

# How To Use CourseSight

Getting the most out of the CourseSight portal is simple. Follow this short guide to maximise its benefits and advantages.

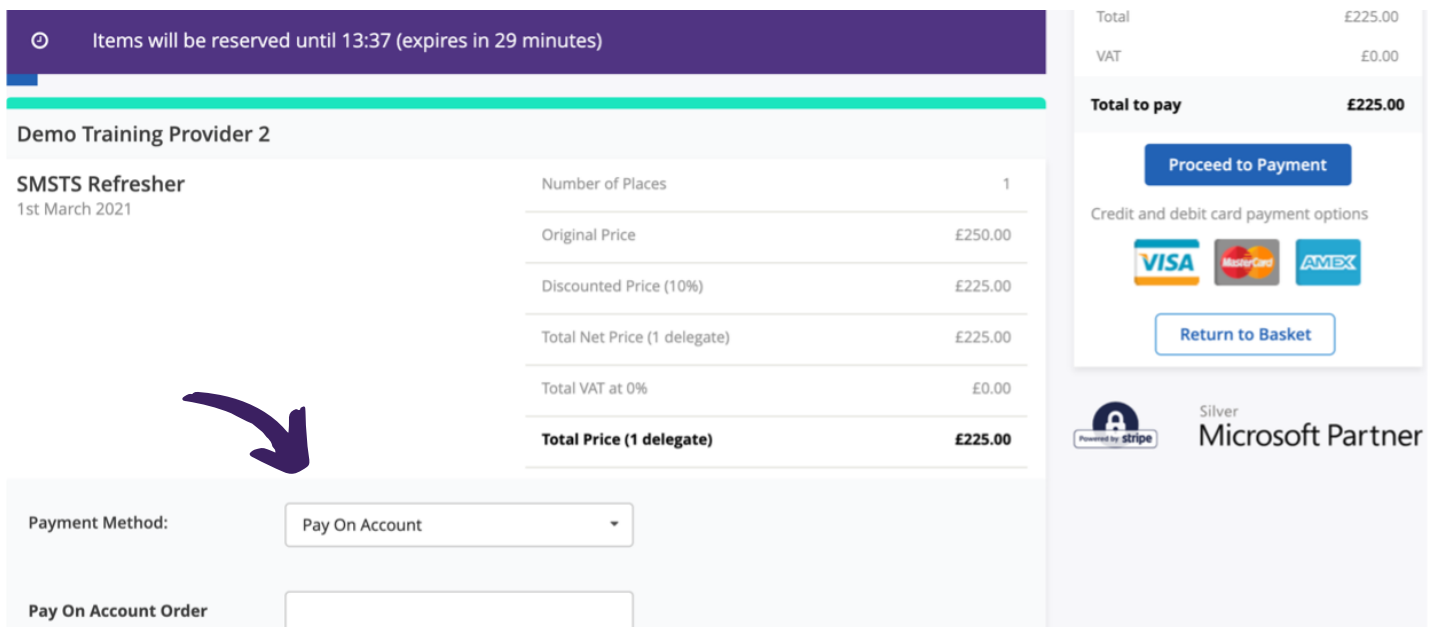
## Searching Effectively with CourseSight

Using the filtering functionality is an easy way to refine your search results. Simply tick the appropriate field(s) to find exactly what you're looking for. You can refine your results by Category, Provider, Location, Timeframe, Qualification, Delivery and other helpful filters.

## Your Check-Out Basket

You can instantly check out online with both debit and credit options, just select your preference using the dropdown next to 'Payment Method' at the Check-Out.

A unique feature of the CourseSight portal is the ability for companies to pay on account when an agreement has been reached with a provider, which can be set up via the Linking Feature (read below).



Items will be reserved until 13:37 (expires in 29 minutes)

Demo Training Provider 2

SMSTS Refresher 1st March 2021	Number of Places	1
	Original Price	£250.00
	Discounted Price (10%)	£225.00
	Total Net Price (1 delegate)	£225.00
	Total VAT at 0%	£0.00
	<b>Total Price (1 delegate)</b>	<b>£225.00</b>




Payment Method:

Pay On Account Order

Total £225.00  
VAT £0.00  
**Total to pay £225.00**

[Proceed to Payment](#)

Credit and debit card payment options

[Return to Basket](#)

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## The Linking Feature

The linking feature enables all users to benefit from the system and begin to build smart communities and is unique to CourseSight. It allows connections to be made between industry bodies, training providers and companies that enable private or preferential interactions between each party.

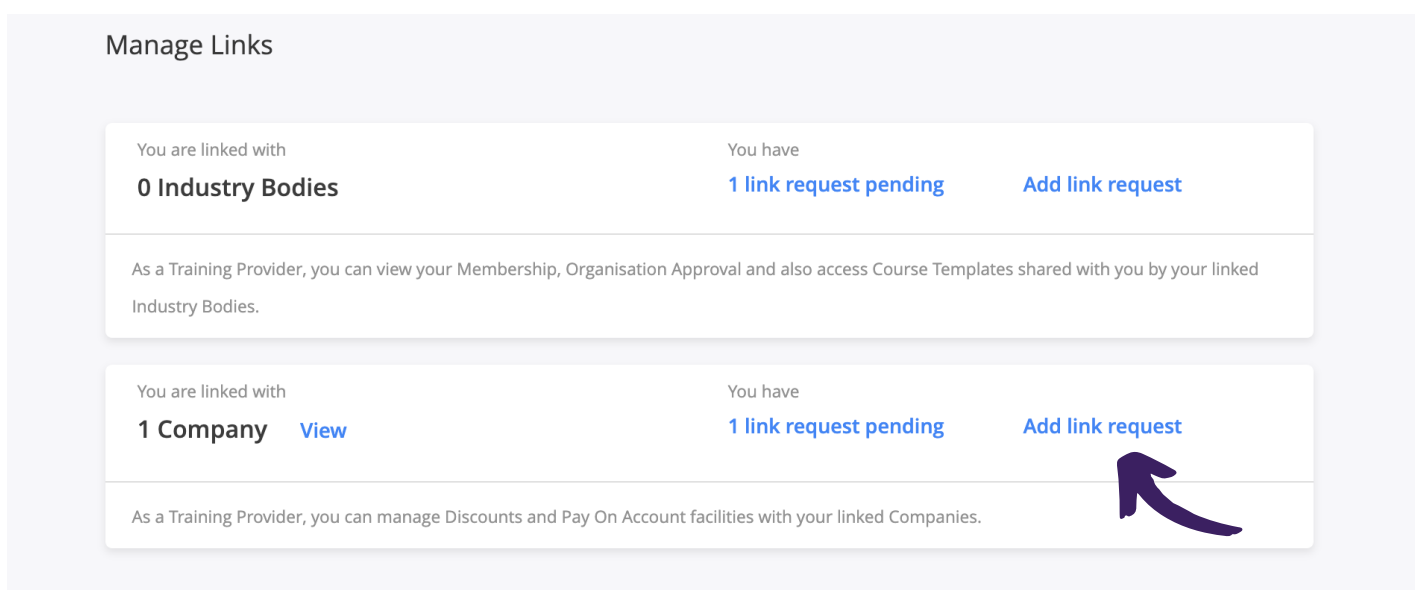
Companies are able to:

- View and book private courses offered by linked training providers.
- Use discounts without additional administrative effort.
- Pay on account.

## How to Link:

Linking with a training provider is simple. To establish a link, users simply need to:

1. Send a request via the 'Links' tab in the sidebar menu on the left-hand side of their CourseSight account.
2. Select 'Add link request' to request to link with a provider, type in the provider's name. The request then automatically appears in that provider's own portal.
3. Once a request to link has been accepted, the connection is established and both parties can begin taking advantage of the benefits.



**Manage Links**

You are linked with <b>0 Industry Bodies</b>	You have <b>1 link request pending</b>	<a href="#">Add link request</a>
As a Training Provider, you can view your Membership, Organisation Approval and also access Course Templates shared with you by your linked Industry Bodies.		
You are linked with <b>1 Company</b> <a href="#">View</a>	You have <b>1 link request pending</b>	<a href="#">Add link request</a>
As a Training Provider, you can manage Discounts and Pay On Account facilities with your linked Companies.		

If you require any further assistance, please don't hesitate to contact a member of the CourseSight Team via [support@coursesight.co.uk](mailto:support@coursesight.co.uk).