**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.**

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**Filter through Categories**

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

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**Categories**

- Customized Training
- Cyber Security
- Electromagnetic Compatibility
- Environment
- Energy Management
- Environmental Management
- Functional Safety
- Health & Safety
- Hazardous Areas Safety
- Construction Safety
- Environmental Safety
- Fire Risk Management Systems Training
- Food Safety
- Industrial Safety
- Mining Safety
- Occupational Safety Management
- Oil, Gas & Chemical Safety

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**Industry Based Training**

Create a range of specific workplace courses to help your workforce improve existing skills and acquire new ones.

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**Leadership & Management**

Offer a comprehensive range of leadership and management training courses, covering every aspect of the discipline at every level - from basic leadership and management development through to project management and soft skills training.
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.
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
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
Step 11 Place the Order after agreeing with the Terms and Conditions

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