plan Number
No Records						

### 4. Amend the **Start Time** and ensure that this matches the start time given on the initial booking and agreed with Trinity

Itinerary | **Timetable Candidates** | Attachments | View Biography

Enrolm... Seq.	Gra...	Product	Duration (Minutes)	First Name	Last Name	Appli...	School	Ensemble	Venue
12	Stage 1	Trinity Stars Stage 1	15					tester group	

(Previous/Next Page) | Viewing page 1 | Displaying exams 1 - 1 of 1

Days		Other	
Date	Start Time	Type:	mins Add
01 August 2019 (Thursday)	09:00		(0 minutes)

5. You are now ready to timetable your Trinity Stars group:

- i) Click and hold on the Trinity Stars Stage 1 entry in the left-hand box;
- ii) Drag the selection over to the right-hand box and release;
- iii) Go to the **Other** box and, using the drop-down menus, select Type = Feedback, and 30 mins, then click **Add**;
- iv) Now drag and drop the feedback from the **Other** box to the end of the timetable in the right-hand box;

The screenshot shows a software interface with a timetable for 01 August 2019 (Thursday). The 'Other' box is highlighted with a red rectangle, showing a dropdown menu with 'Feedback' selected. The 'Add' button is also visible.

Enrolm... Seq	Gra...	Product	Duration (Minutes)	First Name	Last Name	Appli...	School	Ensemble	Venue

Days	Date	Start Time	Type	Duration	Action
	01 August 2019 (Thursday)	10:00	Feedback	(0 minutes)	Add

v) Click **Save**

The screenshot shows a software interface with a timetable for 01 August 2019 (Thursday). The 'Save' button is highlighted with a red rectangle. The timetable shows two entries: 'tester group' and 'Feedback (30 minutes)'.

Enrolment Seq	Start	Duration	Name	Subject	Venue
12	10:00	15	tester group	Trinity Stars Stage 1	
	10:15	30	Feedback (30 minutes)		

6. Click **Generate Materials** to prepare the printable copy of the timetable

Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests Enrolments Exam Sessions

Examiner Visits

Generate Materials Generate Breaks Bulk Print

Examiner: Venue: Trinity's Test Centre (UK) Subject Area: Trinity Stars

Start: 01/08/2019 00:00 End: 01/08/2019 02:00

Order #: 1-1316479884

**WARNING - Changing the start or finish dates of an exam visit may result in the movement or loss of sections of an existing timetable if they fall outside the new dates.**

Itinerary Timetable Candidates Attachments View Biography

Enrolment Seq	Grade	Product	Duration (Minutes)	Ensemble	Venue
12		Trinity Stars Stage 1	15		Trinity's Test Centre (UK)
		Trinity Stars Stage 1	30		Trinity's Test Centre (UK)

7. To access all other exam paperwork, go to **Enrolments**, find your order in the list and click on its order number

Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests Enrolments Exam Sessions

My Orders

Orders

Order #	Subject Area	Candidates	Requested Start Date	Venue	Status
1-1317957351	Trinity Stars	4	18/03/2019 10:00	Trinity's Test Centr...	Processed
1-1317955371	Trinity Stars	4	20/03/2019 10:00	Trinity's Test Centr...	Processed
1-1317956607	Trinity Stars	11	03/07/2019 10:00	Trinity's Test Centr...	Delivered
1-1317954931	Trinity Stars	11	02/07/2019 10:00	Trinity's Test Centr...	Processed
1-1316479884	Trinity Stars	11	01/08/2019 09:00	Trinity's Test Centr...	Processed
1-1316481711	Trinity Stars	13	30/04/2019 10:00	Trinity's Test Centr...	Open
1-1317739341	Trinity Stars	13	01/07/2019 10:00		Processed
1-1315955501	Trinity Stars	13	01/06/2019 10:00		Processed
1-1315955362	Trinity Stars	0	27/03/2019 09:00	Trinity's Test Centr...	Open
1-1316481701	Trinity Stars	0	27/03/2019 10:00	Trinity's Test Centr...	Open

8. Click **Generate Reports, Generate, then OK**

Order: 1-1316479884

Submit

Order Information	Pricing Details	Comments
Centre Number: 55075	Requested Start Date: 01/08/2019 09:00	Total Gross Price: £550.00
Subject Area: Trinity Stars	Requested End Date: 01/08/2019 17:00	Centre Admin Fee%:
Venue: Trinity's Test Centre (UK)	Examiners Requested: 1	Centre Admin Fee: £0.00
Venue Number: 55075	Total Exam Duration: 0 Day, 2 Hours and 0 Minute	Total Net Price: £550.00
Status: Processed	Written Exam Date:	Invoice Total: £550.00
Processing Status: Processed	Written Exam Start Time:	Payment Log Amount: £0.00
		Outstanding Amount: £550.00

Candidate Enrolment | Enrolment Details | **Attachments** | Examiner Visits | Written Exam Events | Tasks

Examinations

**Generate Reports** | Email Appointment Slips | Generate Summary of Entries | Add Voucher

Line #	Candidate Number	Candidate Name	Candidate Birth D	Gender	Examination	Exam Type	Price	Vouch
12					Trinity Stars Stage 1	Practical	£0.00	
13					Trinity Stars Block Booking - 2...		£550.00	

9. To access the paperwork, go to **Attachments**

Candidate Enrolment | Enrolment Detail | **Attachments** | Examiner Visits | Written Exam Events | Tasks

Attachments

Attachment Name	File Type	Modified	Size (In KB)	Attachment Type	Type
1-LS0D95 Invoice Order (Base)	pdf	14/02/2... 96		Invoice	(Sortable)
Non-timetabled 1-1316479884 Trinity Stars Marksh...	pdf	07/03/2... 68		Marksheet	
Trinity Stars Feedback form	pdf	07/03/2... 92		Feedback Form	

**Your timetable and Trinity Stars paperwork is now prepared.**