



BOSCH

Invented for life

Bosch Automotive Training Solutions

Manager/Administration User Guide

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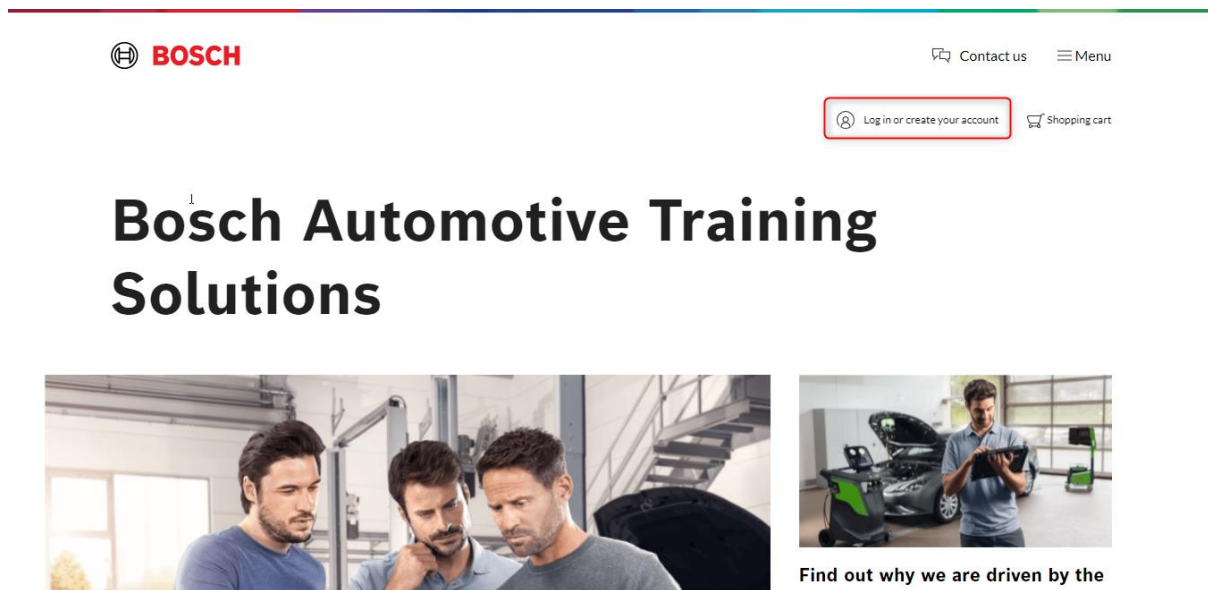
Registering for an Account

N.B. Please only register for a Bosch Global ID if you do not already have one

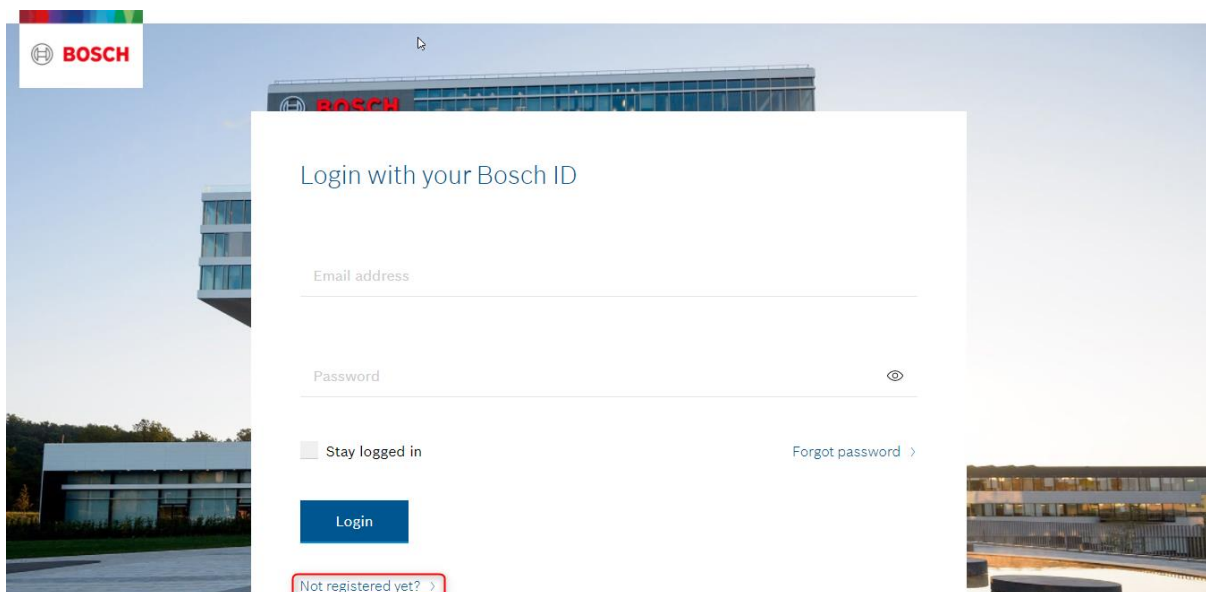
Please use the following [User Guide](#) to also support you with registering your Bosch Automotive Training Solutions (BATS) account

Steps:

1. Please visit Bosch Automotive Training Solutions via: www.bosch-training-solutions.com
2. Click 'Log in or create your account' on the homepage

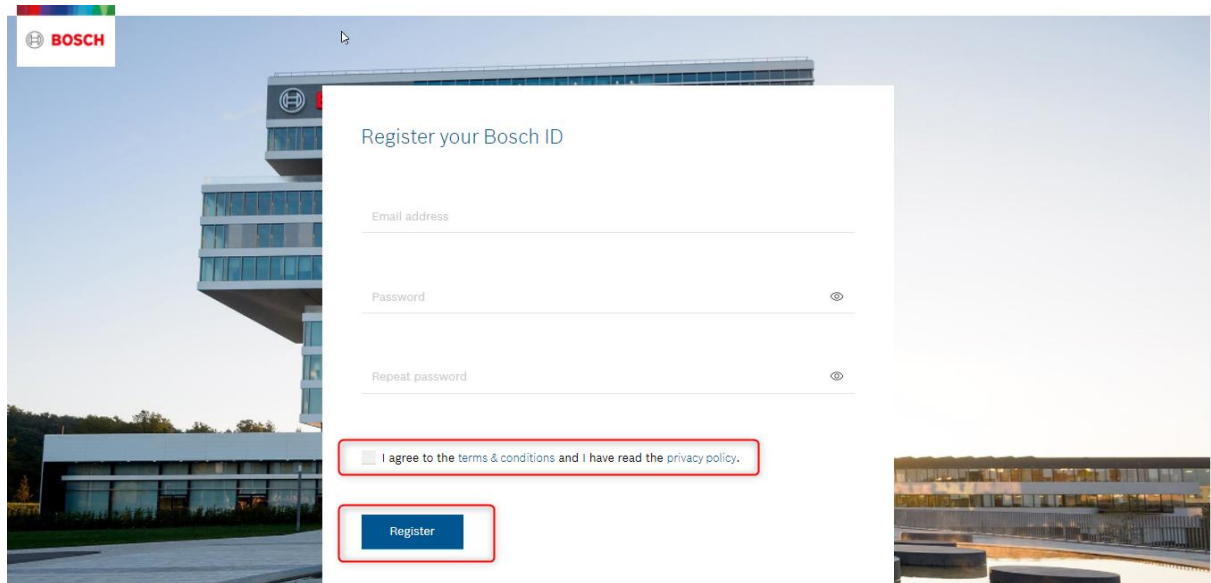


3. Click 'Not registered yet?'

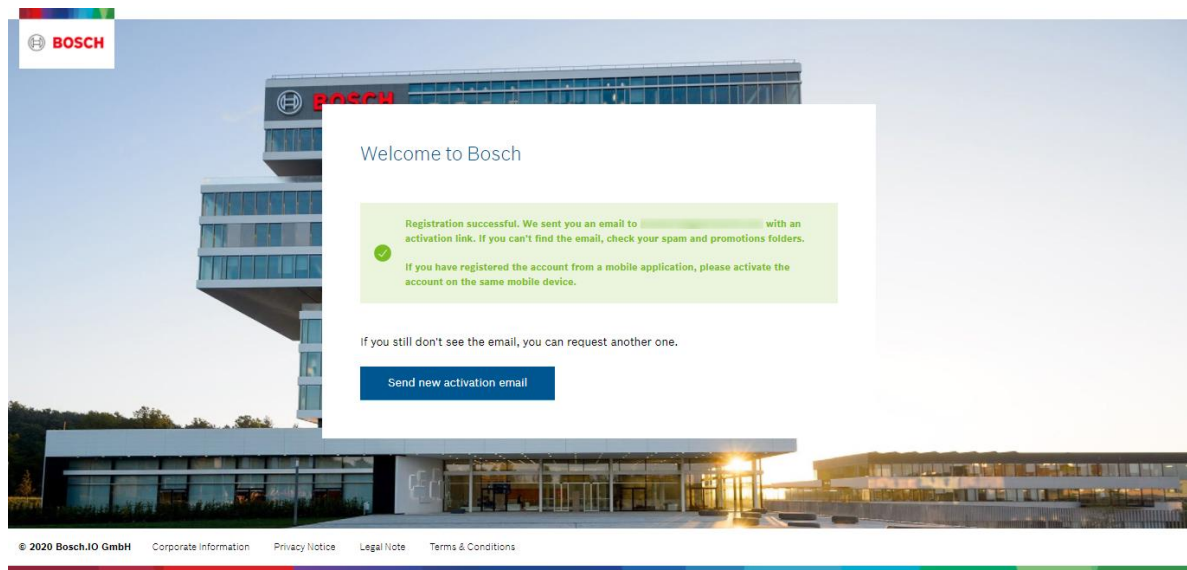


Website link: www.bosch-training-solutions.com

4. You will then be taken to the 'Register your Bosch ID' page; here fill in your details, and if you agree to the Terms & Conditions and have read the Privacy Policy please mark the tick box then click 'Register'



5. If your registration is successful, you will see the below message and receive an email from our Bosch ID Team to activate your account:



Please click on this button in the email you receive to activate your BATS account:



Checking your Account Settings & Logging Out

When logging into your account for the first time, please ensure that all your details in the 'My Account' area are correct and up to date

1. To access your 'My Account' area, please click on your account email address (besides 'Cart')
2. You will be presented with 2 options:

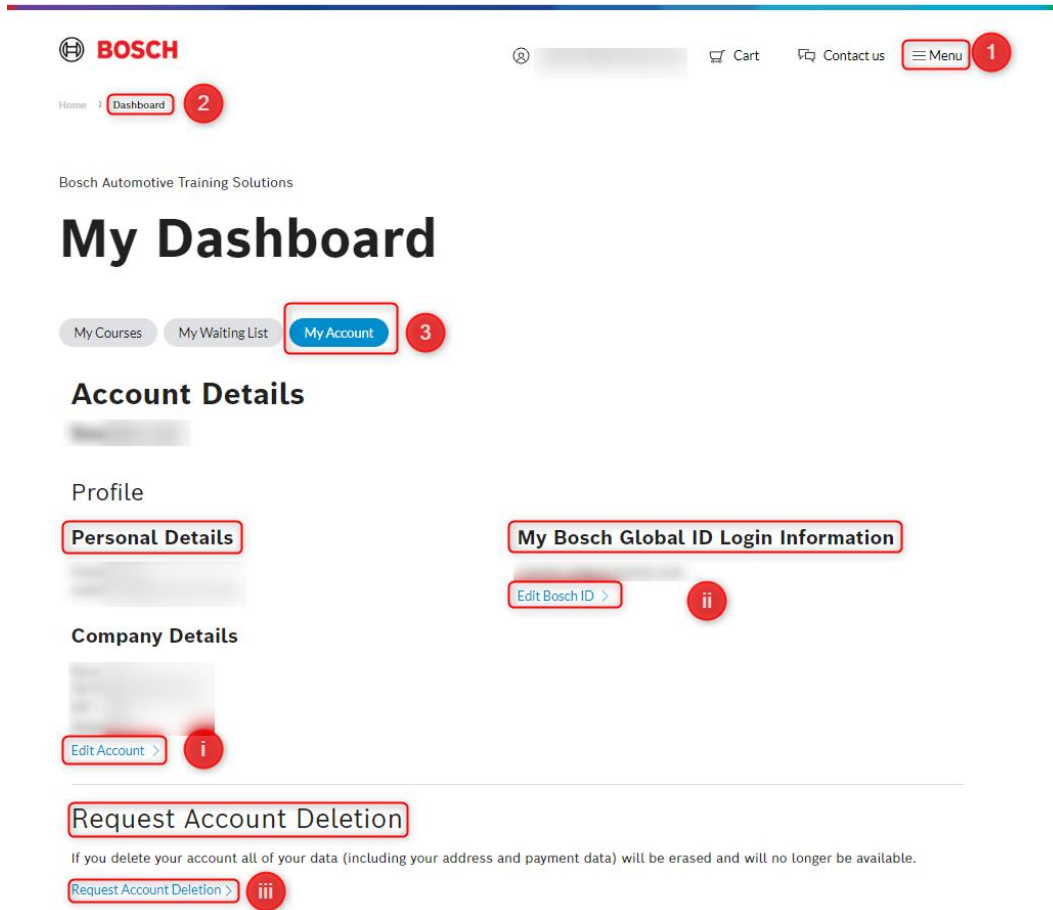


- a. 'Change Details' – here you can:
 - i. Manage your 'Personal Details' – **to receive email correspondence regarding your training courses, please be sure you have entered an email address here**

If you wish for your Company details to be amended, please contact us on: saa.training@uk.bosch.com

- ii. Manage your Bosch Global ID credentials
 - iii. Request your account to be deleted
- b. 'Log Out'

You can also go to the 'My Account' area via: *Menu > Dashboard > My Account* – please see image below:

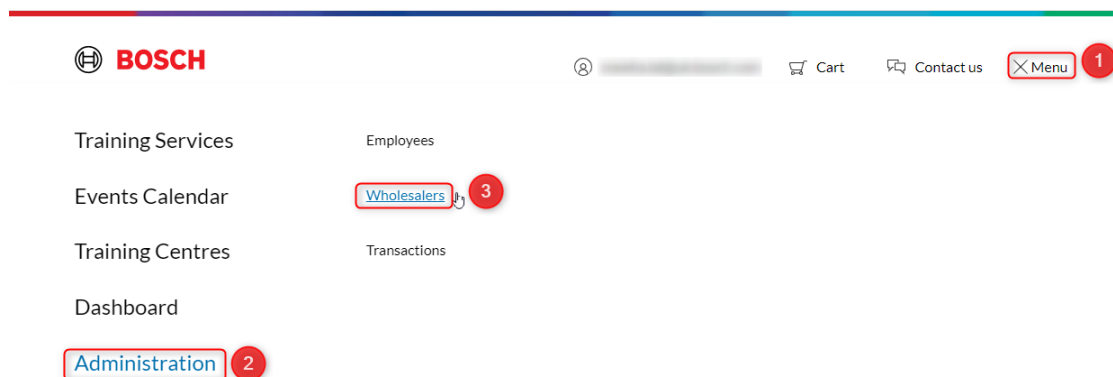


Adding a Wholesaler

Ensure that any/all wholesalers whom you book training with are selected to enable them to book courses on your behalf as required

Steps:

1. Please go to your 'Wholesaler Management area via: *Menu > Administration > Wholesalers*



2. Here, click 'Add' and on the pop-up drop-down list, select your required Wholesaler name and Outlet, then click 'Apply'

Choose your Wholesaler ✕

* Wholesaler

* Outlet

Apply

3. The Wholesaler name will now display in your 'Approved Wholesaler List'
4. To remove a Wholesaler, click 'Remove' and accept the confirmation pop-up as necessary

Wholesaler Management

Manage your wholesalers...

Approved Wholesaler List

Name

[Blurred Name]

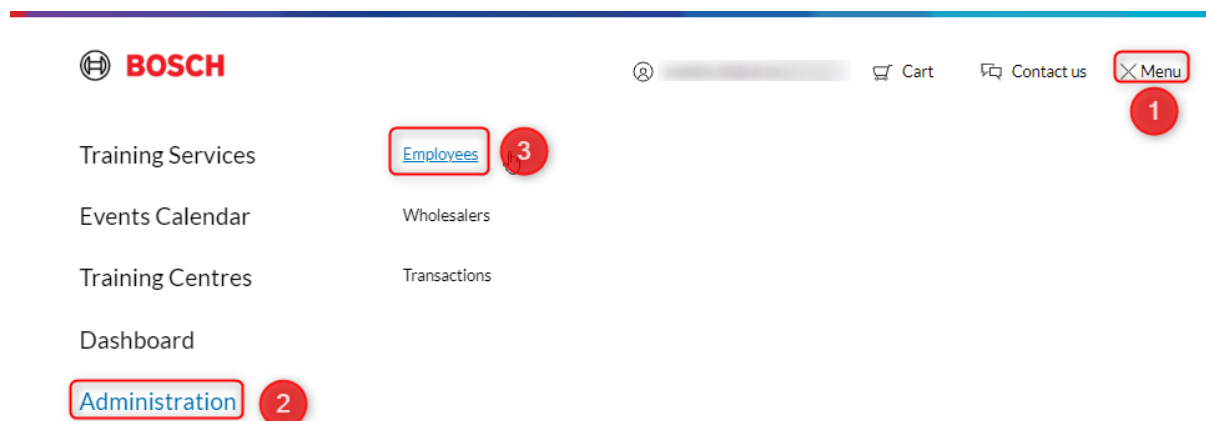
Remove

Managing your Employees

To view/manage your employee list, please follow as below:

Steps:

1. To access Employee Administration, follow: *Menu > Administration > Employees*





2. Click 'Add New' to add employees – please fill **all** mandatory fields (*)

Bosch Automotive Training Solutions

New Employee Account Creation

Create details for new employees...

Account Details

Title	Role*
First Name*	Last Name*
Telephone	Mobile*
Email*	Language*

Settings

Employee Workshop Administration Proxy Upgrade

Allow Employee to register for Training Events

Save

- a. The 2 additional setting options will enable them to:
 - i. Upgrade their account to also have administrative rights
 - ii. Purchase training courses – without this, they cannot add items to their basket and purchase any courses
- b. When you click 'Save', you will receive the below pop-up asking if you want to send an invitation for them to create their own account; please accept or decline as necessary – they do not need to have an account for you to book them onto courses but we do encourage they create their own accounts in order to receive email correspondence regarding their training courses and to view their training history/certificates

Invitation to join Bosch Automotive Training Solutions

You have successfully added a new member to your team!

Would you like to send an email invitation to create a personal account on Bosch Automotive Training Solutions to your new team member?

Yes, send invite

No

3. In your employee list, besides each name, you will have 3 options:

Register

Records

Edit

- a. **Register** - to book courses for that individual specifically
- b. **Records** - to preview their: Registered course(s); Historical record(s); & Course(s) they are on the waiting list for
 - i. If any Bosch courses an employee has historically completed are not displaying in their records, it may be due to the course no longer being active due to changes made based on technological advancements in the topic area. Please email us if you have any questions regarding this.
- c. **Edit** - use this to:
 - i. Change any details
 - ii. Invite them to create a personal account
 - iii. Upgrade their account to have administrative rights
 - iv. Allow them to register for events
 - v. Deactivate them from your team– their training history will not be lost

Booking a Course for Yourself/Employee

Steps:

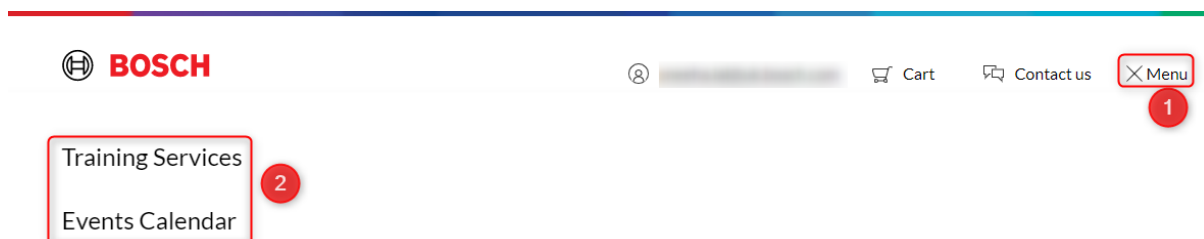
1. There are two ways to start this:

- a. **Specific employee booking:**

Menu > Administration > Employees > Find the employee you want to buy the course for > Register (by their name) > Events Calendar - this employee's name will automatically be selected at the Checkout stage under 'Participants'

- b. **General bookings:**

Menu > Training Services or Events Calendar



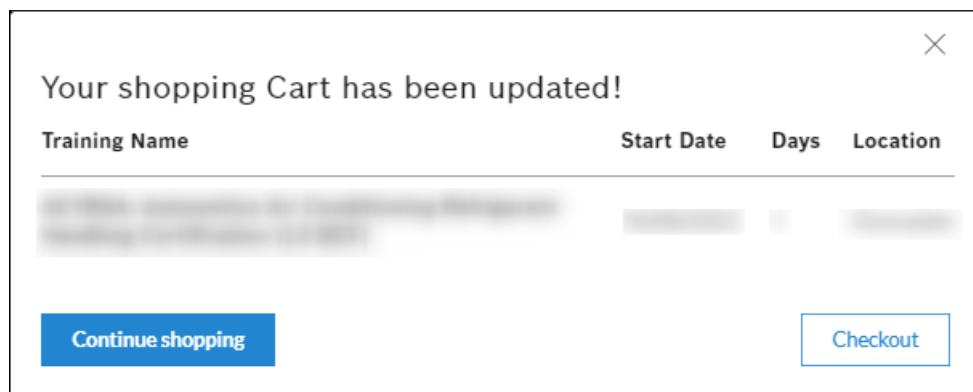
- a. **Training Services:** Browse our training courses
- b. **Events Calendar:** Search for course events in ascending date view; Here you can:
 - i. View in Tile or List view
 - ii. Export the course list
 - iii. Use the 'Filter' options to narrow the search by: Training Course categories, Location or Date Range – you can also use 'Ctrl + F' to search course names, dates or location on the web page

Event Calendar

 Filter (0) Export

Please click on the information icon (ⓘ) beside the course/event to see further information related to the course

2. Choose the course/event you wish to book and click on the shopping cart icon (🛒) to add the course to your Cart
 - a. If you clicked 'Training Services' first, you would need to click this shopping cart first to see the course dates available, then again on the desired date
3. You will then see the below pop-up display:



- a. **Continue shopping:** takes you back to the Event Calendar or Training Services page
 - b. **Checkout:** takes you to the Shopping cart page for you to check your item(s) and assign participant(s) to the course as required (there will be drop-down list of your employees where you can add and remove as necessary)
4. Once you have assigned the necessary participant(s) and checked the item(s), press 'Continue'
5. Select the payment option you wish to pay by
 - a. If it is 'Credits', please note your account will have the correct number of training credits against it (you do not need to enter a 4-digit code as previously)
 - b. If you want to make any changes to the participant(s) or item(s) at this point, please click on 'Back'
6. Please read and agree to our Terms and Conditions

7. Click 'Checkout'
8. You will see the Order confirmation page
 - a. You will receive an email confirmation with the training course details
 - b. If you have any questions after this, please email saa.training@uk.bosch.com

FOC E-Learning Courses: ESI-KTS and KIS

We offer the following 2 FOC e-learning courses:

- ESI-KTS Introduction Training-V
- KIS Online Introduction Training

If you wish to purchase these, follow the above steps. Please note, as the courses are FOC, step 5 above will not be required.

Please also ignore any date and times – these videos can be previewed at any time

You can apply the 'Online Training Courses' filter on the Training Services or Events Calendar to find these 2 courses

Once you have checked out, the course(s) will be in your/your employee's 'My Courses' area; please see below how to get to this area

Viewing your Courses & Waiting List

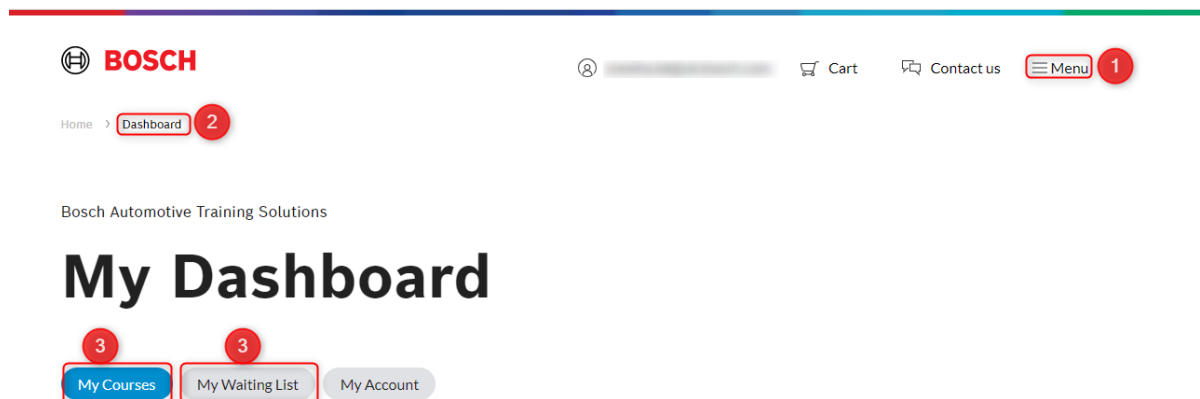
Steps:

1. *Menu > Dashboard > My Courses: Registered Courses & Historical Records*

If any Bosch courses you have historically completed are not displaying in your records, it may be due to the course no longer being active due to changes made based on technological advancements in the topic area. Please email us if you have any questions regarding this.

Or

2. *Menu > Dashboard > My Waiting List: Courses you are on the waiting list for*



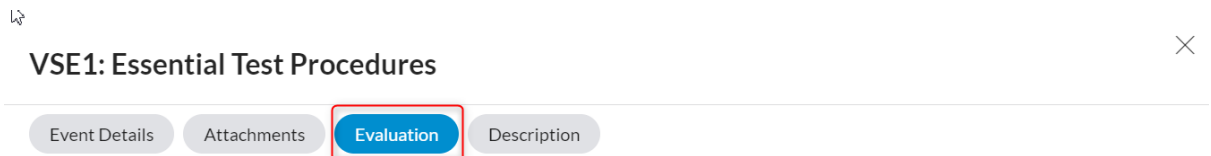
Website link: www.bosch-training-solutions.com

Completing a Course Evaluation Form

We value your feedback so please do provide your feedback via the evaluation form on the training courses you attend. Each course's evaluation form will be made available from the start date of the course. Please complete within 2 months of the course start date.

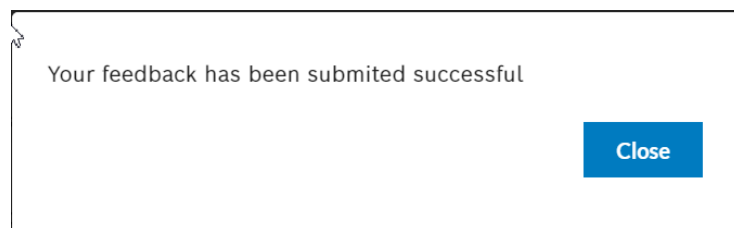
Steps to complete a course evaluation form:

1. *Menu > Dashboard > My Courses > Click 'View' on the required course > Evaluation tab*



We value your feedback and would love to hear from you to see how we are doing. Please take the time to fill in the following evaluation to help us to continually improve our service to you. Thank you.

2. Then please complete the questions as required and press 'Submit' when you are ready and happy with your answers – please note, you can only submit your answers once.
3. Once you have pressed 'Submit', you will see the below pop-up message:



Viewing your Certificate

Steps:

Menu > Dashboard > My Courses > Click 'View' on the required course > Download Certificate: click on the blue download icon

Viewing an Employee's Certificate

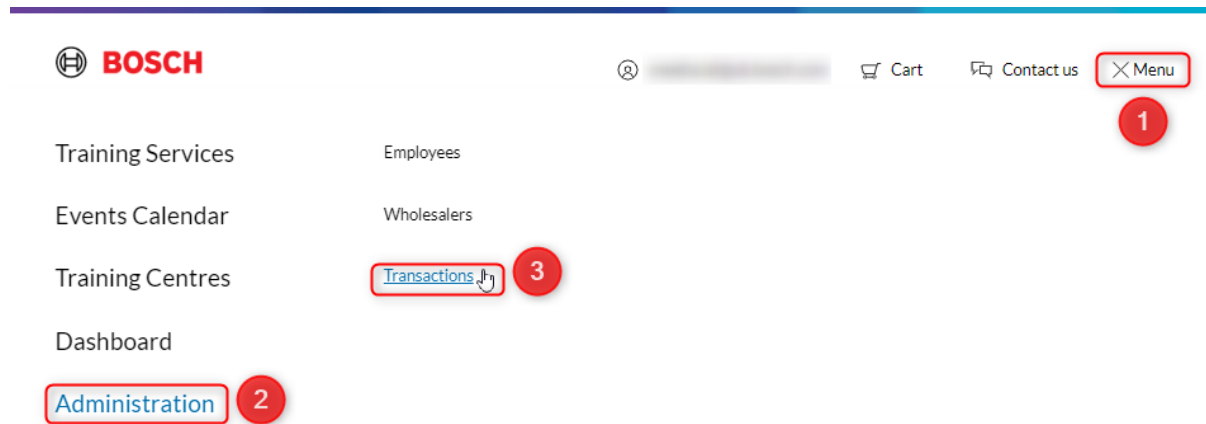
Steps:

Menu > Administration > Employees > Find the employee required > Records > Click 'View' on the required course > Download Certificate: click on the blue download icon

Viewing your Transactions

Steps:

1. *Menu > Administration > Transactions*



The screenshot shows the top navigation bar of the Bosch website. The 'Menu' button is circled in red with a '1'. Below the navigation bar, the 'Administration' button is circled in red with a '2'. Under the 'Administration' menu, the 'Transactions' link is circled in red with a '3'.

2. Here you can view what you purchased and when, and also download the corresponding invoice

[Home](#) > [Administration](#) > [Transactions](#)

Bosch Automotive Training Solutions

Transactions

View and manage your transactions...

[< Back](#)

Transactions

Invoice Number	Description	Payment Method	Date	Amount	Download
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Contact Us

If you have any further questions, please use our 'Contact us' button at the top of the website page:



You can also access this 'Contact us' page at the bottom of the Home page:

Get in touch

We look forward to your enquiry

Telephone
+441895 816160

Send us a message

[Contact Form >](#)

Alternatively, please email: saa.training@uk.bosch.com or call 01895 816 160