



Seats can be reserved for a specific Group of people. These steps assume that a Group has already been set up. If you need to set up a new Group, please contact your lead Knowledge Link administrator.

## Add Seat Reservations

1. Open the class, go to **Seat Reservations** and click the **plus sign**

The screenshot shows the Knowledge Link interface for a class. The class name is "PennChart Health Information Management (HIM) - Coder" with ID 2787967. The class is active and has 19 open seats. The "Seat Reservations" tab is selected, and a red box highlights the "+" button to add a reservation. Below the tab, a table shows no reserved seats for this class.

2. Choose the **User Group** button and enter or search for the Group. Then enter the number of seats to reserve and click **Save**.

The "Reserve Seats" form is shown with the following fields and values:

- Reserve for:  Organization  **User Group**
- \*Organization: [Empty]
- \*User Group: **Group for Basic Scheduling for Research (HS.20002.GRP.EPICAPM163\_2)**
- \*Reserved Seats: **12**
- \*Reserve Date: 7/30/2020
- \*Time: 08:44 AM
- Eastern Standard Time (Ameri...)
- \*Price Per Reserved Seat: 0.00
- US Dollar (USD)
- Chargeback Account(s): [Empty]

Buttons: **Save** and **Cancel**

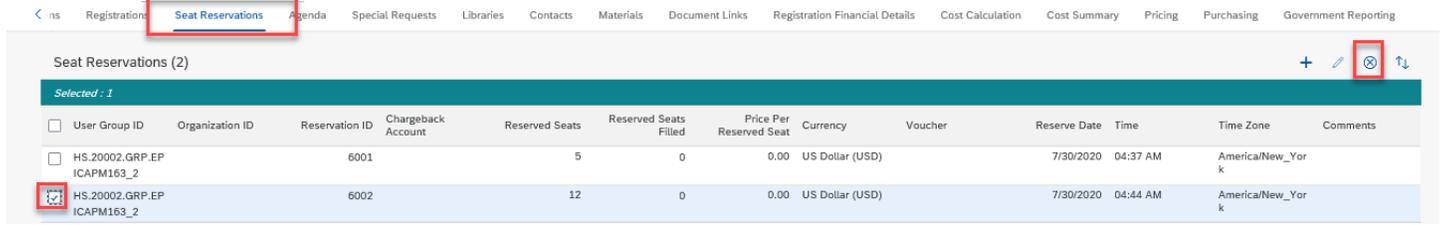
Examples:

- If max. seats = 12 and number of slots = 12, then only people in the group can enroll.
- If max. seats = 12 and number of slots = 10, then 10 seats are reserved for the group and anyone can enroll in the remaining two seats.

3. The slot has been added.

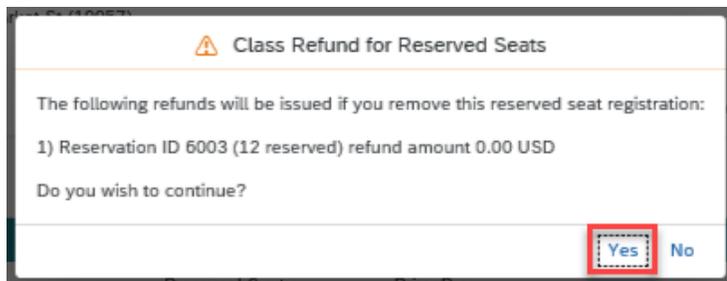
## Remove Seat Reservations

1. In the **Seat Reservations**, checkmark the seat reservations to remove and click the **Remove**  button



User Group ID	Organization ID	Reservation ID	Chargeback Account	Reserved Seats	Reserved Seats Filled	Price Per Reserved Seat	Currency	Voucher	Reserve Date	Time	Time Zone	Comments
<input type="checkbox"/>	HS.20002.GRP.EP ICAPM163_2	6001		5	0	0.00	US Dollar (USD)		7/30/2020	04:37 AM	America/New_York	
<input checked="" type="checkbox"/>	HS.20002.GRP.EP ICAPM163_2	6002		12	0	0.00	US Dollar (USD)		7/30/2020	04:44 AM	America/New_York	

2. Click Yes



3. The reservation has been removed.