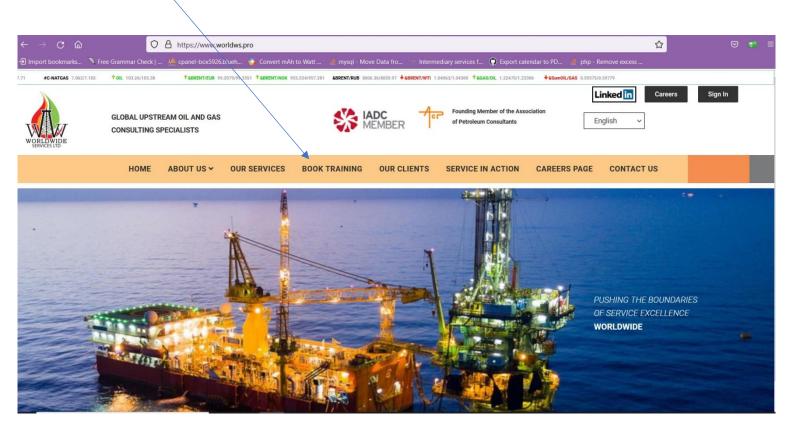
# TRAINING BOOKING SYSTEM WORLDWIDE SERVICES

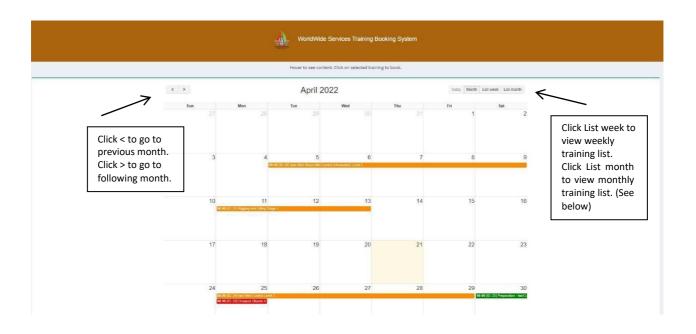
# TMS - CLIENT/ USER INTERFACE MANUAL

# LINK TO TRAINING BOOKING

Click here to go to the Training Booking System

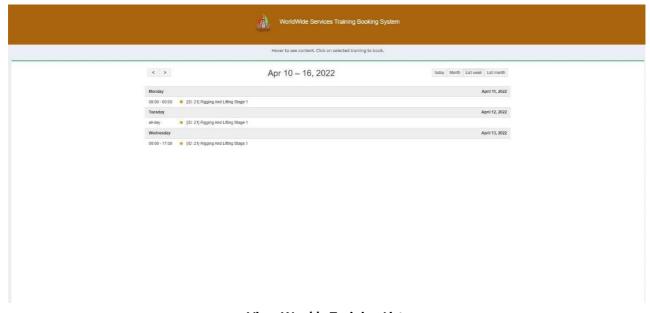


# **BOOKING PAGE**



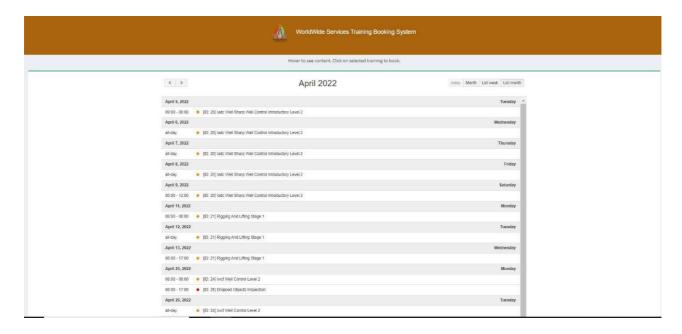
**View All Courses Available** 

# **WEEKLY TRAINING LIST**



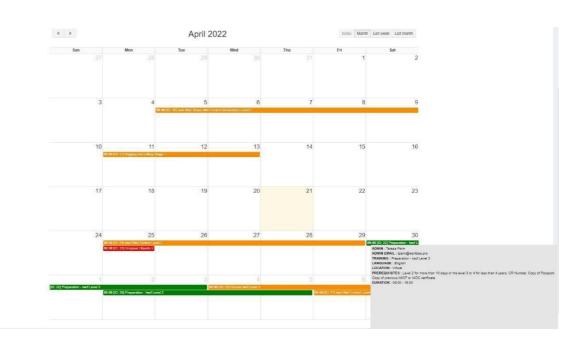
**View Weekly Training List** 

## **MONTHLY TRAINING LIST**



**View Monthly Training List** 

## **HOVER FOR DETAILS**



Move mouse over any training to view further details about the training

## TRAINING DETAILS

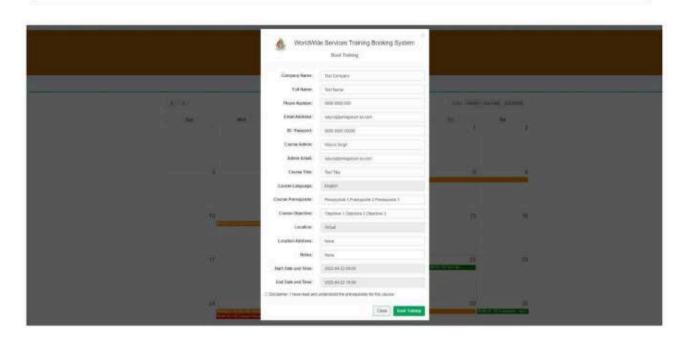


View training details at a glance

- Time
- Training ID
- Name of Training

You can also view the length of the training

## **BOOK TRAINING MENU**

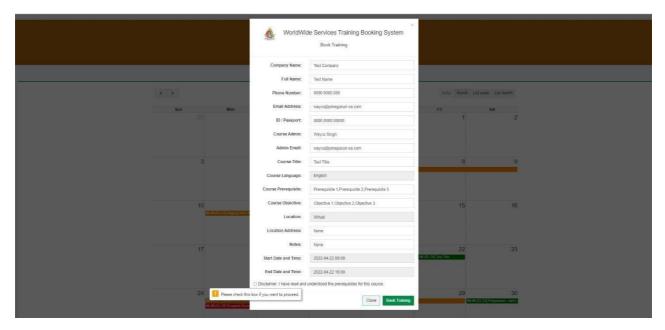


To book training double click on the selected training.

The required fields to complete is the:

- Full name of person booking the training
- o Phone number of person booking the training
- o Email address of person booking the training
- o ID or Passport number

## **DISCLAIMER**



The disclaimer box needs to be checked in order to book the training.

This is to confirm that the person booking the training has read and understood the prerequisites for that particular training

# **BOOKING SUCCESSFUL MESSAGE**



Thank you for booking your training with us.

Please check your mail for your Course Joining Instructions.

A message is displayed to the person booking the training that the training has been booked and that they would need to check their email for the Course Joining Instructions

#### MESSAGE RECEIVED BY PERSON BOOKING TRAINING



Reply Reply All Forward





**WorldWide Services Course Joining Instructions** 



Test Name.2022-04-21 00\_06\_58.pdf 17 KB

Dear Valued Client,

Thank you for booking your training with us. We are excited about this training and welcome you. Please find attached your course joining instructions.

Best Regards, WorldWide Services Training

> This is the message that is received by the person who has booked the training

> > Below is the attachment



#### WORLDWIDE SERVICES COURSE JOINING INSTRUCTIONS

Dear Test Name,

Thank you for booking the following training course with WorldWide Services (WWS).

Please see below some of the essential details about the course:

Course Title: Test Title Date: 2022-04-22

Time: 09:00 Location: Virtual

Location Address: None

Duration: 1 day

#### Introduction to WWS:

WWS provides a wide range of services in consultancy and project management to the Oil & Gas industry.

Our fully integrated solutions include:

- · Technical Training & Competency Management
- · Human Resource Management
- · QHSE and Operational Excellence Management

WWS is totally committed to conduct our business in accordance with the highest standards of integrity and best practices of corporate governance.

#### Notes:

None

WWS strives to provide an exceptional service and values feedback to allow us to improve your next experience with us. Feedback forms are provided for all courses.

#### Please bring:

- · Appropriate PPE where practical elements are part of the course
- · Necessary identification and note-taking material
- · Masks must be worn

#### **Test Title Course Objectives:**

- · Objective 1
- · Objective 2
- · Objective 3

#### Contact:

If you need any further assistance with this booking, please don't hesitate to contact the WWS Course Administrator listed below:



## **WORLDWIDE SERVICES COURSE JOINING INSTRUCTIONS**

Name: Admin Name Email: Admin Email