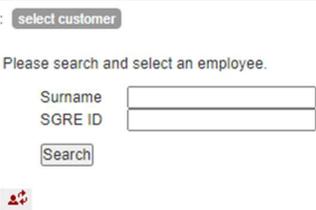


Navigation Note
Book Assessment

Phase	Explanation	Navigation
Find Training	<ol style="list-style-type: none"> Find the relevant training by either: <ol style="list-style-type: none"> Search the course number Navigate the catalogue structure Book directly from your Training Profile 	
Book Training	<ol style="list-style-type: none"> Press the booking icon 	
Shopping cart	<ol style="list-style-type: none"> Go to my shopping cart and press "book the selected courses" 	
Assign Trainer (Highly recommended)	<ol style="list-style-type: none"> Press "Select Customer" Search for correct trainer using either Workday-ID or Surname Select correct trainer 	
Assign Other roles (optional)	<ol style="list-style-type: none"> Repeat above step if needed 	
Continue booking	<ol style="list-style-type: none"> Press Next 	
Check details	<ol style="list-style-type: none"> Check details of booking If correct, press "Complete" You will receive an email with confirmation 	