



Business Rules for Saba 3.4

Class Tab

Number	Object	Name	Statement	Possible Values	Description	Rationale
1.1	Class	Allow Administrator to override dedicated class request	Allows Administrator to override request	<u>True</u> / False	<p>Allows users with appropriate privileges to change the start date, session template, and location information for a dedicated class request in the actual dedicated class.</p> <p>If this business rule is disabled or set to false, the start date, session template, and location information can only be changed from the order for the dedicated class.</p> <p>Dedicated classes are created for a specific group of people. Only the people in that group can register for the dedicated class.</p>	Although SFA external events do not currently involve dedicated classes, the value for this business rule was set to true because it allows for the most flexibility going forward.
1.2	Class	Resources	Instructs system to automatically compute resource related expenses when the class is delivered	<u>True</u> / False	When enabled, system automatically calculates resource related expenses when the class is marked as delivered.	Although SFA will not be using Saba to manage resource related expenses, the value for this business rule was set to true because it allows for the most flexibility going forward.
1.3	Class	Session Template	Requires that the duration of a session be greater than or equal to the hours specified for the course	<u>True</u> / False	The session template for a class must have a duration that is greater than or equal to the number of hours specified for the course.	This rule ensures that the Administrator includes the appropriate number of hours in the session template for a class.



Miscellaneous Tab

Number	Object	Name	Statement	Possible Values	Description	Rationale
2.1	Miscellaneous	Accounting On/OFF	Accounting On/Off	<u>True</u> / False	<p>When this rule is enabled, accounting is turned on so that all invoice processing is handled within Saba.</p> <p>When this rule is disabled, accounting is turned off so that invoices created in Saba can be exported to an external accounting system and it allows customer information to be imported from the same external system into Saba.</p> <p>The business rule must be set at the time of installation (depending if your license key includes accounting features) and can only be updated by running the Saba Server Install.</p>	This rule was set upon installation to true. It enables Administrators to generate invoices in Saba. While this functionality is not applicable at this time because SFA does not charge users for training, the value that was set is most flexible going forward. Once Education products have been created, this rule cannot be changed from disabled to enabled.
2.2	Miscellaneous	Address Validation	Address Validation Levels 0-None; 1-Warn; 2-Enforce	<u>0,1,2</u>	If set to "2", the system will force individuals to complete address information; if set to "1" the system warns individuals to complete address information; if set to "0" the system will take no action.	This rule was set to zero because this value allows for the most flexibility. With a value of zero, an Administrator can set up a location, employee, or any other business object without entering an address.
2.3	Miscellaneous	Application Time Out	Application Time Out	Numeric Value <u>30 min.</u>	This rule specifies the number of minutes a user who is logged in can be idle before being automatically logged out of the system. This time out pertains only to the five client modules. Only Administrators have access to the client modules, which means that this rule does not affect external users.	The value for this business rule was set to 30 minutes, the industry standard. This amount of time maintains security and allows Administrators to juggle the interruptions of a typical workday.
2.4	Miscellaneous	Automated password change	Number of days after which password needs to be changed	Numeric Value <u>TBD</u>	This rule specifies the number of calendar days between integration password changes. If a user logs in after the specified number of days, the user must change their password before they can use Saba.	The value for this rule needs to be coordinated with Jamcracker and approved by the client.



2.5	Miscellaneous	Check equivalencies for Certification	Check equivalencies for Certification	True / False	Enabling this rule allows the system to check for equivalencies for classes belonging to a certification. Assigning equivalencies allows learners to use other learning resources in replacement of items in a certification.	Although SFA external events do not currently involve certifications, the value for this business rule was set to true because it allows for the most flexibility going forward.
2.6	Miscellaneous	Currency	Add active currencies to account	True / False	If enabled, the system adds all currently defined currencies to the accounts for new clients, departments, and companies added to the system. As a result, the clients, departments, and companies can place orders in any of the currently defined currencies. When a new active currency is created, Saba will automatically add it to all company, department, business unit, and client accounts. If disabled, each currency must be explicitly granted to new clients, department, and companies.	The value for this rule was set to false because only U.S. currency is applicable to SFA events.
2.7	Miscellaneous	Deny access to session after incorrect password attempt	Number of incorrect login attempts after which access to session is denied	Numeric Value TBD	After being locked out, an Administrator must change the user's password using Sales & Marketing Manager (for clients) or Registrar or Resource Manager (for employees). This rule pertains to both the client modules and the Web.	The value for this rule needs to be coordinated with Jamcracker and approved by the client.
2.8	Miscellaneous	Electronic Signature Verification	Electronic Signature Verification	True / False	This rule specifies whether Electronic Signature Verification is enabled in the system. When this business rule is enabled, the person who marks a product complete for a learner or records a grade, score, or attendance for a learner must validate the change by entering a password and a reason for the change.	The value for this rule was set to false because the added security and extra authorization step required by the electronic signature verification are not necessary. Training Administrators should be able to mark a course complete without entering a password and reason for the change.
2.9	Miscellaneous	Enable Notification	Enable Notification	True / False	When this rule is enabled, triggered and periodic email notifications may be sent to users and Administrators.	This rule was enabled because SFA has identified a number of email notifications that will facilitate the training registration and delivery process.



2.10	Miscellaneous	Force password change	Password should be changed after initial setup	True / <u>False</u>	This rule specifies whether the users' passwords must be changed after the first login to Saba. Users will be asked to change their password before they can use Saba. This rule pertains only to internal users.	This rule was set to false because users will not need to change their password after initial setup since they will not know what their Saba password is. Users should only have a Jamcracker password.
2.11	Miscellaneous	Generate part number	Use product group prefix for generating part numbers	<u>True</u> / False	When this rule is enabled, the system uses the product group prefix as the part number prefix when generating part numbers for educational products. To change this rule, run Saba Server Install.	This rule was set upon installation to true. Once Education products have been created, this rule cannot be changed from disabled to enabled.
2.12	Miscellaneous	Include certifications of optional role in learner's profile	Include certifications of optional role in learner's profile	<u>True</u> / False	If learner has an optional role assigned to them, the certifications that are associated with that role will appear in the learner's profile when this rule is enabled.	Although SFA external events do not currently involve certifications, the value for this business rule was set to true because it allows for the most flexibility going forward.
2.13	Miscellaneous	Learners can mark completion.	Learners can mark completion.	<u>True</u> / False	Learners can mark completion of learning items.	This business rule was set to true because it allows for the most flexibility. When enabled, this rule allows users to mark a course complete.
2.14	Miscellaneous	Learners can mark product completed.	Learners can mark product completed.	<u>True</u> / False	Learners can mark ordered products complete.	This business rule was set to true because it allows for the most flexibility. When enabled, this rule allows users to mark a product complete.
2.15	Miscellaneous	Library checkout	Number of days the library item can be checked out	Numeric Value <u>14 days</u>	Number of calendar days that library item can be checked out.	The value for this rule was left at the default value of 14 days.
2.16	Miscellaneous	Location-Facilities-Resources Mandatory	Location-Facilities-Resources Mandatory	True / <u>False</u>	Enabling this business rule requires all facilities to be assigned to a location. In addition, all resources must be assigned to a location and a facility and all classes must be assigned to a location and a facility.	This rule is set upon installation to false, which is the most flexible value. Once products have been created, this rule cannot be changed from disabled to enabled.
2.17	Miscellaneous	Password character type	Password should be composed of alphanumeric characters	True / False <u>TBD</u>	Specify whether passwords should be composed of alphanumeric characters only.	The value for this rule needs to be coordinated with Jamcracker and approved by the client.



2.18	Miscellaneous	Password history	Number of password history rows maintained for user	Numeric Value TBD	Specify the number of password history rows maintained for each user.	The value for this rule needs to be coordinated with Jamcracker and approved by the client.
2.19	Miscellaneous	Password length	Minimum length of password	Numeric Value TBD	Specify the minimum length for passwords.	The value for this rule needs to be coordinated with Jamcracker and approved by the client.
2.20	Miscellaneous	Price Bands	Use Price Band Model	True / False	Price bands are ways of grouping one or more products or courses together with a common price (an overall price for them). Either price bands or price lists can be used with a Saba, but not both.	This rule was left at the default value of false. Since SFA training events are free of charge, prices are not relevant for this implementation.
2.21	Miscellaneous	Price list - Use class start date for price calculation	Price list - Use class start date for price calculation	True / False	Enabling this business rule forces the start date of a class to determine the price list that sets the pricing for the class. If this business rule is disabled, the date of the order or request determines the price list that sets the class price.	Prices are created when a course is created in Saba. The price should always be set to \$0.00 for this implementation.
2.22	Miscellaneous	Price list	Add new product and default price to price lists for Root business unit and World territory	True / False	Price lists are used to set up prices for each individual item. The system automatically adds prices for new courses, packages, and education items to current price lists for Root business unit (for internal orders) and World territory (for external orders). The prices are based on the default price specified for the new item when it is created. When enabled, new educational products will be added to the system and the required pricing information will automatically be recorded in the appropriate global price list, thus making the products available to order. If disabled, for each new educational product created in the system, a price must be explicitly entered into a territory price list (for external orders) and into a business unit price list (for internal orders).	This rule was set to true because it makes it easier to create a course in Saba. Each product in the Learning Catalog must have a price associated to it. This rule automatically populates the base price of \$0.00 in the internal and external price lists for SFA external courses since they are free.
2.23	Miscellaneous	Reuse password	Number of password changes after which password can be reused	Numeric Value TBD	This rule specifies the number of password changes after which a password can be reused.	The value for this rule needs to be coordinated with Jamcracker and approved by the client.
2.24	Miscellaneous	Taxation On/Off	Pertains to tax engine	True / False	When this rule is enabled, the system calculates taxes for orders. If TaxWare is installed, the system calculates taxes using the TaxWare engine. If TaxWare is not installed, the system calculates taxes using a simple tax algorithm.	This rule was set to false because SFA training events are free of charge and therefore do not need to calculate taxes.



External Orders Tab

Number	Object	Name	Statement	Possible Values	Description	Rationale
3.1	External Order	A student cannot register for multiple classes at the same time	A student cannot register for multiple classes at the same time	<u>True</u> / False	Enabling this rule prevents students from enrolling for multiple classes that are occurring during the same start or end time. This rule prevents a user from registering for two classes with overlapping times or dates.	This rule was set to true because users should not be able to register for two classes with overlapping times.
3.2	External Order	A student cannot register for the same class more than once	A student cannot register for the same class more than once	<u>True</u> / False	Enabling this rule prevents students from trying to enroll in the same class held at the same time in the same location. This rule prevents users from inadvertently registering for the same exact class more than once. When this rule is set to false, the user may register for the same class twice.	This rule was set to true because it ensures accurate seat availability and a more precise waitlist.
3.3	External Order	A student cannot register for the same course more than once	A student cannot register for the same course more than once	True / <u>False</u>	If true, a student cannot register for two or more classes for the same course. When enabled, the system will not allow students to retake courses for better grades, as a refresher, or for a better understanding of the material. When this rule is set to false, a user may register for a course that they already have credit for.	This rule was set to false because it allows for more flexibility. When this rule is disabled, users may register for a course two times.
3.4	External Orders	Allow consolidated invoicing for multiple orders	Allow consolidated invoicing for multiple orders	<u>True</u> / False	When enabled, this rule allows multiple orders by users within the same company or department to be consolidated on one invoice.	This rule is not applicable at this time because there will be no costs associated with the courses. However, the value was set to true because it allows for more flexibility going forward.
3.5	External Orders	Automatic confirmation for class	System automatically confirms the order if the order total cost is \$0.00	<u>True</u> / False	If the order total cost is \$0.00, then the individual automatically is enrolled and confirmed for the class when enabled. When users pay for a course using a purchase order or credit card, there is a time delay while the transaction is being processed. When this rule is enabled, users are automatically confirmed.	This rule was set to true because SFA external events do not have costs associated with them at this time. Since there is no transaction to process, the system should automatically confirm the order.



3.6	External Orders	Auto confirmation for product	System automatically confirms the order if the total cost of the order is \$0.00	True / False	If the order total cost is \$0.00, then the individual automatically is enrolled and confirmed for the product order when this rule is enabled.	This rule was set to true because SFA external events do not have costs associated with them at this time. Since there is no transaction to process, the system should automatically confirm the order.
3.7	External Order	Creation of dedicated classes	Can create dedicated class even though the order status is unconfirmed	True / False	When this rule is enabled, dedicated class can be created regardless of the status of the order of the original request. If disabled, the order must be confirmed before the dedicated class can be created.	This rule was set to true because it allows an Administrator to create a dedicated class even when the order or transaction has not yet been confirmed. True is the most flexible value.
3.8	External Order	Purge Credit Card	Purge credit card information after order is confirmed	True / False	If enabled, user credit card information is automatically purged from Saba once it is sent to a credit card verification service	If SFA events ever require credit card information in the future, this rule was set to true to make sure that the credit card information should be purged immediately following a completed order.
3.9	External Order	Dedicated class cancellation policy	Apply a cancellation charge of (%)	Numeric Value As Is	When a dedicated class is cancelled, the system applies a cancellation charge equal to a percentage of the cost of the class.	Since there is no charge for SFA events, this rule remains at the default value of 0.00%.
3.10	External Order	Default registration cancellation charges	Apply a cancellation charge of (%)	Numeric Value As Is	When a registration is cancelled, the system applies a default cancellation charge equal to a percentage of the cost of the class.	Since there is no charge for SFA events, this rule remains at the default value of 0.00%.
3.11	External Order	Group Administrator	Enable Group Administrator	True / False	When enabled, a tab appears in the Department window in Saba Client. In this tab, employees in a department can be designated as Group Administrators for the business unit. A Group Administrator can use Saba Web to order educational products for any employee in the business unit.	This rule was set to true to enable the role of a Group Administrator. The Group Administrator can register and cancel registration for a specified group of users.



3.12	External Order	Meetings cancellation policy	Apply a cancellation charge of (%)	Numeric Value As Is	When a meeting is cancelled, the system applies a cancellation charge equal to a percentage to the cost of the meeting.	Since there is no charge for SFA events, this rule remains at the default value of 0.00%.
3.13	External Order	Prerequisite check for Call Center	Waive the required prerequisite	True / False	When enabled, users can order products through the Call Center if they do not meet the prerequisites for the product.	This rule was set to true to enable the Call Center to waive the required prerequisite for a class. True is the most flexible value.
3.14	External Order	Prerequisite check for Web	Waive the required prerequisite	True / False	When enabled or set to true, users may order products from Saba Web even if they do not meet the prerequisites for the products.	This rule was set to false because SFA external users should not be able to waive a required prerequisite on their own.
3.15	External Order	Product cancellation policy	Apply a cancellation charge of (%)	Numeric Value As Is	When an order for a product is cancelled, the system applies a cancellation charge equal to a percentage of the cost of the product.	Since there is no charge for SFA events, this rule remains at the default value of 0.00%.
3.16	External Order	Registration confirmation cancels a student's waitlists	Registration confirmation cancels a student's waitlists	True / False	When a registration is confirmed the student's waitlisted registrations for the same course are cancelled when this rule is enabled.	This rule was set to true because external users that have successfully registered for a course should have their names removed from waitlists for the same course. This will make the waitlist more accurate.
3.17	External Order	Select contacts irrespective of Company/Department/Business Unit	Select contacts irrespective of Company/Department/Business Unit	True / False	When enabled, any user can be designated as the shipping contact, regardless of the company, department, or business unit. If disabled, the contact must be a member of the same company, department, or business unit as specified as billing entity for the order.	This rule was set to true because it allows for the most flexibility going forward.
3.18	External Order	Shipping	Automatically add shipping charge	True / False	When enabled, the system automatically adds the default shipping delivery option as a line item to all external orders.	Since there is no charge for SFA events, the default shipping cost is \$0.00.
3.19	External Order	Student must belong to the Company/Department that shows on the order	Student must belong to the business unit that shows on the order	True / False	When enabled, a student placing an order must belong to the business unit on the order. If set to true, the student cannot divert billing to another business unit.	This rule was set to false because it allows for the most flexibility going forward. False enables users to sign up regardless of which business unit they are from.



3.20	External Order	Time-based registration cancellation policy	The first cancellation period begins this many days from the start of the class	Numeric Value <u>As Is</u>	<p>Can specify up to 5 periods during which cancellation of a class incurs a cancellation charge. Can also specify the amount (as a percentage of the cost of the class) of the charge for canceling during each period.</p> <p>The effective date for a cancellation period is the number of calendar days prior to or after the class start date. A positive number specifies the number of days after the start of the class. A negative number specifies the number of days prior to the start of the class. (e.g. If the value is "-7", the cancellation period is in effect beginning with the seventh calendar day prior to the start of class.)</p>	Since SFA does not charge users for canceling registration, this rule remains at the default value of 0 days.
3.21	External Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the first cancellation period	Numeric Value <u>As Is</u>		Since SFA does not charge users for canceling registration, this rule remains as the default value of 0.00%.
3.22	External Order	Time-based registration cancellation policy	The second cancellation period begins this many days from the start of the class	Numeric Value <u>As Is</u>		Since SFA does not charge users for canceling registration, this rule remains at the default value of 0 days.
3.23	External Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the second cancellation period	Numeric Value <u>As Is</u>		Since SFA does not charge users for canceling registration, this rule remains as the default value of 0.00%.
3.24	External Order	Time-based registration cancellation policy	The third cancellation period begins this many days from the start of the class	Numeric Value <u>As Is</u>		Since SFA does not charge users for canceling registration, this rule remains at the default value of 0 days.
3.25	External Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the third cancellation period	Numeric Value <u>As Is</u>		Since SFA does not charge users for canceling registration, this rule remains as the default value of 0.00%.



Internal Tab

Business rules in the “Internal Order” object are not applicable at this time because these rules pertain specifically to internal users and internal training events. These business rules do not have designated values because they are out of scope for this implementation.

Number	Object	Name	Statement	Possible Values	Description	Rationale
4.1	Internal Order	A student cannot register for multiple classes at the same time	A student cannot register for multiple classes at the same time	True / False	Enabling this rule will prevent students from enrolling for multiple classes that are occurring during the same start or end time.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.2	Internal Order	A student cannot register for the same class more than once	A student cannot register for the same class more than once	True / False	Enabling this rule will prevent students from trying to enroll in the same class, but held in different locations. This ensures accurate seat availability in the event the student is waitlisted in one class session, but then is confirmed in another. (It eliminates the confusion as to which class the student is truly registered for.)	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.3	Internal Order	A student cannot register for the same course more than once	A student cannot register for the same course more than once	True / False	When enabled, students cannot register for two or more classes for the same course. When set to true, the rule prevents students from retaking a course for a better grade, for a refresher, or for a better understanding of the material.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.4	Internal Order	Automatic confirmation for Class	Automatically confirms the order is the order total cost is \$0.00	True/False	If the order total cost is \$0.00, then the individual automatically is enrolled and confirmed for the class.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.5	Internal Order	Automatic confirmation for product	Automatically confirms the order if the order total cost is \$0.00	True/False	If the order total cost is \$0.00, then the individual automatically is enrolled and confirmed for the product order.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.6	Internal Order	Budget	Amount booked cannot exceed budgeted amount for the business unit	True / False	The amount booked for an order cannot exceed the budgeted amount for the business unit to which the student belongs.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.7	Internal Order	Creation of dedicated classes	Allows Administrator to create a dedicated class even when the order status is unconfirmed	True / False	When enabled, a dedicated class can be created regardless of the status of the order of the original request. If disabled, the order must be confirmed before the dedicated class can be created.	This rule is not applicable at this time because internal users are out of scope for this implementation.



4.8	Internal Order	Dedicated class cancellation policy	Apply a cancellation charge of (%)	Numeric Value	When enabled, a cancellation charge equal to a percentage of the cost of the class is applied when a dedicated class is cancelled.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.9	Internal Order	Default registration cancellation charges	Apply a cancellation charge of (%)	Numeric Value	If enabled, the system applies a cancellation charge equal to a percentage of the cost of the class when a registration is cancelled.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.10	Internal Order	Disconnect billing from delivery	Disconnect billing from delivery	True / False	When disabled, the business unit listed in an order is automatically charged when all items in the order are marked delivered. When this business rule is enabled, the business unit listed in an order is not charged until the order is marked billed, regardless of the delivery status of the items in the order.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.11	Internal Order	Group Administrator can register people from other business unit	Group Administrator can register people from other business unit	True / False	If enabled, all employees in the system can be designated as Group Administrators for a business unit. If disabled, only the employees in a business unit can be designated as Group Administrators for the business unit. This rule is only in effect if the Group Administrator rule is also enabled. This will allow Group Administrators to administer multiple business units.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.12	Internal Order	Group Administrator	Enable Group Administrator	True / False	When enabled, a tab appears in the Business Unit window in Saba Client. In this tab, employees in a Business Unit can be designated as Group Administrators for the business unit. A Group Administrator for a business unit can use Saba Web to order educational products for any employee in the business unit.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.13	Internal Order	Meetings cancellation policy	Apply a cancellation charge of (%)	Numeric Value	When this rule is enabled, a cancellation charge equal to a percentage to the cost of the meeting is applied when a meeting is cancelled.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.14	Internal Order	Order Confirmation	Employees manager must approve the order to confirm it	True / False	When this rule is enabled, the manager of the student must approve the order before the order can be confirmed.	This rule is not applicable at this time because internal users are out of scope for this implementation.



4.15	Internal Order	Prerequisite check for Call Center	Waive the required prerequisite	True / False	When this rule is enabled or set to true, users may order products through the Call Center if they do not meet the prerequisites for the product. The Call Center rep will be able to waive the prerequisite. This rule does not affect recommended prerequisites.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.16	Internal Order	Prerequisite check for Web	Waive the required prerequisite	True / False	When this rule is enabled or set to true, users may order products from Saba Web if they do not meet the prerequisites for the products. This rule does not affect recommended prerequisites.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.17	Internal Order	Product cancellation policy	Apply a cancellation charge of (%)	Numeric Value	When this rule is enabled, a cancellation charge equal to a percentage of the cost of the product is applied when an order for a product is cancelled.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.18	Internal Order	Registration confirmation cancels a student's waitlists	Registration confirmation cancels a student's waitlists	True / False	When this rule is enabled, the student's waitlisted registrations for the same course are cancelled after a registration is confirmed.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.19	Internal Order	Shipping	Automatically add shipping charge	True / False	When this rule is enabled, the system automatically adds the default shipping delivery option as a line item to all external orders.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.20	Internal Order	Select contacts irrespective of Company/Department/Business Unit	Select contacts irrespective of Company/Department/Business Unit	True / False	When this rule is enabled, any user may be designated as the shipping contact, regardless of the company, department, or business unit. If disabled, the contact must be a member of the same company, department, or business unit as specified in the billing entity for the order.	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.21	Internal Order	Student must belong to the business unit that shows on the order	Student must belong to the business unit that shows on the order	True / False	If this rule is enabled or set to true, the student placing the order must belong to the business unit on the order. When enabled, the student may not divert billing to another business unit.	This rule is not applicable at this time because internal users are out of scope for this implementation.



4.22	Internal Order	Time-based registration cancellation policy	The first cancellation period begins this many days from the start of the class	Numeric Value	<p>The system allows Administrators to specify up to 5 periods during which cancellation of a class incurs a cancellation charge. Administrators may also specify the amount (as a percentage of the cost of the class) of the charge for canceling during each period.</p> <p>The effective date for a cancellation period is the number of calendar days prior to or after the class start date. A positive number specifies the number of days after the start of the class. A negative number specifies the number of days prior to the start of the class.</p> <p>(e.g. If the value is "-7", the cancellation period is in effect beginning with the seventh calendar day prior to the start of class.)</p>	This rule is not applicable at this time because internal users are out of scope for this implementation.
4.23	Internal Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the first cancellation period	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.24	Internal Order	Time-based registration cancellation policy	The second cancellation period begins this many days from the start of the class	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.25	Internal Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the second cancellation period	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.26	Internal Order	Time-based registration cancellation policy	The third cancellation period begins this many days from the start of the class	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.7	Internal Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the third cancellation period	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.28	Internal Order	Time-based registration cancellation policy	The fourth cancellation period begins this many days from the start of the class	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.29	Internal Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the fourth cancellation period	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.30	Internal Order	Time-based registration cancellation policy	The fifth cancellation period begins this many days from the start of the class	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.
4.31	Internal Order	Time-based registration cancellation policy	Apply this late charge (%) if cancellation occurs within the fifth cancellation period	Numeric Value		This rule is not applicable at this time because internal users are out of scope for this implementation.