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**Public Sessions: Hidden URL**

How to hide a session from the shopping cart and still allow registration

**Enrole - Entrinsik**

Provided by Information Technology Services

Created July, 2022

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# **Purpose**

Allow registrations for certain customers, without the Public Session displaying on the Shopping Cart to the public.

**IMPORTANT NOTE:** Hidden URLs apply to **Public Sessions** **only**. Public Sessions **do not** have Self-Registration URLs and Codes. **Only Custom Training Sessions** utilize the ‘Self-Registration Code’ and ‘Self-Registration URL’ User Defined Fields (UDFs), which are automatically generated upon the creation of a Custom Training Session. *These UDFs will be blank/empty for Public Sessions.*

# **Confirm Course and Session are Setup Correctly**

1. **Create** the **Course** and **Public Session** as usual
2. The **Course** will need to have the following defined:
	1. **Status** is ***‘Active’***



* 1. **Categories** are assigned



**NOTE:** The Course and Sessions will not appear on the Shopping Cart if the Course **does not** have a Category assigned.

1. The **Session** will need to have the following defined:
	1. **Status** is ***‘Open’***



* 1. **Show on Web** is set to ***‘Yes’***
	2. **Show From** and **Show To** dates are either filled in to set desired limits or left blank to indicate all dates



* 1. **Pricing** must be added and **Display** set to ***‘Yes’***



**NOTE:** Customers can not add the session to their cart and check out if no pricing has been defined and is not set to display ***‘Yes’.***

* 1. **Schedule** must be setup as well



# **Flush the Cache**

Once you have confirmed the Course and Session are setup correctly, the cache will need to be flushed before the Course and Session(s) will appear on the Shopping Cart website.

1. **Submit a Ticket** to tdxhelpdesk@tulsatech.edu requesting to ***“Flush the Cache”***
2. The **Enterprise Applications** team will process the ticket by:
	1. **Logging** into the [**Admin Portal**](https://www.enrole.com/tulsatech/admin/login.jsp)
	2. Select ‘**Cart’**, then select ‘**Caches’**
	3. Click **Flush All Caches**
	4. **Logout** of the Admin Portal

**NOTE:** The Enterprise Applications team will perform these steps again, **AFTER** the Hidden URL has been obtained.

# **Obtain Hidden URL from Shopping Cart**

Once the cache has been flushed for the Session to appear on the Shopping Cart, the hidden URL can now be obtained.

1. **Navigate** to the **Shopping Cart** website: <https://www.enrole.com/tulsatech/jsp/>
2. **Locate** the **Session** by utilizing the left navigation pane to select the **Category** you assigned to the Course

 

1. Click on the Session link once you have located it



1. Click in the **URL** (web address) box at the top of the web browser to highlight the URL, then **COPY (CRTL +C) the URL**



1. **Paste** the **URL** to either the ‘**Self-Registration URL’** UDF on the Session or into an email you will send customers
2. **Remove** the **Categories** for the **Course**

**NOTE:** When Courses **do not** have Categories assigned, the Session(s) **will not** display on the Shopping Cart.

1. **Submit a Ticket** to tdxhelpdesk@tulsatech.edu requesting to ***“Flush the Cache”*** again

**NOTE:** This step will remove the Session(s) from appearing on the Shopping Cart so they **will not** be visible to the public.

**IMPORTANT NOTE:** The Hidden URL **will not** work until the ‘Show From’ date has arrived/occurs. ***For example:*** if the **‘Show From’** date is set to *07/30/2022*, the Hidden URL will prompt an error on *07/15/2022* because the defined Show From date has not yet arrived/occurred. Simply change the **‘Show From’** date if you need customers to register earlier than previously defined.