

### Course Filter

**Step 1** In the new landing page, **additional filters** were created for you to further filter the courses.

There are 4 ways that you can select or filter courses.

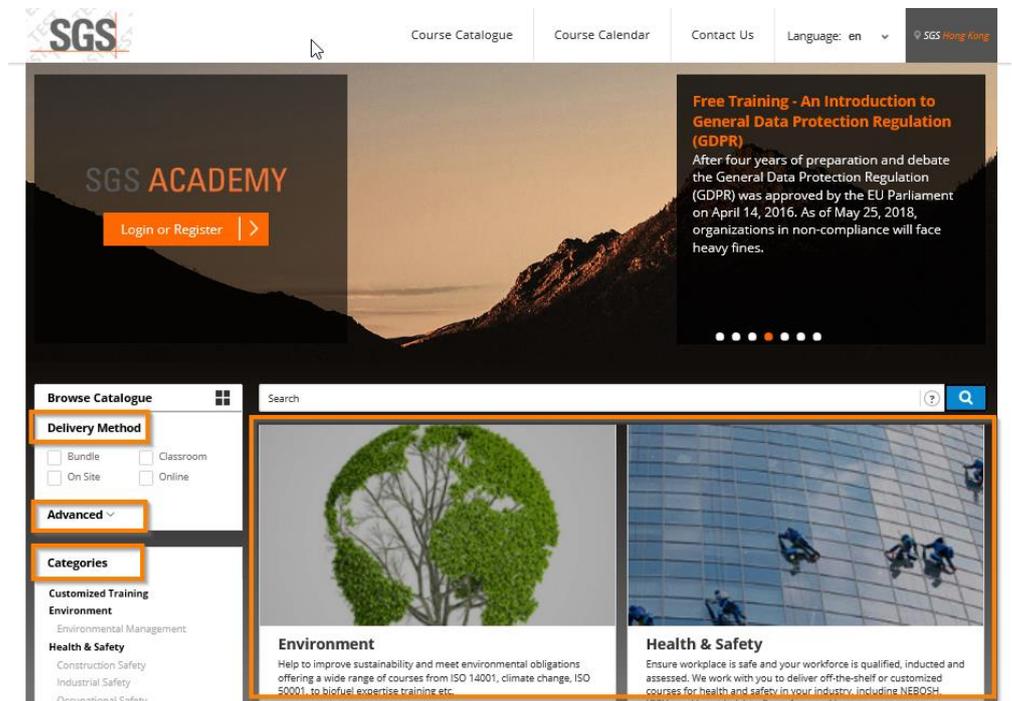
You may also select from one filter or a combination of two or more filters.

**\*\*Delivery Method**

**\*\*Advanced Search**

**\*\*Categories List**

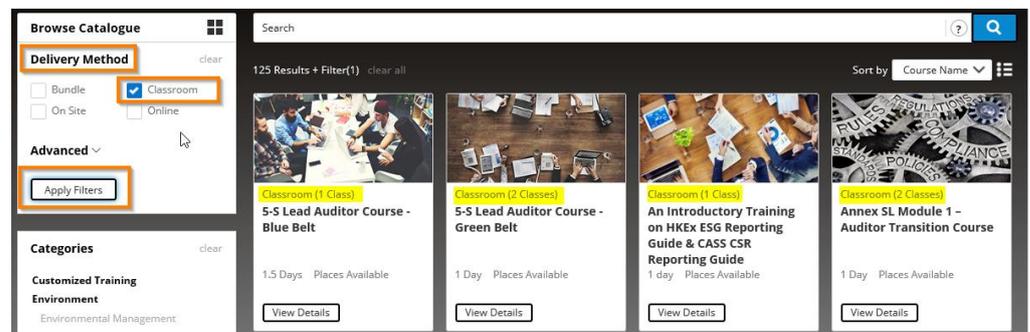
**\*\*Category Tiles**



### Filter through **Delivery Method**

**Tick** the box/es of the preferred Delivery Method.

**Click Apply Filters** to view available courses.



### Filter through

#### Advanced Search

Filters can be made through dates, languages and location.

You may use the filter with one of the Advanced filters or a combination of the two or more.

\*\*Courses Added Since

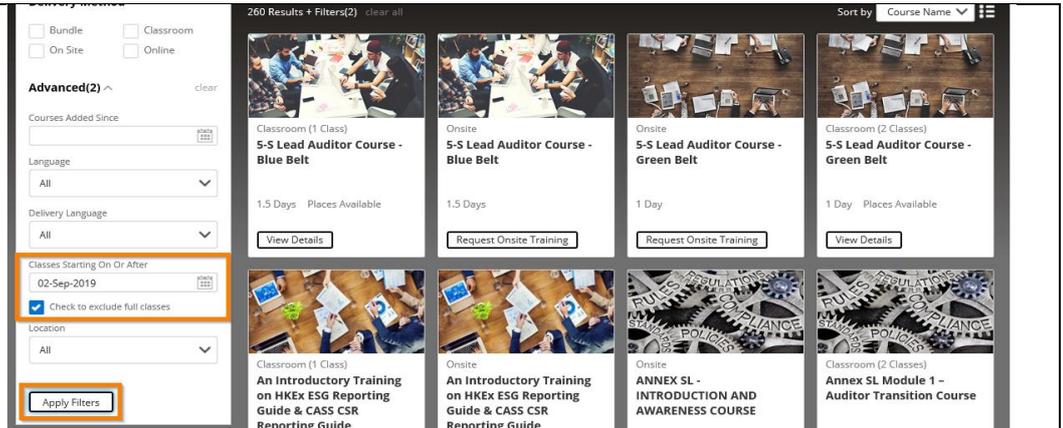
\*\*Language

\*\*Delivery Language

\*\*Classes starting On or After

\*\*Location

\*\*Apply Filters to view available courses.



### Advanced

Courses Added Since

Language

All

Delivery Language

All

Classes Starting On Or After

Check to exclude full classes

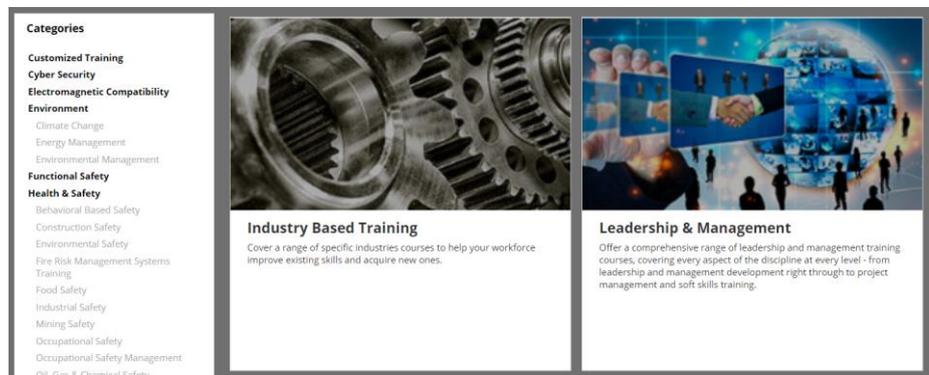
Location

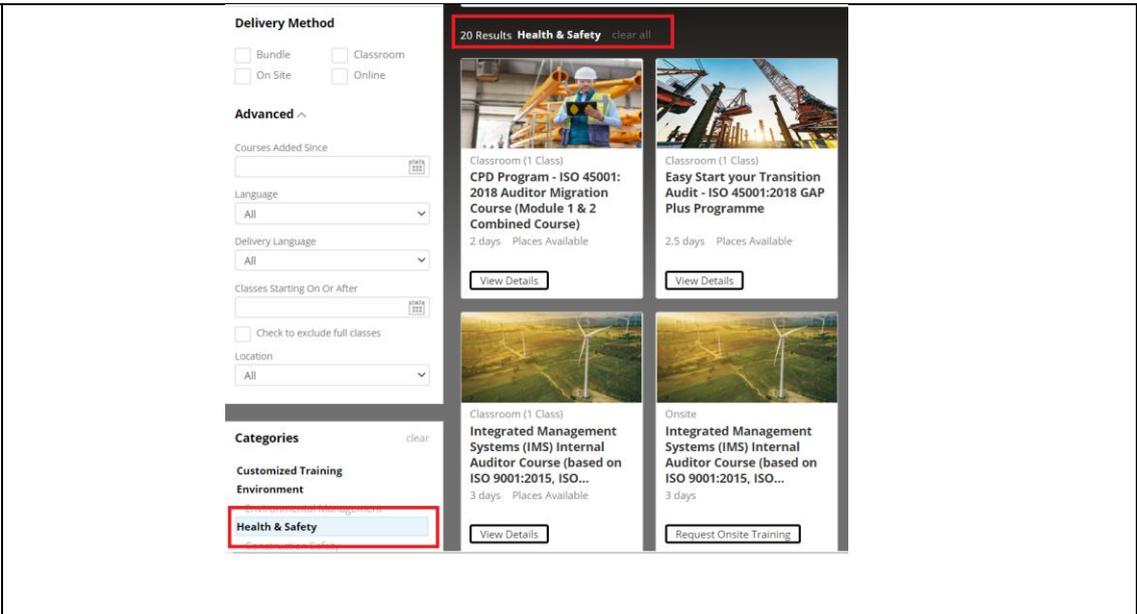
All

### Filter through

#### Categories

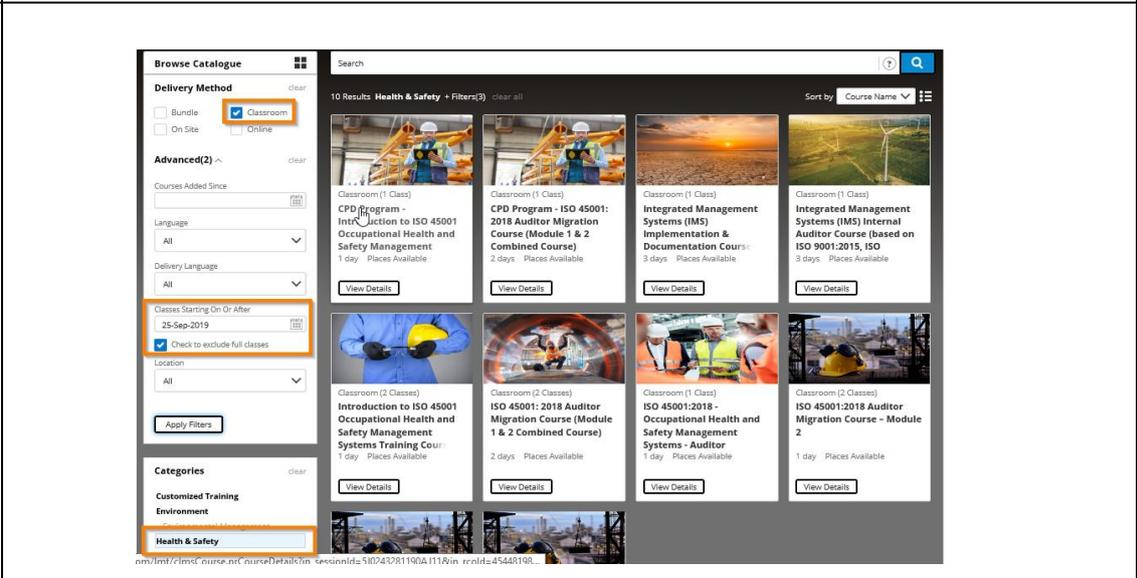
From the landing page, click on a preferred **Category List** or **Tiles** to view available courses.



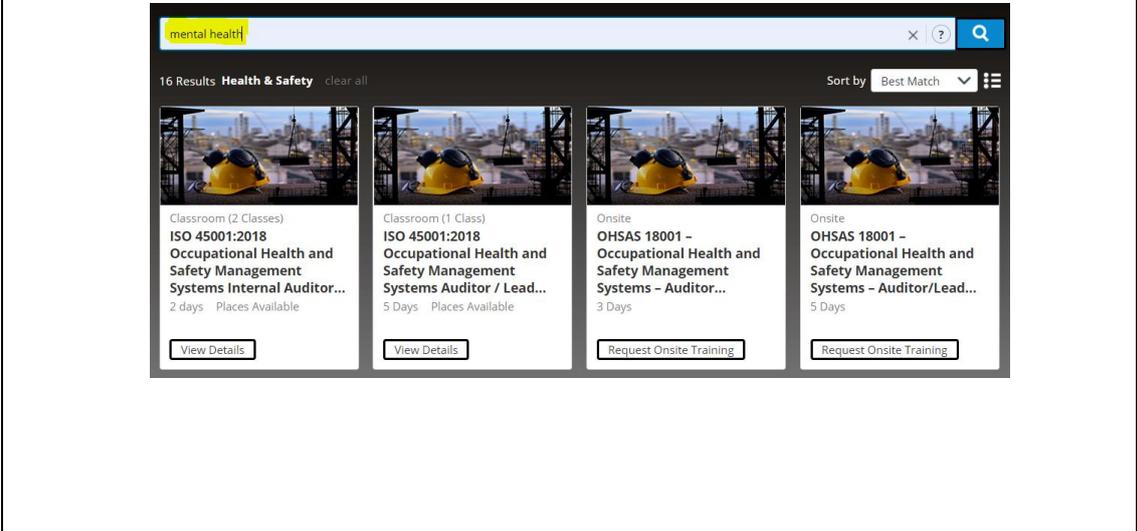


**Filter through Delivery Method, Advanced Search and Categories List**

A combination of these filters can also be done to produce a more specific result.



**Step 2 You may also Search for the course name using the search box and it will display courses that are Best Matched to the keyword that you have used.**



### Course Purchase

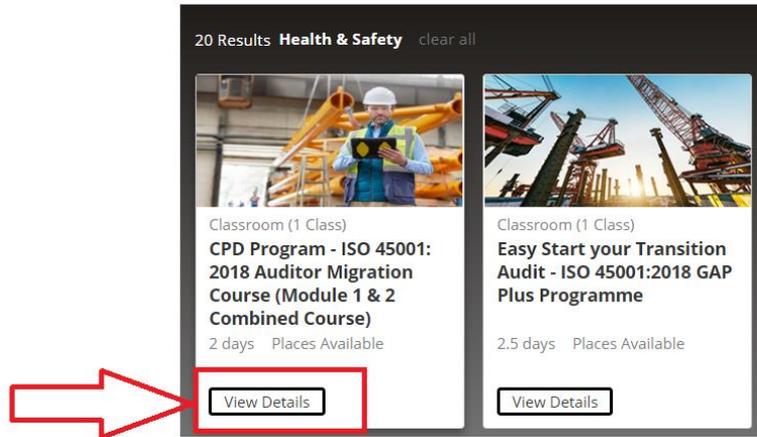
#### Step 3

When a course has been selected. In order to proceed to the shopping cart, buttons for each delivery type is seen on the course tiles.

For this sample, classroom courses have the **view details** button that when clicked will show different scheduled offerings.

From there the purchaser then can proceed with his purchase

**Click** on add to Cart



[browse catalogue](#)

#### ISO 45001:2018 Occupational Health and Safety Management Systems Internal Auditor Training Course

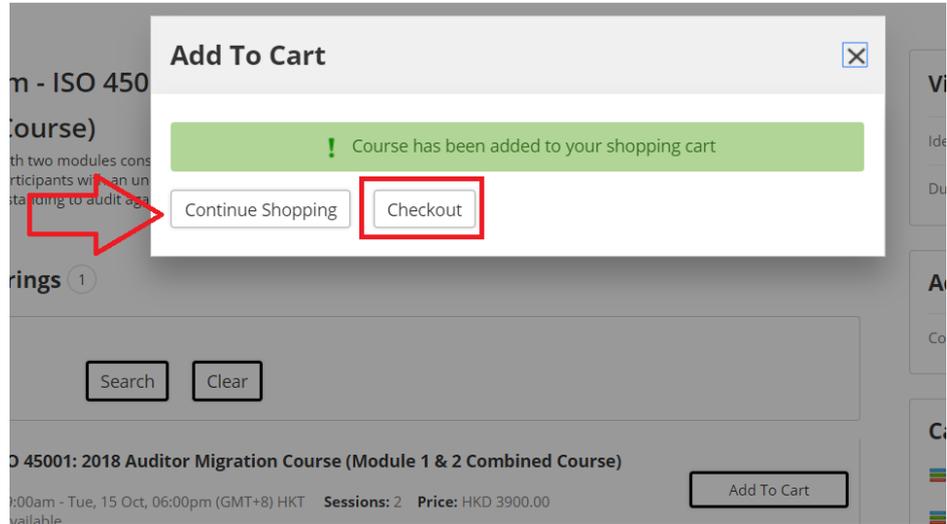
IRCA certified course: 1890 - PT 249 ISO 45001:2018 Occupational Health and Safety Management Systems Internal Auditor Training Course

##### Available Offerings 2

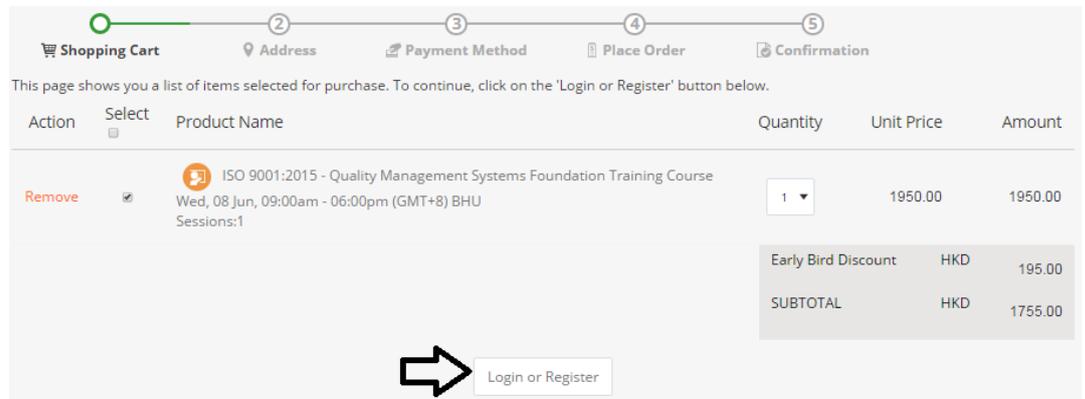
Classes Starting On Or After

<p><b>ISO 45001:2018 Occupational Health and Safety Management Systems Internal Auditor Training Course</b>                      Location: Hong Kong                      Date: Mon, 14 Oct, 09:00am - Tue, 15 Oct, 06:00pm (GMT+8) HKT Sessions: 2 Price: HKD 4000.00                      Availability: Places Available</p>	<input type="button" value="Add To Cart"/>
<p><b>ISO 45001:2018 Occupational Health and Safety Management Systems Internal Auditor Training Course</b>                      Location: Hong Kong                      Date: Mon, 09 Dec, 09:00am - Tue, 10 Dec, 06:00pm (GMT+8) HKT Sessions: 2 Price: HKD 4000.00                      Availability: Places Available</p>	<input type="button" value="Add To Cart"/>
<p><b>CPD Program - ISO 45001: 2018 Auditor Migration Course (Module 1 &amp; 2 Combined Course)</b>                      Location: Hong Kong                      Date: Mon, 14 Oct, 09:00am - Tue, 15 Oct, 06:00pm (GMT+8) HKT Sessions: 2 Price: HKD 3900.00                      Availability: Places Available</p>	<input type="button" value="Add To Cart"/>

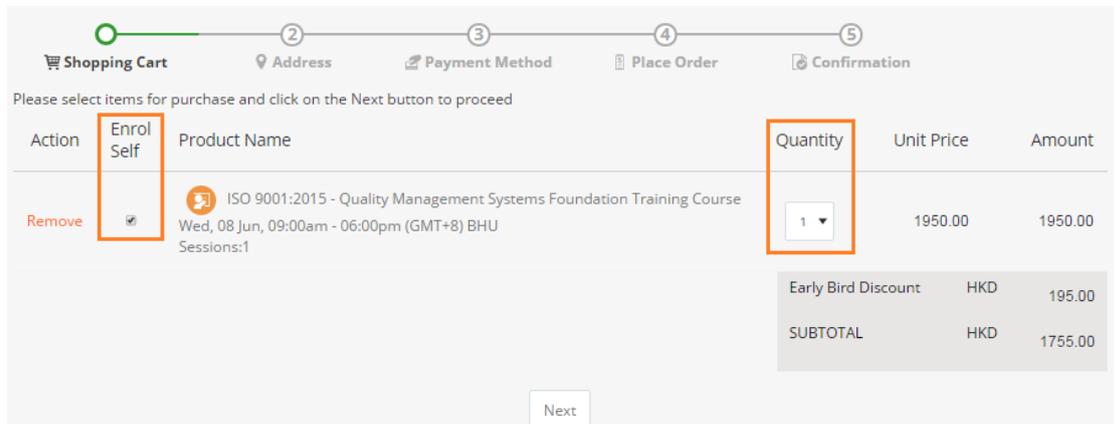
**Step 4** You can go back to book another course by clicking on **Continue Shopping** or proceed to **Checkout**



**Step 5** After Checkout, it would ask the purchaser to log-in



**Step 8** Select the **quantity** of attendees you like to add to this booking. You also have the option to **enrol yourself** or not



**Step 9** Select your **Billing Address**. You can edit your personal Billing Address or add a new one.

**Step 10** Select the **Payment Method**

Product Name	Quantity	Unit Price	Amount
ISO 9001:2015 - Quality Management Systems Foundation Training Course Wed, 08 Jun, 09:00am - 06:00pm (GMT+8) BHU Sessions:1	1	1950.00	1950.00

1 Item	HKD1950.00
Early Bird Discount	HKD 195.00
<b>SUBTOTAL</b>	<b>HKD1755.00</b>
TAX	HKD 0.00
<b>TOTAL</b>	<b>HKD1755.00</b>

**Step 11 Place the Order** after agreeing with the Terms and Conditions

**Place Order**

You have chosen Pay Later as the method of payment. Click on the 'Place Order' button to create an order.

Product Name	Quantity	Unit Price	Amount
ISO 9001:2015 - Quality Management Systems Foundation Training Course Wed, 08 Jun, 09:00am - 06:00pm (GMT+8) BHU Sessions:1	1	1950.00	1950.00

**Payment Method** Pay Later

SUBTOTAL	HKD1755.00
TAX	HKD 0.00
<b>TOTAL</b>	<b>HKD1755.00</b>

**Billing Address**

**Inna HK Valencia**

Addr1  
Kowloon, 1234  
Hong Kong

1234

inna.hk@test.com

[Change billing address](#)

I agree with the Terms and Conditions

[Previous](#) [Place Order](#)

**Step 12** You will receive a **confirmation** that you have successfully placed your order. This can also be viewed under 'My Orders' tab.

**Confirmation**

! Thank you! Course booking(s) received successfully! An email booking confirmation will be sent to you shortly.

[Continue Shopping](#) [My Current Learning](#) [My Orders](#)