**Requested System workflow**

* 1. Add Courses
* Course name
* Course summary
* Length of course (time period/ duration of course)
* TBC(required more details about TBC)
  1. Add trainer

Need to know that admin will add the trainer from the system or there will be a registration/signup process for them

* Trainer name
* Email
* Contact
* Address
* Courses
* Trainer Qualification
* Other required information…
  1. Trainer Availability (required login)
* Trainer adds their availability
* View their availability
* Update availability
  1. View Trainer/Trainers Calender
* View all trainers
* Availability of trainers

**Bookings**

Booking process will be done manually on a booking request is received

* 1. Add Booking (form)
* Course title
* Dates Requested (via email or phone call)
* Number of delegates-1:24 (need more detail about this )
* Select trainer –condition to select trainer (course, availability and distance)
* Course material link
* Client address (requested location)
* Client personal info (name, address, role, contact number)
* Sales Person (who will be the sales person)
* Prices Quoted/ paid option
* Provisionally booked/ Confirmed Option
  1. Send Booking to Trainer (via email)
* Course title
* Dates Requested by client
* Number of delegates-1:24
* Select trainer –condition to select trainer (course, availability and distance)
* Client address (requested location)
* Client info
* Link of training material
  1. Bookings Process
* Accepts/rejects booking
* Trainer view their bookings
  1. Training complete (on completing training)
* Trainer uploads delegates details with driving license scan/photo
* Number of attendees
* Any issues
* Training material issues with venue ()
* Changes/audit in course
  1. Audit Close report
* We need reporting details. Which types of reporting details do you required