

Training Manager Online

Self Booking Service

TMPro4 Online for Individuals

Booking Yourself:

1. Log into Training Manager Pro Online.
2. Select **Course Finder** from the menu.
3. Type the name of the course or a keyword into the **Course Name** search box. (E.g. for Conflict Resolution you can type "Conflict").
4. Select the course from the list that you wish to book on by clicking **Request a place on this course**.
5. Type in a reason in the box and click **Request Booking**.

TMPro4 Online for Line Managers

Booking Your Staff Member:

1. Log into Training Manager Pro Online with your Line Manager log in.
2. Select **Course Finder** from the menu.
3. Type the name of the course or a keyword into the **Course Name** search box (E.g. for Conflict Resolution you can type "Conflict") or you can leave this blank and hit search to browse a full list of courses available to self-book.
4. Select the course from the list that you wish to book on by clicking **Book delegates onto this course**.
5. Tick the boxes of staff members you wish to book onto this event and select **Request Booking**.
6. The request will then be send to Development & Training for processing. When you next log into TMPro4 Online you should be able to see if the course was booked or rejected.