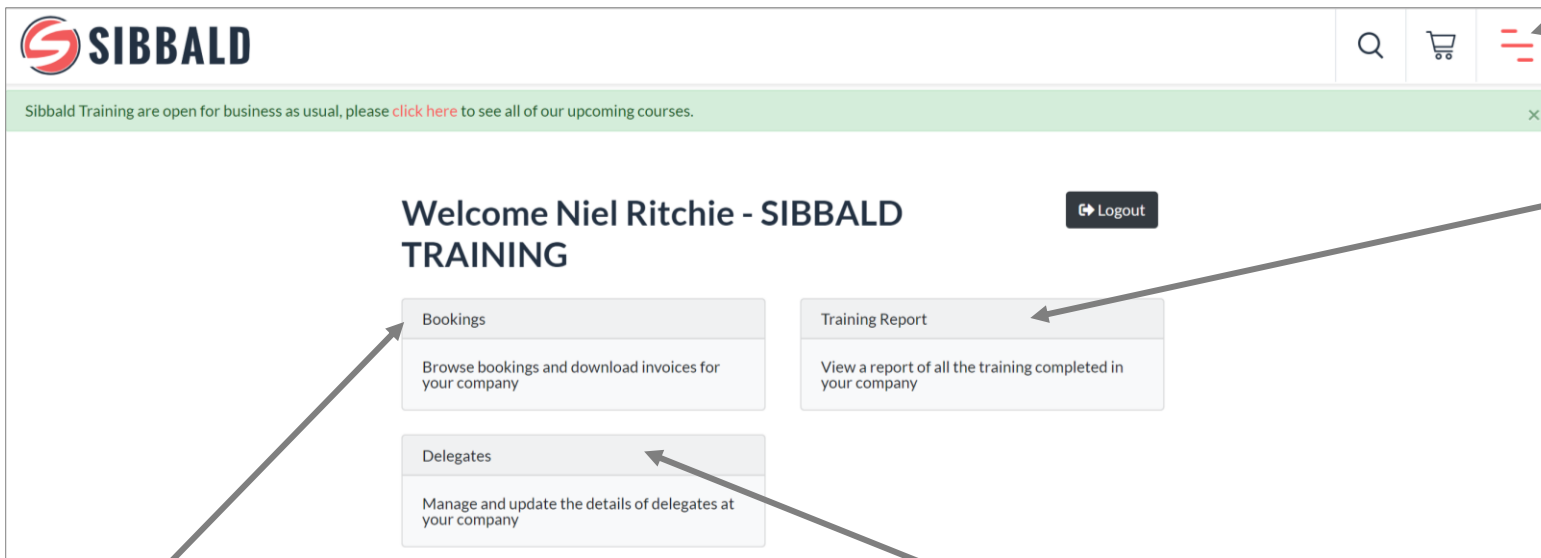# Company User Online Account Quick Reference Guide

Company user online account is accessed at **www.sibbaldtraining.com/account**

Logon details to access your company account are requested by contacting: **enquiries@sibbaldtraining.com** and once enabled your email address is the username for the system and the password can be requested through the **Forgot Password** link when logging into your account online

Account Dashboard

Shortcut icon to access **account logon**

TRAINING REPORT provides an overview of the status of each course booked (attended/no show/cancelled)

The booking reference is also displayed against each record and can be used when searching **BOOKINGS** for invoices

BOOKINGS allows invoices to be viewed and downloaded

Status displays the payment status for each booking

View allows delegates assigned to the training to be viewed or added if not completed at time of booking and joining instructions to be resent
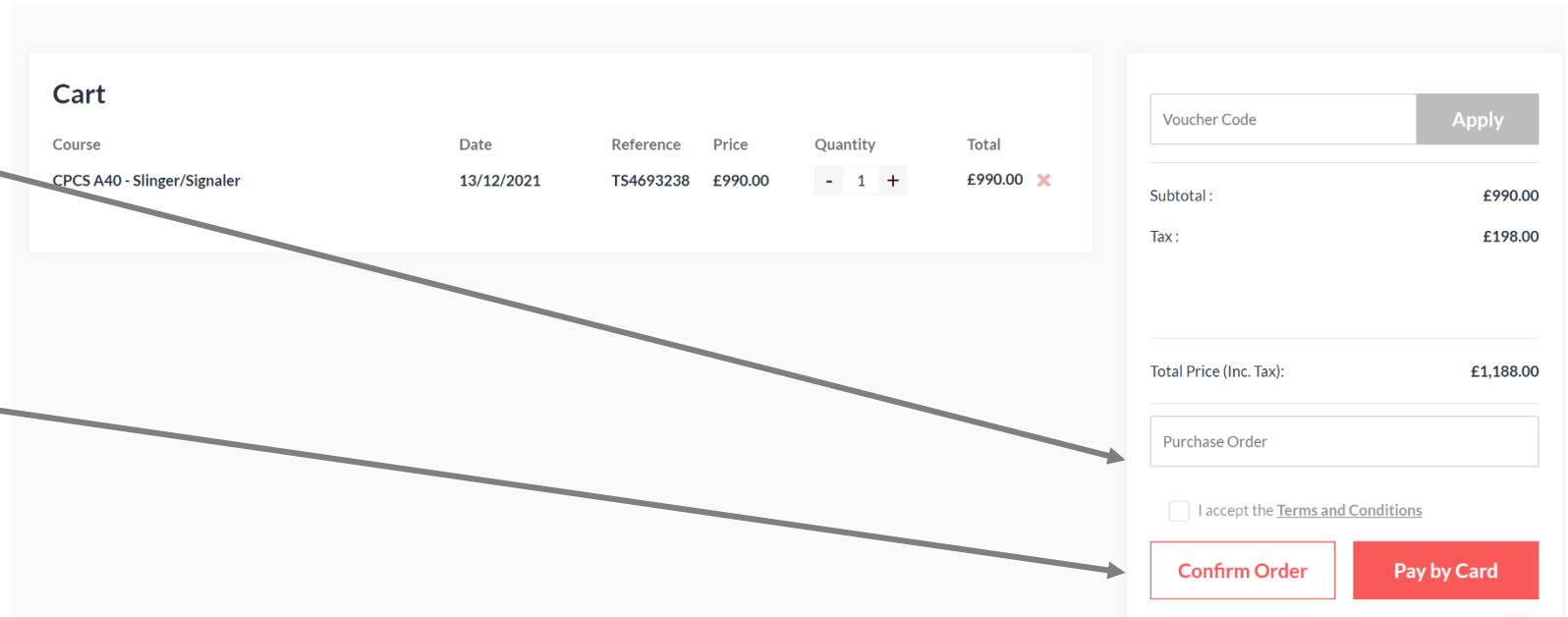
DELEGATES is used to view and update information held against each delegate

Clicking into the delegates name allows information held against each delegate to be edited including **Leaving Date.** Leavers will not appear in the standard view and Leaver records can be viewed by selecting the include leavers and refreshing the view

Documents allows for all certification held against each delegate to be downloaded and viewed

Booking Process

1. Search for the required courses and add to cart

2. Select the cart and accept the T&Cs and enter a PO number

3. Select Payment Options:
   Confirm Order links payment to your company credit account
   Pay by Card allows online secure checkout by credit card payment

4. Order confirmation will be displayed and delegates attending training can be assigned by creating a new delegate or by using an existing delegate on the system. If the delegate attending training is not known this can be added later within the booking section of the main dashboard

5. Joining Instructions and order confirmation will be sent to the bookers email

6. Once course or delegate details are confirmed any changes to bookings can be completed by contacting: **01501 750900** or **enquiries@sibbaldtraining.com**

Cart

Course	Date	Reference	Price	Quantity	Total
CPCS A40 - Slinger/Signaler	13/12/2021	TS4693238	£990.00	- 1 +	£990.00 ✕

Voucher Code	Apply

Subtotal :	£990.00
Tax :	£198.00
Total Price (Inc. Tax):	£1,188.00

Purchase Order

☐ I accept the Terms and Conditions

Confirm Order   **Pay by Card**

CPCS A40 - Slinger/Signaller - Theory Only

Reference : ST-CPCS-A40theory

- 1 Delegate
- Sibbald Park, Blackridge
- 08:15 - 13:30
- 14/10/2021

Price : £100.00
Tax : £20.00
Total Price (Inc. Tax) : £120.00

SELECT/VIEW DELEGATES ATTENDING →

RESEND JOINING INSTRUCTIONS ✉