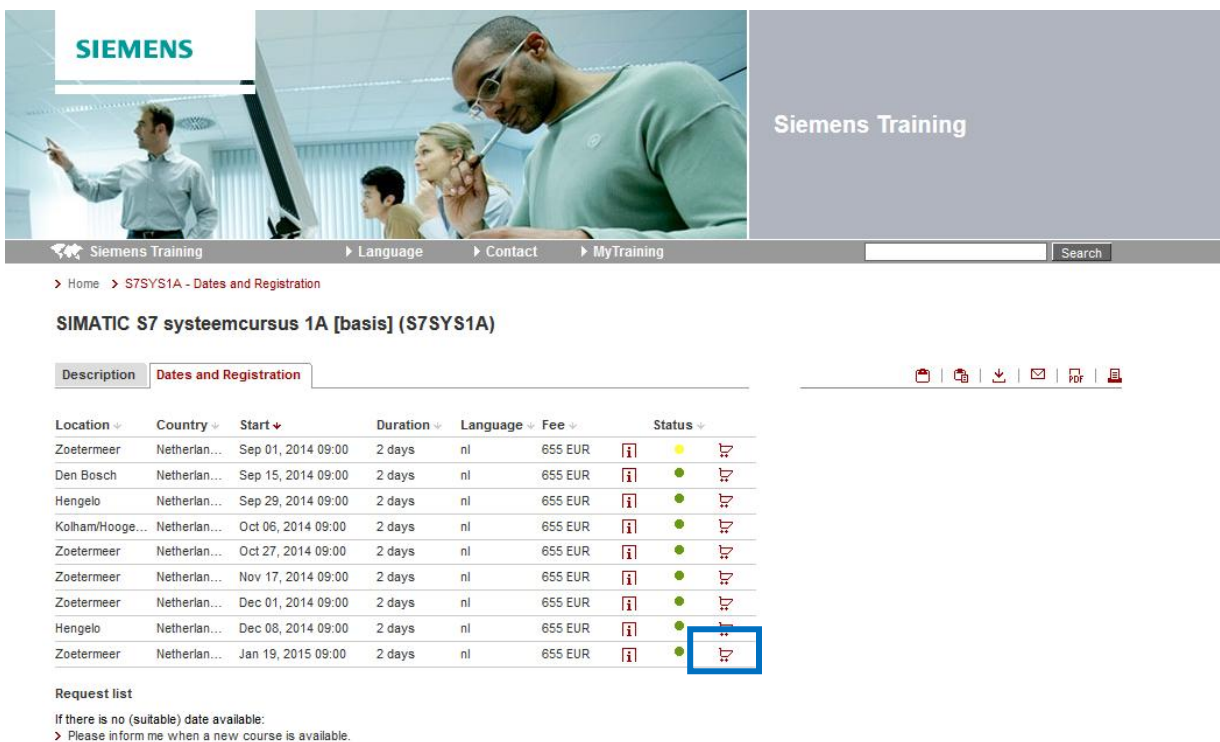


## Booking for Others within your company

This manual provides a description of how to book multiple participants from your company. This is only possible if you have been given the rights to do this by Siemens Training.

1. Login to our website [www.siemens.co.uk/sitrain](http://www.siemens.co.uk/sitrain)
2. Select the required course
3. Click "Dates and Registration."
4. Click on the shopping cart against the specific course event.

Note: You can add several courses to your shopping cart in one go if required.



The screenshot shows the Siemens Training website interface. At the top, there is a navigation bar with the Siemens logo and the text "Siemens Training". Below the navigation bar, there is a breadcrumb trail: "Home > S7SYS1A - Dates and Registration". The main heading is "SIMATIC S7 systemcourse 1A [basis] (S7SYS1A)". Below the heading, there are two tabs: "Description" and "Dates and Registration", with the latter being active. To the right of the tabs, there are several icons for document actions: print, download, email, PDF, and a red icon. Below the tabs is a table with the following columns: Location, Country, Start, Duration, Language, Fee, and Status. The table contains 9 rows of course data. The last row, for the course starting on Jan 19, 2015, has a shopping cart icon highlighted with a blue box. Below the table, there is a "Request list" section with the text "If there is no (suitable) date available: > Please inform me when a new course is available."

Location	Country	Start	Duration	Language	Fee	Status
Zoetermeer	Netherlan...	Sep 01, 2014 09:00	2 days	nl	655 EUR	
Den Bosch	Netherlan...	Sep 15, 2014 09:00	2 days	nl	655 EUR	
Hengelo	Netherlan...	Sep 29, 2014 09:00	2 days	nl	655 EUR	
Kolham/Hooge...	Netherlan...	Oct 06, 2014 09:00	2 days	nl	655 EUR	
Zoetermeer	Netherlan...	Oct 27, 2014 09:00	2 days	nl	655 EUR	
Zoetermeer	Netherlan...	Nov 17, 2014 09:00	2 days	nl	655 EUR	
Zoetermeer	Netherlan...	Dec 01, 2014 09:00	2 days	nl	655 EUR	
Hengelo	Netherlan...	Dec 08, 2014 09:00	2 days	nl	655 EUR	
Zoetermeer	Netherlan...	Jan 19, 2015 09:00	2 days	nl	655 EUR	

**Request list**  
If there is no (suitable) date available:  
> Please inform me when a new course is available.

5. Login with your email address and password.

If you have not already completed the registration process, you need to register first using the registration form link (in red below)

**SIEMENS**

OneLMS

► Language      ► Contact

---

**Welcome to OneLMS Login**

For Login please use the E-Mail Login below.  
First time here?  
You have to register first to book a course. If you like to register, please use our [registration form](#).

**Booking for Others / Booking contact**  
At this moment it is not possible to book courses for someone other than yourself via the portal. If you would like to book a course for others, or if you would like to add another person as your booking contact, please contact your local Training Support Office.

---

**E-Mail Login**

My e-mail address

My password

Remember my e-mail address     

**Additional information:**

- > Export Guidelines
- > FAQ

**Additional Service**

- User Self Service

6. The online form will on open at the overview of the course. Make sure this is the correct course and then click 'Next'

SIEMENS

Contact Persoon > Logout

Siemens Training

Siemens Training Language Contact MyTraining

> Home

Training Participant Billing Overview Confirmation

### Selected Training

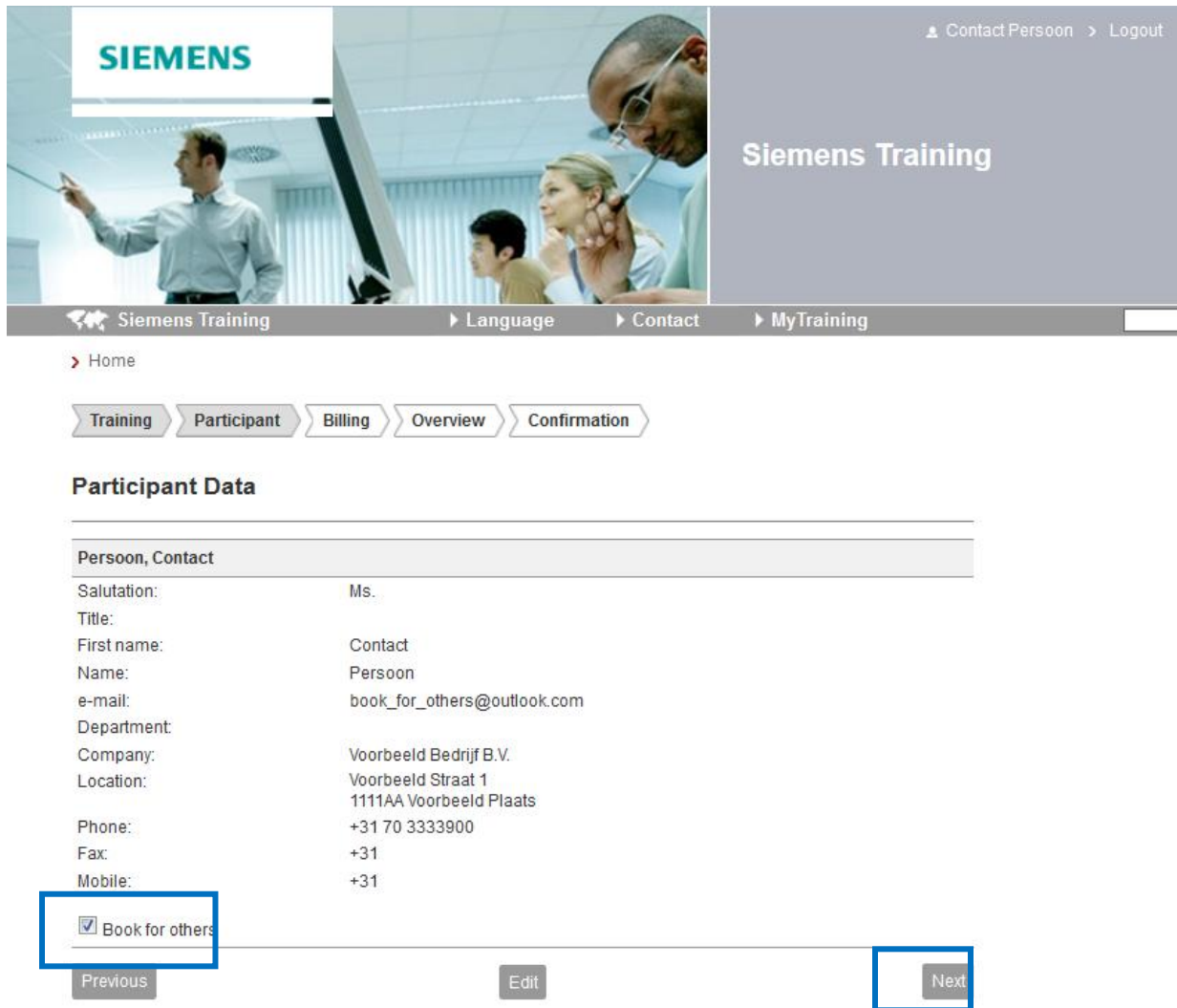
<b>SIMATIC S7 systeemcursus 1A [basis] S7SYS1A</b>	
Title:	SIMATIC S7 systeemcursus 1A [basis]
Training ID:	S7SYS1A
Training Type:	Face-to-face training
Place:	> Siemens Training
Duration:	2 days
Date:	Jan 19, 2015 - Jan 20, 2015
Language:	Dutch
Total Price:	655 EUR

Next

7. This screen shows your contact information.

To allow you to book for others, please tick '**Book for Others**'.

Then click 'Next'.



SIEMENS

Contact Persoon > Logout

Siemens Training

Language Contact MyTraining

> Home

Training Participant Billing Overview Confirmation

### Participant Data

Persoon, Contact	
Salutation:	Ms.
Title:	
First name:	Contact
Name:	Persoon
e-mail:	book_for_others@outlook.com
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
Phone:	+31 70 3333900
Fax:	+31
Mobile:	+31
<input checked="" type="checkbox"/> Book for others	

Previous Edit Next

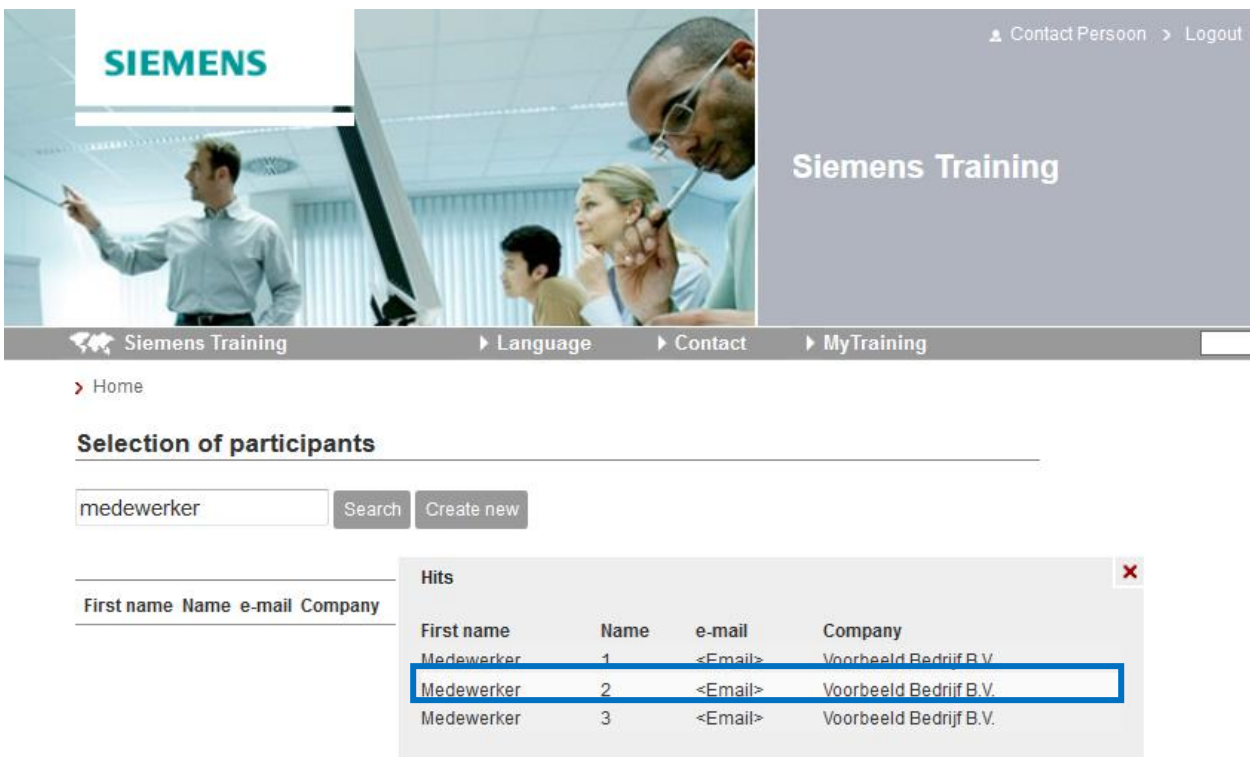
8. In the next screen you can search for the colleagues that you want to book. You can select one or more colleagues, and possibly yourself, simultaneously. If the colleague concerned is not in the list, choose "create new".

### 8.1 Colleague search:

#### 8.1.1 Enter the name and click 'Search'.



8.1.2 The colleagues that have been found are displayed in a pop up. Click the colleague you want to book.



Note: you can select several colleagues here.

The screenshot shows the Siemens Training web application. At the top left is the Siemens logo. The top right has links for 'Contact Persoon' and 'Logout'. Below the logo is a navigation bar with 'Siemens Training', 'Language', 'Contact', and 'MyTraining'. A breadcrumb trail shows '> Home'. The main heading is 'Selection of participants'. Below it is a search input field containing 'medewerker', a 'Search' button, and a 'Create new' button. A modal window titled 'Hits' is open, displaying a table of search results:

First name	Name	e-mail	Company
<input checked="" type="checkbox"/>	Medewerker 2	<Email>	Voorbeeld Bedrijf B.V.
<input checked="" type="checkbox"/>	Medewerker 3	<Email>	Voorbeeld Bedrijf B.V.

The modal also shows a 'Next' button at the bottom right.

8.2 Creating a new colleague (if not already known in the system):

8.2.1 Click "Create new".

This screenshot is similar to the previous one, but the 'Create new' button in the search area is highlighted with a blue border. The search input field is empty. The 'Hits' modal is not visible, and the table below it is empty, showing only the column headers: 'First name', 'Name', 'e-mail', and 'Company'. The 'Next' button is still present at the bottom right.

8.2.2 Fill in all the fields marked with (\*) and click 'Ok':

SIEMENS

Siemens Training

Siemens Training Language Contact Mytraining Search

Home

Selection of participants

medewerker Search Create new

First name	Name	e-mail	Company
<input checked="" type="checkbox"/>	Medewerker 2	<Email>	Voorbeeld Bedrijf B.V.

Create new customer

Please select the company you want to create a customer. Please note that you are only allowed to create customers for companies you are allowed to book for. Please note that the Email for each customer must be unique!  
If required company is not shown please contact your local training office.

Select company \* Voorbeeld Bedrijf B.V.

Company name: Voorbeeld Bedrijf B.V.  
Street: Voorbeeld Straat 1  
Zip City: 1111AA Voorbeeld Plaats  
Country: Netherlands

Salutation: \*  Mr.  Ms.

Academic Title:

Name: \*

First Name: \*

Department:

Street: \*

Zip City: \*

Country: \*

Language: \*

Phone number: \*

Mobile number:

Fax number:

Email: \*

Please make sure you fill in the customer's personal email address for receiving training correspondence (invitation) and access to her/his personal MyTraining account, Web based training, course material, etc.

Delete Ok

\*Mandatory field

9. Choose all participants and click 'Next'

SIEMENS

Siemens Training

Siemens Training Language Contact Mytraining Search

Home

Selection of participants

medewerker Search Create new

First name	Name	e-mail	Company
<input checked="" type="checkbox"/>	Medewerker 2	<Email>	Voorbeeld Bedrijf B.V.
<input checked="" type="checkbox"/>	Medewerker 4	email@email.nl	Voorbeeld Bedrijf B.V.

Next

- Now enter your purchase order (order reference) number if known. If not then put 'To Be advised'. We will contact you separately for this. You can also check if the Booking contact and Invoice contact (invoice address) is correct. If they are not correct then click 'change'.

Siemens Training

Siemens Training

Language Contact MyTraining Search

Home

Billing Overview Confirmation

email@email.nl (1/2) **Deelnemer**

Please provide the following billing data:

Customer Id:

Order Reference:

VAT Number:

Booking contact

First name	Name	e-mail	Company	
Contact	Persoon	book_for_others@outlook.com	Voorbeeld Bedrijf B.V.	change

Invoice contact

First name	Name	e-mail	Company	
Medewerker	4	email@email.nl	Voorbeeld Bedrijf B.V.	change

Next

**Billing data:**  
These are optional fields which you can fill in if your company has specific invoicing requirements. This data will be placed on the Siemens invoice, to ensure our invoice meets all your company's requirements.

**Customer Id**  
Your personal corporate ID number

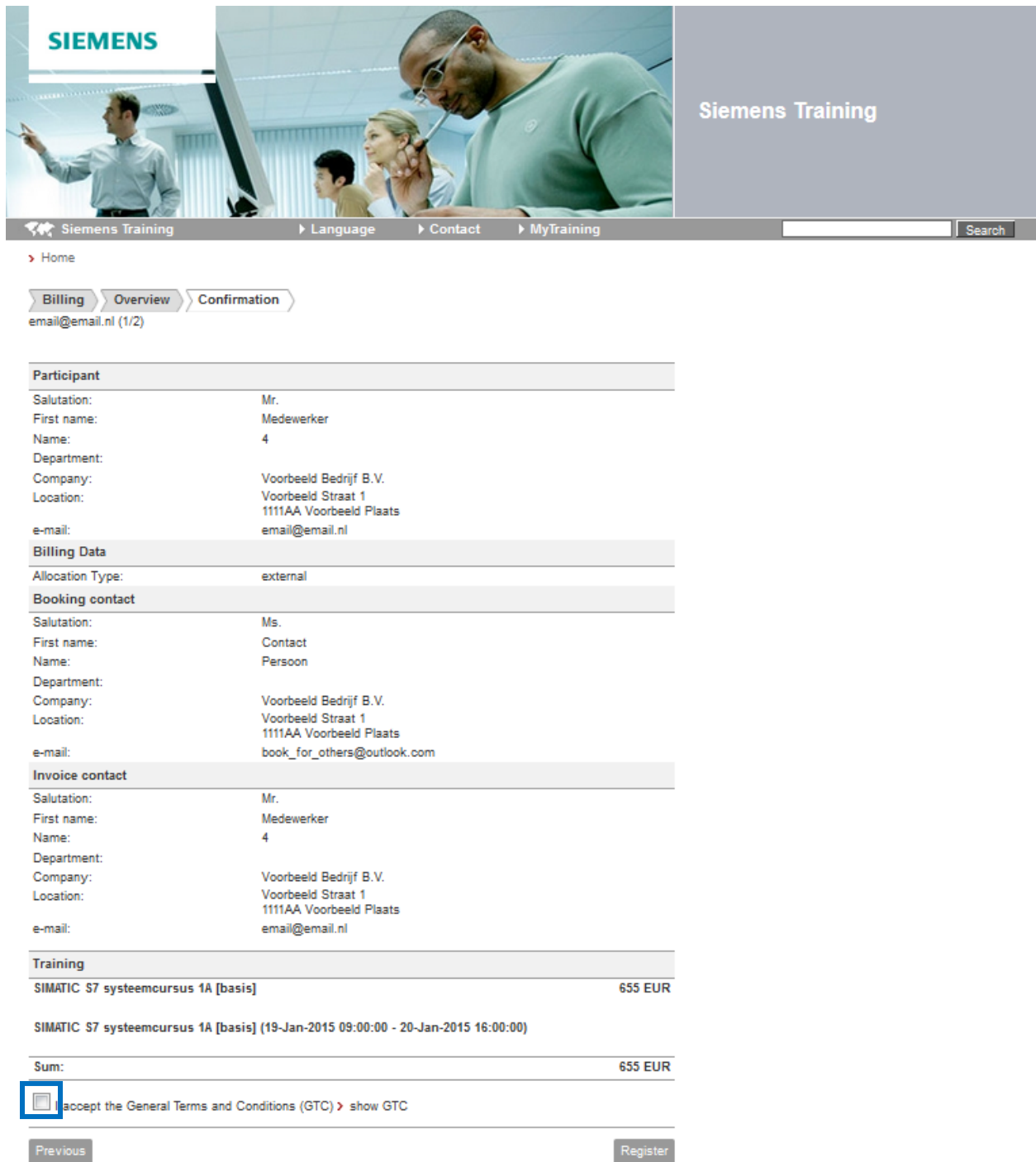
**Order Reference**  
Order number or reference number

**VAT Number**  
Your company's VAT number

After adding the order number click 'Next'



11 Next you will see in the 'Confirmation' screen with the data of the first participant.



The image shows a screenshot of the Siemens Training website's 'Confirmation' screen. At the top, there is a header with the Siemens logo and a navigation bar containing 'Siemens Training', 'Language', 'Contact', and 'MyTraining'. A search bar is also present. Below the header, there are breadcrumb links for 'Billing', 'Overview', and 'Confirmation', with 'Confirmation' being the active page. The main content area displays the following information:

Participant	
Salutation:	Mr.
First name:	Medewerker
Name:	4
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	email@email.nl

Billing Data	
Allocation Type:	external

Booking contact	
Salutation:	Ms.
First name:	Contact
Name:	Persoon
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	book_for_others@outlook.com

Invoice contact	
Salutation:	Mr.
First name:	Medewerker
Name:	4
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	email@email.nl

Training	
SIMATIC S7 systeemcursus 1A [basis]	655 EUR
SIMATIC S7 systeemcursus 1A [basis] (19-Jan-2015 09:00:00 - 20-Jan-2015 16:00:00)	
Sum:	655 EUR

accept the General Terms and Conditions (GTC) > show GTC

Previous Register

Check all the data and accept the General Terms and Conditions.

12 To complete the registration click on 'Register'. This will send your registration.



The image shows a registration confirmation page for Siemens Training. At the top, there is a banner with the Siemens logo and a photo of people in a meeting. Below the banner is a navigation bar with links for 'Siemens Training', 'Language', 'Contact', and 'MyTraining'. A breadcrumb trail shows 'Home' and a progress indicator with 'Billing', 'Overview', and 'Confirmation' steps. The current step is 'Confirmation' for user 'email@email.nl (1/2)'. The page is divided into several sections: 'Participant', 'Billing Data', 'Booking contact', 'Invoice contact', and 'Training'. Each section contains personal and contact information. The 'Training' section lists a course 'SIMATIC S7 systeemcursus 1A [basis]' for 655 EUR. At the bottom, there is a checkbox for accepting terms and conditions, and two buttons: 'Previous' and 'Register'.

**Participant**

Salutation:	Mr.
First name:	Medewerker
Name:	4
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	email@email.nl

**Billing Data**

Allocation Type:	external
------------------	----------

**Booking contact**

Salutation:	Ms.
First name:	Contact
Name:	Persoon
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	book_for_others@outlook.com

**Invoice contact**

Salutation:	Mr.
First name:	Medewerker
Name:	4
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	email@email.nl

**Training**

SIMATIC S7 systeemcursus 1A [basis]	655 EUR
SIMATIC S7 systeemcursus 1A [basis] (19-Jan-2015 09:00:00 - 20-Jan-2015 16:00:00)	
<b>Sum:</b>	<b>655 EUR</b>

I accept the General Terms and Conditions (GTC) > show GTC

[Previous](#) [Register](#)

- 13 The confirmation screen is displayed from the first notification. If you have added multiple participants then click the bottom right on 'Next'. And repeat the process for all bookings



The image shows a confirmation screen for Siemens Training. At the top, there is a Siemens logo and a navigation bar with links for Language, Contact, and MyTraining. Below the navigation bar, there is a 'Home' link. The main content area starts with a greeting: 'Dear Mr. Medewerker 4, Thank you for your online enrolment.' This is followed by a 'Booked' section with a 'download fax form' button. The screen is divided into several sections: Participant, Billing Data, Booking contact, Invoice contact, and Training. Each section contains a list of details such as salutation, name, department, company, location, and email. At the bottom, there is a 'Training' section with a table of bookings, including 'SIMATIC S7 systeemcursus 1A [basis]' for 655 EUR. A 'Sum:' row also shows 655 EUR. At the very bottom, there is a navigation bar with buttons for 'Print page', 'Download booking log', and 'Next', with the 'Next' button highlighted by a blue box.

Siemens Training

Language Contact MyTraining

> Home

Dear Mr. Medewerker 4,  
Thank you for your online enrolment.

**Booked**  
download fax form

Participant	
Salutation:	Mr.
First name:	Medewerker
Name:	4
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	email@email.nl

Billing Data	
Allocation Type:	external

Booking contact	
Salutation:	Ms.
First name:	Contact
Name:	Persoon
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	book_for_others@outlook.com

Invoice contact	
Salutation:	Mr.
First name:	Medewerker
Name:	4
Department:	
Company:	Voorbeeld Bedrijf B.V.
Location:	Voorbeeld Straat 1 1111AA Voorbeeld Plaats
e-mail:	email@email.nl

Training	
SIMATIC S7 systeemcursus 1A [basis]	655 EUR
SIMATIC S7 systeemcursus 1A [basis] (19-Jan-2015 09:00:00 - 20-Jan-2015 16:00:00)	
Sum:	655 EUR

Print page Download booking log Next

Once complete you will receive a confirmation email and your booking(s) will be entered into our system for upload. We aim to process these within 48hrs of your booking confirmation. If there is any additional information we require then we will contact you.