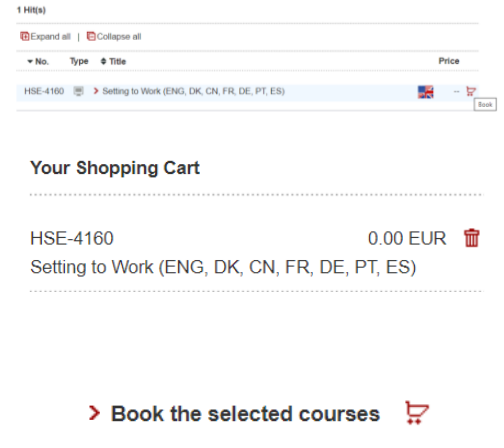


Phase	Explanation	Navigation
Find site	<ol style="list-style-type: none"> Go onto the training web link - https://training.siemensgamesa.com/sginternet/index.jsp 	
Login to an employee	<ol style="list-style-type: none"> Search for the employee you wish to book training for, using the employee search function Click Search Click login to employee 	
Search for a course	<ol style="list-style-type: none"> Click onto Training Search 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> Click start search 	
Add the course to your shopping cart	<ol style="list-style-type: none"> 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 	

How to book training for an individual

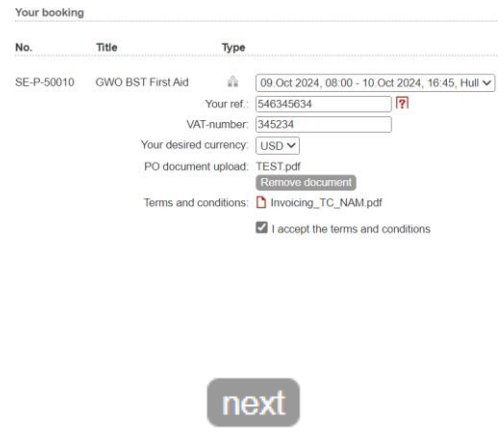
Now you can go back to the search function and search for more courses if you need to and keep repeating these steps until your shopping cart is filled with all of the courses you need to book for your employee.

2. Click **book the selected courses**



Fill in the booking wizard

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. Click **Next**



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

