Searching for Entered Class Visits

In the ‘Quick search – Class’ screen, enter any known details of the occurrence. Click Submit and select the correct occurrence from the list of classes shown.

Adding Visit Details

Locate a module and click on the Class visits button.
Check the course details, then click on Add visit button to continue.

Underneath the course details you will be prompted to enter class visit details. A Visitor can be selected by name, or by entering their PRS Code (which can be found on SITS PRS screen, or MAVS by clicking in the 'Tutor' field and selecting from the list of staff).

Click Submit once details are complete.

The visit details will be displayed. Click Edit Visit detail to change any of this information, and to confirm the send out of the information to the visitor and tutor.
The visit details will then be emailed to the visitor and tutor, and you will be emailed copies. The sent date and sender will appear on screen in the Document sent date field.

At any point you may re-enter the Edit visit detail screen and change the details – you may then want to repeat the process above to email the tutor and visitor the new details.

Logging Class Visit Report Returns

Use the Class Visits button on the occurrence you want to check, then click the Edit Visit Detail button.

By selecting ‘yes’ option in the fields shown here, and then clicking Submit, you can log the returns of both Visit Report forms and Visitor Fee Claim forms. This should only be done once you have filed copies and readied the Fee Claim form for processing.