

How to book training for a group

Phase	Explanation	Navigation
Find site	1. Go onto the training web link - https://training-test.nonprod.sgre.one/sqinternet/index.jsp	
Search for a course	1. Click onto Training Search 2. Search for the course. You can search via 3 different functions: <ul style="list-style-type: none"> • Course Title – You can search on the title of the course • Course Number – You can search on the course number • Keywords – You can search on a keyword within the title or description of the course if you are looking for something specific <p>You can also apply search filters on training method or language to filter out courses that you don't want to see.</p> 3. Click start search	
Add the course to your shopping cart	1. When the search has been made and the course you were looking for appears, click the shopping cart icon and it will be moved into your shopping cart <p>Now you can go back to the search function and search for more courses if you need to and keep repeating these steps until your shopping cart is filled with all of the courses you need to book for your employees.</p> 2. Click Prepare Group Booking	

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IT System **Group Account**
 Date 02/07/2024
 Owner **SGRE HR TM WU**

Add participants onto the courses

1. Select the first participant by clicking the drop down menu and selecting the name
2. Select the course you want to book this participant on by clicking the drop down menu. This will show a list of every course that you put into your shopping cart from the previous step
3. Select the date of the course you want to book this participant onto. This will show all dates that are available for this course module. Please note, eLearnings don't have dates as they are booking and can be completed instantly so this section will be blank for eLearnings
4. After you have filled in all 3 pieces of information, a new row of **Please Select** will appear below. You can now repeat step 1-3, within this section of the how to guide, until you have assigned all of your employees onto the different courses. Once you are finished, click proceed to booking

The screenshot shows a form with three main sections:

- Participant:** A dropdown menu with "please select ..." and a list of technicians: "1, Technician (Technician1@test.com)", "2, Technician (Technician2@test.com)", "3, Technician (Technician3@test.com)", "4, Technician (Technician4@test.com)", "5, Technician (Technician5@test.com)".
- Course Title:** A dropdown menu with "GWO BST First Aid" selected and another dropdown with "please select ..." and a list of courses: "Setting to Work (ENG, DK, CN, FR, DE, PT, ES)", "GWO BST First Aid".
- Dates:** A dropdown menu with "please select ..." and a list of dates: "09.Oct 2024, 08:00 - 10.Oct 2024, 16:45, Hull".

At the bottom of the form is a button labeled "Proceed to booking".

Fill in the booking wizard

- For each of the course bookings, please complete the below:
1. Fill in **your reference** – This will be a purchase order number (PO)
 2. Fill in your **VAT-Number**
 3. Select your **desired currency**
 4. Upload a PDF copy of your purchase order document
 5. Download the terms and conditions document from the training center you are booking through and read through it. Once you have read and understood their terms and conditions, click **accept**.
 6. Once you have done this for all courses, click **Next**

The screenshot shows a summary page titled "Your booking" with the following details:

- No.:** SE-P-50010
- Title:** GWO BST First Aid
- Type:** 09.Oct 2024, 08:00 - 10.Oct 2024, 16:45, Hull
- Your ref.:** 546345634
- VAT-number:** 345234
- Your desired currency:** USD
- PO document upload:** TEST.pdf (with a "Remove document" button)
- Terms and conditions:** Invoicing_TC_NAM.pdf (with a checked box "I accept the terms and conditions")

At the bottom of the page is a button labeled "next".

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Complete your booking

1. Read through the final booking wizard page to make sure all of the bookings are correct. It will also show at the bottom, how much will be billed in Euros.
2. Once you are happy, click on **Complete** and the booking will be finished.

Once you have finished the booking, a confirmation email of the booking will be sent to the employee who will attend the course and it will CC you in as the booker. The bookings will also show instantly in the employees **My Bookings** section

Complete