

Paxton Installer - Booking/Attending Training

Overview

The Training feature allows you to book onto Paxton training courses, via the app. You can view all upcoming courses in your area and keep track of the courses you have attended in the past.

How do I find a course near to me?

1. Open the Paxton Installer app and tap 'Training'.



2. On the 'Courses' tab you will be able to search for a course by entering your postcode or town.



Or you can search by tapping the **'Location'** button. This will bring up all locations that have available courses, in order of the closest in miles. You will be required to share your location to use this feature.

<	Training	courses	Demo mode
Course	S	Bookings	ñ
Q Cur No suitable le	rent location	emises training	♦ =
	Paxton Access 0.0mi - Brighton	s Ltd	>
	Holiday Inn Gu 34.3mi - Guildford	ildford	>
	Delta Hotels b Park Country (42.1mi - Maidston	y Marriott Tudo Club e	^{or} >
	Holiday Inn - F 49.0mi - Fareham	areham	>
	Holiday Inn Re M4, JCT.11 54.2mi - Reading	ading-South	>
	County Hotel (66.3mi - Chelmsfo	Chelmsford	>
Q	Holiday Inn Mi	Iton	*

3. If you want to search for a particular type of course, you can use the 'Filter' button.



How do I book onto a training course?

- 1. Select the course you would like to book onto, here you will be able to view details of the training course.
- 2. To book your place, tap 'Book'.



3. Here you will need to select the number attending and the attendee information. Then tap 'Book'.

< E	Book training	Demo mode			Book training	
	<u> </u>			Paxton10 Advanced 25 April 2024 9:00 Paxton House		
	125			Home Farm Road Brighton East Sussex BN1 9HU		
Course det	ails			Number attending?		
Paxton10 Advanced						
25 April 2024 9:00 Paxton House Home Farm Road Brighton				Use my details for	Attendee 1	
East Sussex						
BN1 9HU				Attendee Info	ormation	
Number attending? (2 Max per company)				Company name	Installers UK	
11				First name		
Use my details for Att	lendee 1	⊻		Last name	Smith	
Attendee Inforr	mation			Email	janesmith@email.co.uk	
	inclion			Phone	0700090000	
Company name	Powells					
First name	Charlotte				Book	
Last name	Powell					
Email	charleighlouise93@live.	co.uk	- 1			
Q	≜	*		Q	≜	*_

4. Once you've submitted your booking, you'll see a pop-up thanking you for your booking and advising of the next steps.



Where can I view my courses?

To view your upcoming and past courses, tap 'Bookings'.



Upcoming courses

Here you can see your upcoming courses and select them to see the course details, along with everything you need to attend your course. You will be issued a unique QR code, that you will need to present on the day you attend your training.



You will also be given directions on how to get to the location of your course, this uses the default map app on your device.



Past courses

When you select a past course you attended, it will display the certificate you received for completing the course. To download a copy of your certificate, tap the **'Export'** button.

Bookings	
Certificate for Training Paxton Access Ltd	Paxton
This is to certify that Steve Rowlands of	
Paxton Access Ltd	wing
Net2 Essential training	
16 Sept 2022 Andrew Waller Date Paxton Instructor	//
Call 01223 811011 Email supportignation coulk Web www.parkon-access.com	
0	

Can I request training at my premises?

1. We offer free training on your premises for groups of 3 or more people, to request this tap the Training tile and tap 'No suitable options? Request on premises training.'



2. Here you can view what is covered in the Paxton10 and Net2 training courses at your premises.

< Training	at your premises		
Request training at your premises			
Our Trainers can come can try to arrange for o	to you! For groups of 3 or more, we ur Trainers to come to your office!		
A fully refundable depo your booking. The depo after the workshop. (18	sit of £100 +VAT is required to secure osit will automatically be refunded (C's apply)		
To arrange a free, one- control systems at your form.	day workshop on Paxton's easy access premises please complete the below		
Paxton10 Training			
Net2 Training	View		
Applicant Inform	ation		
Training type	Select training 🗸 🗸		
Company name	Installers UK		
First name	Jane		
Last name	Smith		
Email	janesmith@email.co.uk		
٩,	★		



3. You will need to complete the Applicant Information and select which course(s) you would like to book. Ensure your contact information is correct., then tap **'Submit'**.

Training at your premises A runy rerundative depusit of ±100 +VMT is required to secure your booking. The deposit will automatically be refunded after the workshop. (TaCe apply) To arrange a free, one-day workshop on Paxton's easy access control systems at your premises please complete the below form.				
Paxton10 Training	Paxton10 Training			
Net2 Training View				
Applicant Inform	nation			
Training type	Paxton10			
Company name	Installers UK			
First name	Jane			
Last name	Smith			
Email	janesmith@email.co.uk			
Phone	01234567890			
At Paxton Access Ltd we take yo Information to provide the produ Information will be kept in a secu	sur privacy seriously and will only use your personal cits and services you have requested from us. This are location and will not be shared with any third party.			
	Submit			
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4. Your request has been submitted and we will be in touch with the next steps.

How do I cancel my booking?

- 1. To cancel your booking, tap the 'Bookings' tab and the course you wish to cancel.
- 2. Scroll to the bottom of the page and tap 'Cancel booking'.



3. A pop-up will appear, asking you to confirm you would like to cancel the booking. Tap **'Yes'**. You will see a confirmation screen, confirming your booking has been cancelled.