User Guide

Training | Creating Training Events

STEP ONE | Create Training Events

Under the training tab, click events then list

Click Add

Chose the template you are wanting to set the training up with. Click continue

Complete the event information, e.g venue and time. Click Save

New Training Event for Site: Pegasus Demonstration

Provider:	**Site: Pegasus Demonstration**
Location:	**Pegasus Demonstration**
Delivery:	**Classroom**
Basis:	○ One-off
	● Repeatable

Name:	Demonstration Induction
Type:	Inductions [Site: Pegasus Demonstration] ▼
Description:	
List In Portal:	☐ *Requires training provider to have a portal*
Bill To Site:	☐
Contractor Sales Code:	
Contractor Item Code:	
Contractor Currency:	AUD ▼
Contractor Attendee Cost: $	0.00
Contractor Attendee GST: $	0.00
Employee Sales Code:	
Employee Item Code:	
Employee Currency:	AUD ▼
Employee Attendee Cost: $	0.00
Employee Attendee GST: $	0.00
File Upload Count:	0 *Are file uploads required when booking through O*
Requirements:	
Extra Conditions:	
Req Co Approval:	☐
Req Site Contact:	☐

Venue:	Demonstration Venue ▼
Status:	Open ▼
Admin Contact:	Site Admin
Date:	30 ▼ January ▼ 2018 ▼
Time:	09 ▼ : 00 ▼
Duration:	8 ○ Minutes
	● Hours
	○ Days (8 hrs)
Instructor:	

[cancel]   [save]