

Admin Job Aid: Require Approval for Withdrawing from Scheduled Offering

Purpose

The purpose of this job aid is to guide VA TMS administrators on how to require an approval from users to withdraw from a scheduled offering. Withdraw approval requires a user to seek approval before withdrawing from a scheduled offering, and uses the standard approval process framework.

Withdraw approval applies to enrolled or waitlisted users. If users are pending approval for enrollment and withdraw, the withdraw approval process is not initiated.

In this job aid, you will learn how to:

- Task A. Require Approval for Withdrawing from Scheduled Offering

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1. Select **Admin**.
2. Select **Learning**.
3. Select **Scheduled Offerings**.
4. Select **Add New**.

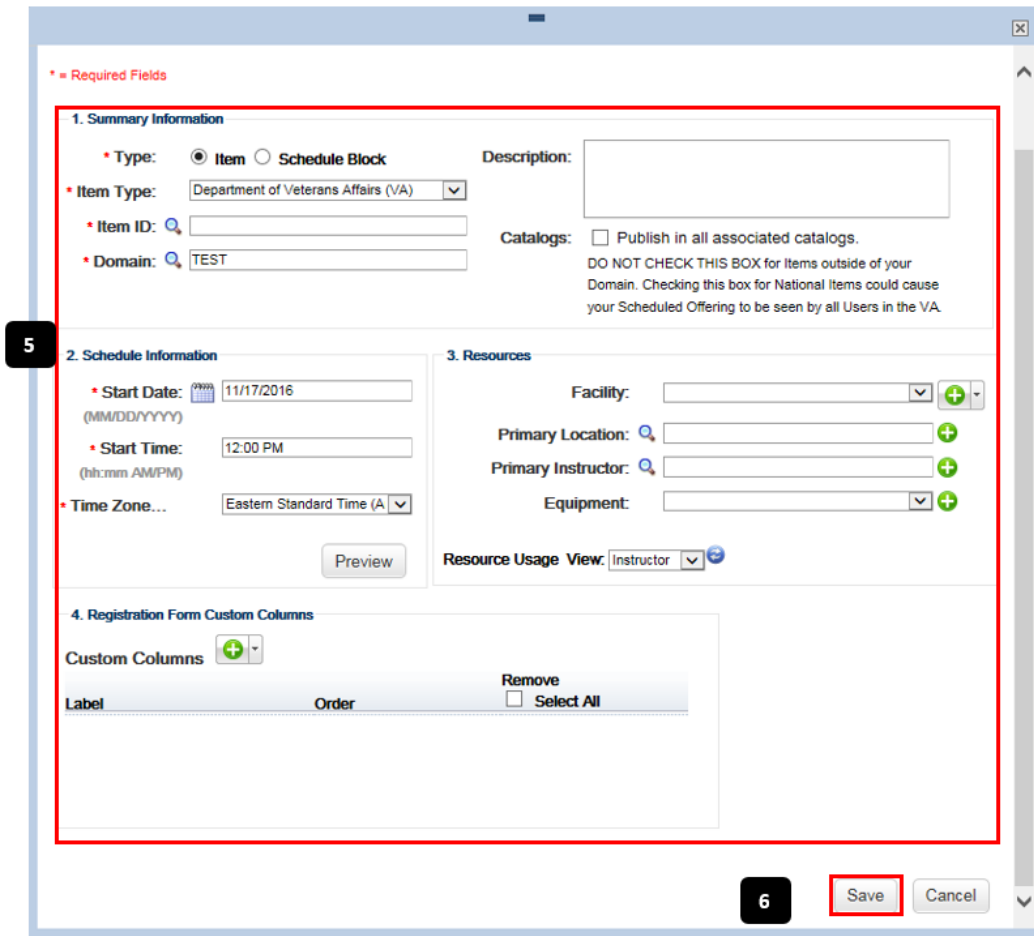
The screenshot displays the TMS Admin interface with the following elements highlighted by red boxes and numbered callouts:

- 1**: The **Admin** tab in the top navigation bar.
- 2**: The search bar with the placeholder text "Enter Keywords or Command".
- 3**: The **Scheduled Offerings** menu item in the left-hand navigation pane.
- 4**: The **Add New** button in the top right corner of the **Scheduled Offerings** page.

The main content area shows the **Scheduled Offerings** page with a search filter section containing the following options:

- Case sensitive search: Yes No
- Offering Type: Item offering type Schedule Block offering type Both

5. Enter **basic information** for the new scheduled offering.
6. Select **Save**.



7. Set the **Withdraw Approval Required** drop-down to **Yes**.
8. Select the desired **Withdraw Approval Process** from the drop-down.
9. Select **Save**.

