

## Ventelisten

Ester Andersson - 2024-07-01 - Funksjoner

Om du bruker vår katalogfunksjon, kan du nå også bruke vår venteliste der deltakere kan melde seg på ventelisten hvis kurset er fullt. På denne måten får du en god oversikt over hvilke kurs som er populære og bør utvides, samt hvilke kurs du kanskje bør revurdere.

Note

- [Hvordan aktivere ventelisten](#)
- [Hvordan bruke ventelisten](#)

### Hvordan aktivere ventelisten

1. Gå til fanen "Waitlist" i prosjektmenyen og sørg for at den er aktivert i det øvre høyre hjørnet. For at deltakerne skal kunne se knappen "Join waitlist", må det være en deltakerbegrensning på kurset, som du kan sette på fanen "Settings" i prosjektmenyen.

### Hvordan bruke ventelisten

1. Når et kurs er fullt og "Waitlist" er aktivert, vil deltakerne se knappen "Join waitlist".

The screenshot shows the course page for 'Customer Success Playbook'. The header includes the Learnifier logo, navigation links (My Courses, Catalog, Awards), and user information (Go To, search, notifications, chat, Ester). The main content area is divided into two columns. The left column contains a 'Description' section stating the course's goal is to create a space for the Customer Success team to find answers to questions, and an 'Events' section with a table of meetings. The right column features a course image, a 'Course is full' status, a 'Join waitlist' button, and course details like language (English), max participants (2), signed up participants (2), and categories (Playbooks).

**Customer Success Playbook**

**Description**

The goal of this course is to create a space where you as a member of the Customer Success team can go to find answers to your questions. We want to make sure that all of our work is high-efficient, as well as high in quality. The course is continuously updated as the team develops and new processes are set. Feel free to use the comment field for questions and suggestions.

**Events**

Meeting	Classroom
	<ul style="list-style-type: none"> <li>Unknown location</li> <li>Starts: May 23, 2023 at 1:00 PM Central European Summer Time This date has already passed</li> <li>Ends: June 9, 2023 at 4:00 PM Central European Summer Time This date has already passed</li> </ul>
Introduction session	Classroom

Course is full

Join waitlist

Language: English (United States)

Max participants: 2

Signed up participants: 2

Categories: Playbooks

1. Fra administratorvisningen ser det slik ut:

The screenshot shows the administrator view of the 'Customer Success Playbook' course. The header includes the Learnifier logo, navigation links (Dashboard, Projects, Users, Library, Reports, Automations, Settings), and user information (Go To, search, notifications, chat, Demo). Below the header is a navigation bar with tabs: OVERVIEW, PARTICIPANTS, WAITLIST, COURSE PAGE, EVENTS, ASSIGNMENTS, DETAILS, COMMUNICATIONS, REPORTS, SETTINGS. The main content area shows the course title (ADMIN) 'Customer Success Playbook' and the course title (LEARNER) 'Customer Success Playbook'. It also displays the creation and update dates and times. Below this are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'. The 'Waitlist' section is active, showing a search bar, a 'Settings' button, and a table of waitlist entries. The table has columns for Seat number, Name, Time of registration, and Source. There are three entries: Demo Ester, Hanna Demo, and Diana Demo, all registered on 07 Aug 2023 from the COURSE\_CATALOG source. At the bottom, it shows 'Rows per page: 10' and 'Showing 1-3 of 3'.

Dashboard Projects Users Library Reports Automations Settings

Go To Search Notifications Chat Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

PROJECT TITLE (ADMIN) **Customer Success Playbook** ☆

COURSE TITLE (LEARNER) **Customer Success Playbook**

CREATED: Demo Ester Friday, July 1, 2022

UPDATED: Ester Andersson Monday, August 7, 2023

Edit course Preview Delete Copy

**Waitlist**

Settings Search in Waitlist On

Seat number ↑	Name	Time of registration	Source
1	Demo Ester	07 Aug 2023	COURSE_CATALOG
2	Hanna Demo	07 Aug 2023	COURSE_CATALOG
3	Diana Demo	07 Aug 2023	COURSE_CATALOG

Rows per page: 10 Showing 1-3 of 3

1. Med "+" og "-" -tegnene kan du flytte deltakere opp og ned på listen.
2. For å gjøre en plass tilgjengelig, må du fjerne en deltaker fra deltakerlisten. Gå enkelt og greit til fanen "Participants", marker deltakerens navn og klikk på "Remove".
3. Når en plass blir tilgjengelig, blir deltakerne på ventelisten registrert. Hvis du vil at de skal få en invitasjon via e-post som informerer om at de har blitt registrert, anbefaler vi at du oppretter en "Automated Communication".

## Relatert innhold

- [Participation limit](#)
- [Automatisk kommunikasjon](#)