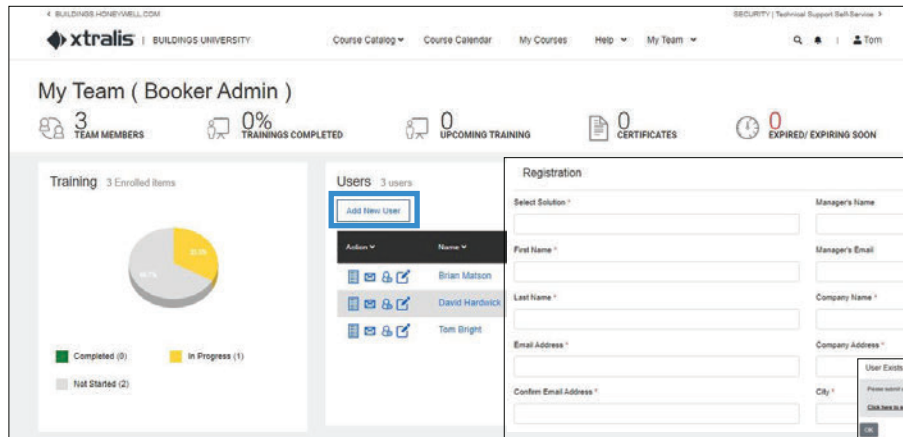


Xtralis University Booker Admin Role Guidelines



The Booker Admin role is intended for customer training administrators to control the training purchase and allocation within their employee team. All users in a Booker Admin team must be assigned to the same company as the Booker Admin.

Adding Users to a Booker Admin

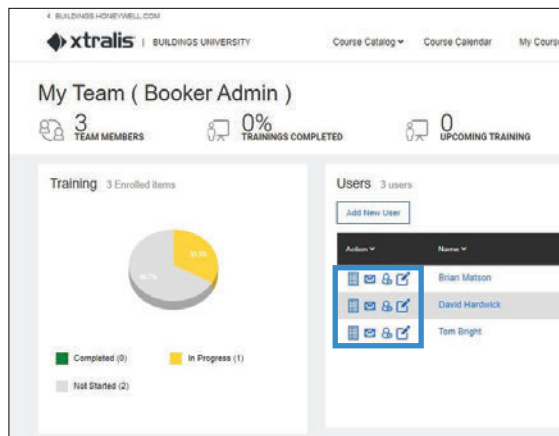


1 Booker Admins can add students to their collection using **ADD NEW USER**.

2 This allows the Booker Admin to create a user in their company collection.

3 If the Student already exists on the platform, a warning will be shown and the booker Admin will need to request the user's account to be moved to their company collection using the Support Ticket process under HELP in the top menu.

Managing Users With Either Booker Role

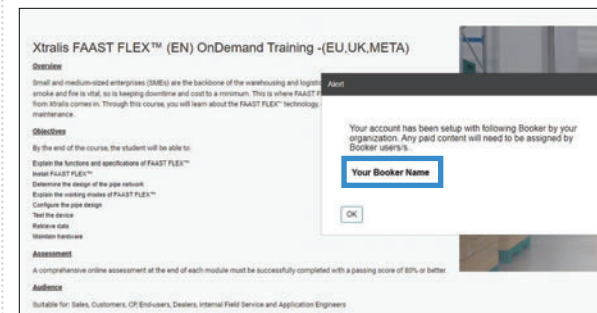


Bookers can:

- Add and remove users
- View transcripts
- Access student certificates
- Book students on training

The remove user option for Booker Admins will remove the email connection and will not make the student inactive.

Booker Admin Students



The Booker Admins students will receive a warning message if they try to book a class themselves, this tells them who their booker is. They are allowed to book free of charge ondemand content.