

International Minimum Industry Safety Training (IMIST)

Key Contact User Manual

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Introduction

This document will provide instructions to enable the Customer Key Contact to register their Company and to manage all aspects of their IMIST training requirements.

Registration

Before you can purchase IMIST licences or administer your account, you must first register at the IMIST Online website. Open the web browser of your choice, and go to www.imist-online.com. This will take you to the IMIST Online home page. From there click on 'Admin Area' link in the menu bar.



This will display the administration login page. At the bottom of this page you will find a 'Register' button, below the log in and forgot password area.

Click on the 'Register' button.

Please enter your email and password to login.

Email

Password

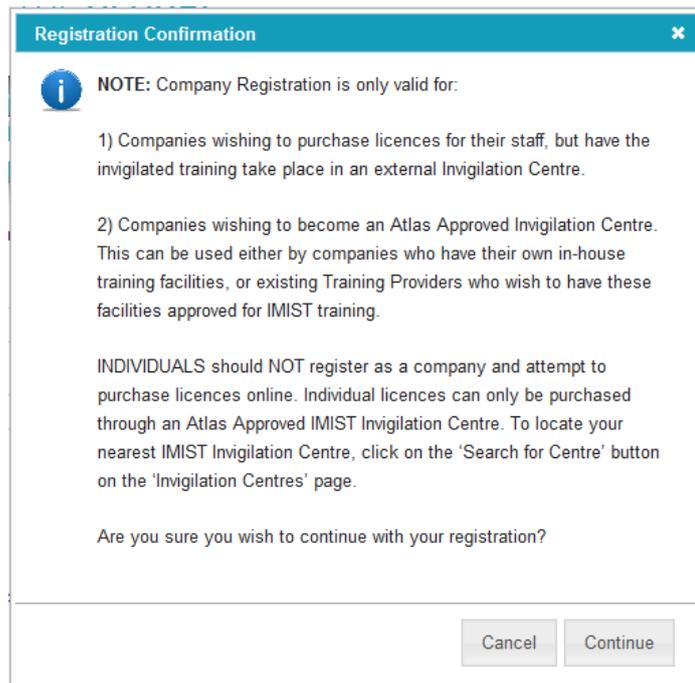
LOG IN

[Forgot Password?](#)

This will then display a notification that only Companies should be registering and not individuals wishing to undertake IMIST.

Individuals wishing to sit the IMIST course will need to contact their nearest IMIST Invigilation Centre in order to purchase a Licence.

Clicking on the 'Continue' button will then redirect you to the new customer registration screen.



The customer registration screen is split into 3 sections which all need to be completed.

The top section of the registration screen will require you to enter basic company details.

If the company you are registering is in the European Union (EU), you are required to fill in both the Company Name and VAT Registration Number fields. If your company is not based in the EU, you are only required to provide the Company Name.

CUSTOMER REGISTRATION

The Key Contact for the company is responsible for registering the company in the form below, and nominating the Company Administrator into the system; this must be done prior to any candidates being registered. Upon registration, you will receive a confirmation e-mail containing a link. Follow this link to activate your registration and set your personal password. Once your password has been set, you can log in on the right-hand side of the page. This allows you to set up administrators and/or register learners.

Invigilation Centres should also register their company details here. They must ensure to tick the 'Register as Invigilation Centre' check box at the bottom of the registration form. This registration must be followed up by sending in a completed application form which can be downloaded from here.

Learners can be registered by logging in to the system using the form below.

Please enter Customer details below to register.

Customer Details

Company Name

VAT Registration Number (EU only)

The second part of the registration screen will require you to enter your Key Contact details.

All of these fields are mandatory.

Key Contact Details:

First Name

Last Name

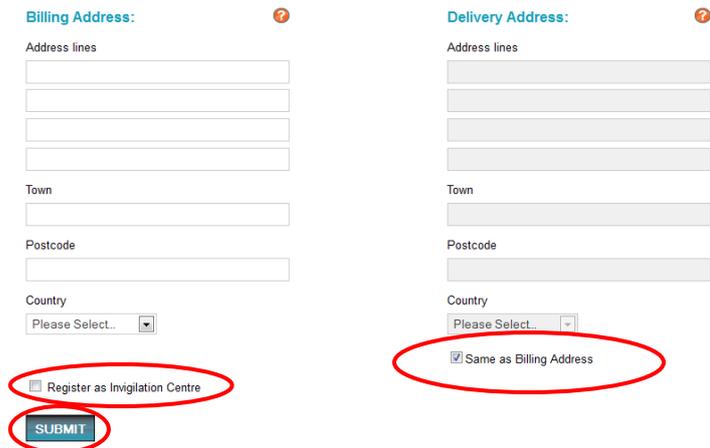
E-mail

Telephone

The final section of the registration screen is the billing address and delivery address for your company.

You are required to enter at least 1 Address line, Town and Postcode for the billing address.

If the delivery address is the same as the billing address, you can leave the 'Same as Billing Address' checkbox checked. If you uncheck this checkbox, you will be required to fill in at least 1 Address line, the Town and Postcode.



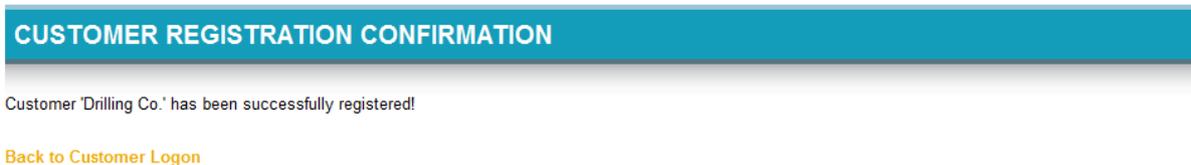
The screenshot shows two side-by-side form sections: 'Billing Address' and 'Delivery Address'. Both sections have a title with a question mark icon, a 'Address lines' field with three input boxes, 'Town' and 'Postcode' fields, and a 'Country' dropdown menu. In the 'Billing Address' section, the checkbox 'Register as Invigilation Centre' and the 'SUBMIT' button are circled in red. In the 'Delivery Address' section, the checkbox 'Same as Billing Address' is circled in red.

For clarity, the Billing Address is the address where invoices for IMIST Licence Purchases will be sent to. If the IMIST training will take place in a different country from the Company Billing Address, then The Delivery Address will need to be completed.

If you also wish to register your Company as an IMIST Invigilation centre, then make sure to click the 'Register as Invigilation Centre' checkbox. You can still register as an Invigilation centre later on, if you do not check this box.

Once you have completed all three sections of the form, click the Submit button to complete the registration process.

If you did not select the 'Register as Invigilation Centre' checkbox, you will be presented with this screen, to confirm the end of the registration process:



If you did select the 'Register as Invigilation Centre' checkbox, you will be presented with this screen, which will allow you to download the Invigilation Centre Application Form, which you will need to complete and send to Atlas to get your Invigilation centre approved to provide IMIST training:



Following successful registration, an e-mail will be sent to the e-mail address entered in the Key Contact details. This is a role acceptance e-mail, through which you must confirm that you are the Key Contact for your Company, and will then allow you set your password, with which you will be able log in to the IMIST portal.

User Role Acceptance Statement

Customer Key Contact

International Minimum Industry Safety Training Programme ("IMIST")

Your Company has registered for IMIST training and you have been nominated as the Company Key Contact who is responsible for the overall management of the Company's IMIST training programme.

The Key Contact has the authority to:

- Purchase IMIST course licences
- Appoint replacement or alternative Key Contacts
- Manage Learners directly, or
- Appoint Company Administrators [to allocate and manage learner licences]

If you agree to accept this role please click on the link below to confirm your acceptance and you will then be automatically directed to the IMIST site in order to set up your password.

I accept the role of IMIST Key Contact:

[Click here](#)

If you cannot click the above link, copy and paste the following into a new browser window:

<http://localhost/IMIST/Client/AcceptRole?id=67cdc23f-4562-4bb4-aa29-6e7e31d9812e>

If you cannot accept this role please advise your Key Contact immediately.

Email: support@imist-online.com

Telephone: +44 (0)844 247 21 21

If you also selected to register as an Invigilation Centre, you will receive an additional e-mail which will confirm your interest in becoming an approved IMIST Invigilation Centre.

Invigilation Centre Registration Note

Invigilation Centre Key Contact

Thank you 'Acme Training' for registering your interest to become an Atlas authorized Invigilation Centre.

Your registered Key Contact details follow.

First Name: Joe
Last Name: Bloggs
Email: joe.bloggs@acmetraining.com
Telephone: 0123456789

If you require assistance please contact:

Email: support@imist-online.com

Telephone: +44 (0)844 247 21 21

In the 'IMIST User Role Acceptance' e-mail you received, click on 'Click here' link.

This will take you to the password setup screen. Enter the password you wish to use to log in with, in both password fields, and then click on the 'Set password' button.

This will then confirm your acceptance as the customer Key Contact, and will save your password, which you can use to log in with on the Administration Login page.

SET UP PASSWORD

Use the form below to set up your password.

New passwords are required to be a minimum of 6 characters in length.

Password details

Password

Confirm password

SET PASSWORD

After successful acceptance, the following message will be displayed:

ROLE ACCEPTANCE

The role assignment has been successfully confirmed!

Back to Home

Logging In

To login on the IMIST Portal, click on the 'Admin Area' link in the menu on the IMIST Portal home page.



This will then display the Administration Login page.

If you have forgotten your password, you can click on the 'Forgot Password?' link. Please see the next section for more details.

Enter your e-mail address in the Email field, and your password, (which you provided through the role acceptance e-mail) into the Password field.

Then, click the 'Log In' button.

Please enter your email and password to login.

Email

Password

LOG IN

[Forgot Password?](#)

If you have registered as a Key Contact for more than one company, you will be presented with a 'Select Customer' screen as below:



Customer Name	Address	Your Role	Role Accepted
Test Company A	1 High street, Aberdeen, AB11, United Kingdom	Customer Key Contact	27/03/2012 10:01:34
Test Company B	999 Wall street, New York, XXX XXX, ALABAMA, United States	Customer Key Contact	27/03/2012 10:01:35

Select a company by clicking on the relevant Customer Name link.

You will then be presented with the Customer Administration Dashboard menu, where you will be able to purchase licences, update your company's details and register learners.

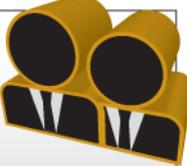
CUSTOMER ADMINISTRATION

Your role: Customer Key Contact

Customer: Test Company A

Welcome test1@test.com [Log Off](#)

As the Key Contact for your company, you can administer your IMIST account from this page. Company details, administrator details, Invigilation Centre registration and registration of learners can be managed and updated through the forms and links on this page.

 Purchase IMIST Licences	 Update Company Details	 Update Invigilation Centre Details
 Manage Learners	 Manage Administrators	 Manage Invigilators

Forgot Password

If you have forgotten your password, you can reset it by making use of the 'Forgot Password?' link on the Administration login page.

Click the 'Forgot Password?' link; this will take you to the 'Password Reset Request' page.

Please enter your email and password to login.

Email

Password

LOG IN

[Forgot Password?](#)

PASSWORD RESET REQUEST

Please enter your e-mail address below, and click the reset password button. You will then be emailed a link to allow you to reset your password.

Email address

RESET PASSWORD

Enter your e-mail address and click the 'Reset Password' button. You will then receive an e-mail which contains a link, which will allow you to reset your password.

Clicking on the 'Click here' link in the e-mail will take you to the password setup screen.

Enter the password you wish to use in both the password fields and click the 'Set Password' button, to reset your password.

You will then be able to use this new password to log in to the Administration Log in page.

SET UP PASSWORD

Use the form below to set up your password.

New passwords are required to be a minimum of 6 characters in length.

Password details

Password

Confirm password

SET PASSWORD

Password Reset Request

International Minimum Industry Safety Training Programme ("IMIST")

To reset your password on the IMIST training web portal, please click on the link below. This will take you to page allowing you to enter a new password.

Password Reset:

[Click here](#)

If you cannot click the above link, copy and paste the following into a new browser window:

<http://localhost/IMIST/Client/ResetPassword?id=0fa7c6e7-5717-412c-a625-459addaf7de0>

Purchasing IMIST Licences

To purchase IMIST licences, log in and click on the 'Purchase IMIST Licences' option on your Administration Dashboard menu.

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

As the Key Contact for your company, you can administer your IMIST account from this page. Company details, administrator details, Invigilation Centre registration and registration of learners can be managed and updated through the forms and links on this page.



Purchase IMIST Licences



Update Company Details



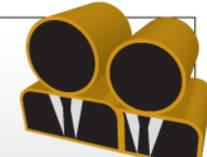
Update Invigilation Centre Details



Manage Learners



Manage Administrators



Manage Invigilators

This will then take you to a page which will show you the previous IMIST licence purchases you have made.

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

[Create New Order](#)

Invoice No.	Reference	Registered On	Payment Method	Licence Quantity	Total	Tax	Status	Last Updated
Pending Invoice		27/03/2012 10:01:35	Credit Card	7	\$693.00	\$0.00	Paid	01/01/2011 00:00:00

Click on the 'Create New Order' link at the top right-hand side of the screen. This will then take you to IMIST Licence Purchase page.

NOTE: making use of the log in section on the Purchase page will bypass the above two pages, and take you straight to this page.

IMIST LICENCE PURCHASE

Logged in as Key Contact of customer: Test Company A

IMIST licenses can be purchased at cost \$99 - per license. If you buy multiple licenses online, please ensure your credit card purchasing limit is sufficient for the total value of the purchase. If you wish to purchase large license numbers, please select Purchase Requisition Form (PRF) or Purchase Order (PO) option below.

Help

If you require any assistance, please contact us:

T: +44 (0) 844 247 21 21

E: purchase@imist-online.com

Create Order

[View Orders](#)

Reference

International Minimum Industry Safety Training e-Learning Course (\$99.00)

Number of Licences

I understand that any contract resulting from this order will be governed by the [IMIST General Terms and Conditions](#). I have read and understood these terms and conditions and confirm that I accept them.

Please select your preferred payment method:

- Credit Card (read more...)
- Purchase Requisition Form (read more...)
- Purchase Order (read more...)

CONTINUE

On this page you can enter your own purchase reference, specify the number of licences you wish to purchase and select your preferred payment method. You must accept the IMIST General Terms and Condition, which can be viewed by clicking on the on-screen link. ([click here to view the T&C's](#)). Only once you have accepted the terms and conditions will you be able to proceed beyond this page.

NOTE: There is also a maximum limit of \$5,000 USD on any credit card purchase in a single transaction.

NOTE: Licences purchased via Credit Card or Purchase Requisition Form, will become immediately available for use, upon successful completion of the online purchase process. Orders placed via the Purchase Order method, require you to process an internal Purchase Order and forward this to Atlas. Only upon Atlas receiving a Purchase Order, matching the online order, will the Licences be made available.

Purchasing with Credit Card

To purchase using your credit card, select the 'Credit Card' payment method on the purchase page. Then click the 'Continue' button. This will then present you with a summary of your order:

IMIST LICENCE PURCHASE

Order Summary

Customer: Test Company A
Reference: Credit Card Purchase

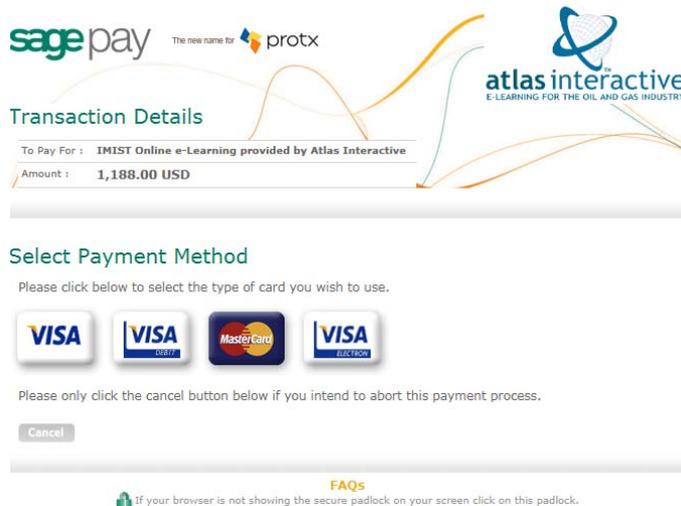
Products:

Description of Services	Unit Cost	Quantity	Price
International Minimum Industry Safety Training e-Learning Course	\$99.00	10	\$990.00
Inclusive of OPITO Certification Fee (equivalent to £21 GBP per IMIST Licence)	-		-
Total value of purchase excluding VAT and/or Withholding tax			\$990.00
VAT@20%			\$198.00
Total			\$1,188.00

BUY NOW

Click the 'Buy Now' button to proceed with the purchasing of the licences. This will then redirect you to Atlas's payment provider called SagePay.

Selecting the card type will then direct you onto the next stage of the payment process which will require you to enter your card details.



The screenshot shows the SagePay payment interface. At the top, it features the SagePay logo with the tagline 'The new name for protx' and the Atlas Interactive logo with the tagline 'E-LEARNING FOR THE OIL AND GAS INDUSTRY'. Below this is the 'Transaction Details' section, which states 'To Pay For: IMIST Online e-Learning provided by Atlas Interactive' and 'Amount: 1,188.00 USD'. The 'Select Payment Method' section prompts the user to 'Please click below to select the type of card you wish to use.' and displays four buttons for VISA, VISA (CLASSIC), MasterCard, and VISA (ELECTRON). A 'Cancel' button is located below these options. At the bottom, there is a note: 'If your browser is not showing the secure padlock on your screen click on this padlock.' with a small padlock icon and a link to 'FAQs'.

On this page, enter your credit / debit card details and then click the 'Proceed' button.

You will then be presented with a summary of your payment details. Click the 'Proceed' button to continue with the payment.

At this point, if your card has been setup with the 3D Secure payment protection system, your card provider may then prompt you to confirm the amount and enter your 3D Secure password.

Enter Card Details

Card Number*	<input type="text"/>	(enter without spaces)
Card Type	Visa	
Firstname:*	<input type="text" value="David"/>	(name as it appears on card)
Surname:*	<input type="text" value="Gilmour"/>	(name as it appears on card)
Valid From	Month: <input type="text"/> Year: <input type="text"/>	(if not present, leave blank)
Expiry date*	Month: <input type="text"/> Year: <input type="text"/>	
Security Code*	<input type="text"/>	
Billing Address Line 1*	<input type="text" value="1 High street"/>	
Billing Address Line 2	<input type="text"/>	
Billing City*	<input type="text" value="Aberdeen"/>	
Billing Post Code*	<input type="text" value="AB11"/>	
Billing Country*	<input type="text" value="United Kingdom"/>	
<input type="button" value="Back"/>		<input type="button" value="Proceed"/>

On successful completion of the payment via credit/debit card, SagePay will then direct you back to the IMIST Online Portal, where you will then be presented with an invoice which has been marked as paid in full.

IMIST LICENCE PURCHASE

Thank you, your transaction has been successful!

VAT Invoice

Test Company A
2 High street
Aberdeen
AB11

Atlas
Aberdeen Energy Park
Claymore Drive
Aberdeen
AB23 8GD
United Kingdom

Tel +44(0) 1224 708430
Fax +44(0) 1224 708431

Invoice Number	Invoice Date	VAT Reg	Reference
ATLAS000006	02/05/2012	EU 1234567890	Credit Card Purchase

Description	Unit Cost	Qty	Price	For UK VAT reporting only
International Minimum Industry Safety Training e-Learning Course	\$99.00	10	\$990.00	
Inclusive of OPITO Certification Fee (equivalent to £21 GBP per IMIST course)	-	-	-	
			Sub-Total	\$990.00
			VAT@20%	\$198.00
			Total	\$1,188.00
				Exchange rate \$1.00 = £0.60 *
				£594.00
				£118.80

*the exchange rate shown here is for internal accounting purposes only and may be different than that applied by the issuing bank of your credit card

IMIST Terms and Conditions apply - available to view at: www.imist-online.com/resources/imist_terms_and_conditions.pdf

Invoice has been paid in full.

As the customer Key Contact, you will also receive a copy of this invoice by e-mail.

Purchasing with Purchase Requisition Form (PRF)

To purchase IMIST licences using the Purchase Requisition Form (PRF) payment method, select 'Purchase Requisition Form' on the purchase page. The PRF option is specifically for companies who cannot, or wish not to pay by credit card, but who haven't got an internal Purchase Order system in place to order by PO.

[Create Order](#)

[View Orders](#)

Reference

International Minimum Industry Safety Training e-Learning Course (\$99.00)

Number of Licences

I understand that any contract resulting from this order will be governed by the [IMIST General Terms and Conditions](#). I have read and understood these terms and conditions and confirm that I accept them.

Please select your preferred payment method:

- Credit Card (read more...)
- Purchase Requisition Form (read more...)
- Purchase Order (read more...)

Apply Withholding tax (%) %

* Please note that the unit cost of \$99.- per IMIST license is NET of any applicable Value Added Tax, local taxes, sales or withholding tax, which may apply in the country of billing. The amount payable and invoiced will always be a unit cost of \$99. If any type of withholding is required, this will be calculated (grossed up) and added to the total invoice value such that when it is subsequently withheld, the net amount payable to Atlas will be the equivalent to a unit cost of \$99.

CONTINUE

Upon selecting the 'Purchase Requisition Form' option, you will be presented with a field in which you are required to enter the percentage of **Withholding Tax** that may applicable in your Country. If there is no Withholding Tax applicable, then you can leave this field at 0%.

Enter the total number of licences you wish to purchase, any internal reference number, click the checkbox to accept the terms and conditions and then click the 'Continue' button.

You will then be presented with the IMIST Purchase Requisition Form. On this form you must enter the full name and e-mail address of the person within your company who can authorise the purchase and who will be responsible for making sure that the invoice is paid. This person is referred to as the 'Financial Authority'.

NOTE: It is possible to enter your own (Key Contact) details as the Financial Authority, provided you have this level of authority within your Company.

Atlas Interactive Limited
Offshore House
Science and Energy Park
Claymore Drive
Bridge of Don
Aberdeen AB23 8GD

United Kingdom

Tel +44(0) 1224 708430
Fax +44(0) 1224 708431

www.atlasinteractive.com

IMIST PURCHASE REQUISITION FORM

By completing and submitting the following electronic order form you are making an offer to purchase goods and or services which, if accepted by Atlas, will result in a binding contract.

Company / Customer Name	Test Company A
VAT registration No (EU companies only)	EU 1234567890
Key Contact Name	David Gilmour
*Financial Authority Details Full Name E-mail	<input type="text"/> <input type="text"/>
Billing Address	1 High street, Aberdeen, AB11, United Kingdom
Order Reference	
Withholding tax (%)	0 %

At the bottom of this page there is a “Submit” button to click once the accounts details have been filled in.

Description of Services	Unit Cost	Quantity	Price
International Minimum Industry Safety Training e-Learning Course	\$99.00	10	\$990.00
Inclusive of OPITO Certification Fee (equivalent to £21 GBP per IMIST Licence)	-		-
Total value of purchase excluding VAT and/or Withholding tax			\$990.00
**VAT@20%			\$198.00
Total			\$1,188.00

When this order form has been completed please press submit. You will receive an e-mail confirmation of receipt of your order.

*To ensure that this order has the appropriate authorisation we are requesting contact details for the individual who will authorise this purchase (Financial Authority). When this order is submitted this individual will receive an e-mail requesting that they confirm that the order can be processed and that the resulting invoice is accepted.

Once we have received the appropriate authorisation we will e-mail confirmation of our acceptance of the order and confirm the purchase of the IMIST licences.

**Please note that the unit cost of \$99 per IMIST licence is net of any applicable Value Added Tax, local taxes, sales or withholding tax which may apply in the country of billing. The amount payable and invoiced will always be a unit cost of \$99. If any type of withholding is required this must be calculated and added to the total value such that when it is subsequently withheld the net amount will be the equivalent of \$99.



On clicking the submit button, you will be presented with a summary of your IMIST licence purchase:

IMIST LICENCE PURCHASE

Thank you, your order has been accepted and notification sent to the Financial Authority contact for approval.

Order Summary

Customer: Test Company A

Products:

Description of Services	Unit Cost	Quantity	Price
International Minimum Industry Safety Training e-Learning Course	\$99.00	10	\$990.00
Inclusive of OPITO Certification Fee (equivalent to £21 GBP per IMIST Licence)	-	-	-
Total value of purchase excluding VAT and/or Withholding tax			\$990.00
VAT@20%			\$198.00
Total			\$1,188.00

[View Orders](#)

You will also receive this order summary by e-mail.

The Financial Authority, specified on the 'IMIST Purchase Requisition Form' will also be e-mailed the order:

Dear Joe Accountant,
You have been nominated by your company's IMIST Key Contact (David Gilmour) as the relevant Financial Authority, in order to authorise the purchase of IMIST licences, according to the order summary below.

Order Summary

Customer: Test Company A

Reference: PRF Purchase

Products:

Description of Services	Unit Cost	Quantity	Price
International Minimum Industry Safety Training e-Learning Course	\$99.00	10	\$990.00
Inclusive of OPITO Certification Fee (equivalent to £21 GBP per IMIST Licence)	-	-	-
Total value of purchase excluding VAT and/or Withholding tax			\$990.00
VAT@20%			\$198.00
Total			\$1,188.00

To accept and confirm the Order please click [here](#).

To reject this order please click [here](#). Note that your Key Contact will be notified by e-mail of this rejection.

If you cannot click the above link, copy and paste the following URL into a new internet browser window:

Accept Link:

<http://atlas-w019/IMIST/Purchase/AcceptOrder?id=7c01da0c-6fcf-47f6-a72b-2ff65c6487e4&email=joe.accountant@test.com>

Reject Link:

<http://atlas-w019/IMIST/Purchase/RejectOrder?id=7c01da0c-6fcf-47f6-a72b-2ff65c6487e4&email=joe.accountant@test.com>

If you cannot authorise the above order, please advise your Key Contact (David Gilmour, test1@test.com) immediately to discuss.

If you require any assistance, please contact IMIST support:

E-mail: support@imist-online.com

Telephone: +44 (0)844 247 21 21

The Financial Authority e-mail will contain two links, which will allow this person to either accept or reject the order. If the order is authorised, then the Financial Authority should click the appropriate link, following which they will be presented with this page:

The order has been accepted and the purchase invoice has been emailed

This confirms that the order has been accepted. The sales invoice for this order will be automatically e-mailed to both the Key Contact and to the Financial Authority, with full payment details at the bottom of the e-mail. Note that the payment term for IMIST invoices is 30 days.

VAT Invoice

Test Company A
2 High street
Aberdeen
AB11

Atlas
Aberdeen Energy Park
Claymore Drive
Aberdeen
AB23 8GD
United Kingdom

Tel +44(0) 1224 708430
Fax +44(0) 1224 708431

Invoice Number	Invoice Date	VAT Reg	Reference
ATLAS000007	02/05/2012	EU 1234567890	PRF Purchase

Description	Unit Cost	Qty	Price	For UK VAT reporting only
International Minimum Industry Safety Training e-Learning Course	\$99.00	10	\$990.00	
Inclusive of OPITO Certification Fee (equivalent to £21 GBP per IMIST course)	-		-	
				Exchange rate \$1.00 = £0.60 *
		Sub-Total	\$990.00	£594.00
		VAT@20%	\$198.00	£118.80
		Withholding Tax @0.00%	\$0.00	£0.00
		Total	\$1,188.00	

If the purchase is rejected by the Financial Authority (for whatever reason), then he/she must select the appropriate link from the e-mail. In this case, the Key Contact will receive a system generated e-mail, stating that the purchase has been rejected by the Financial Authority.

Purchasing using a Purchase Order

To purchase IMIST Licences using the Purchase Order payment method, select the 'Purchase Order' option on the purchase page.

Create Order

[View Orders](#)

Reference

International Minimum Industry Safety Training e-Learning Course (\$99.00)

Number of Licences

I understand that any contract resulting from this order will be governed by the [IMIST General Terms and Conditions](#). I have read and understood these terms and conditions and confirm that I accept them.

Please select your preferred payment method:

- Credit Card (read more...)
- Purchase Requisition Form (read more...)
- Purchase Order (read more...)

Apply Withholding tax (%) %

* Please note that the unit cost of \$99.- per IMIST license is NET of any applicable Value Added Tax, local taxes, sales or withholding tax, which may apply in the country of billing. The amount payable and invoiced will always be a unit cost of \$99. If any type of withholding is required, this will be calculated (grossed up) and added to the total invoice value such that when it is subsequently withheld, the net amount payable to Atlas will be the equivalent to a unit cost of \$99.

CONTINUE

Upon selecting the 'Purchase Order' option, you will be presented with a field in which you are required to enter the percentage of **Withholding Tax** that may applicable in your Country. If there is no Withholding Tax applicable, then you can leave this field at 0%.

Enter the total number of licences you wish to purchase, any internal reference number, click the checkbox to accept the terms and conditions and then click the 'Continue' button.

This will then take you to the Purchase Order Requirements page, which will provide you with all the information that you require in order to raise a Purchase Order.

IMIST LICENCE PURCHASE - PURCHASE ORDER REQUIREMENTS

Please ensure that your Purchase Order contains as a minimum the following information:

- Your Company Name
- Purchase Order Number
- VAT Registration Number (for EU Companies Only)
- Billing Address
- Delivery Address (if different from Billing Address).
Note: the Delivery Address is the address where the IMIST training will be carried out.
- Number of IMIST course licenses being purchased
- If a deduction for withholding tax will be applied upon payment of the invoice, then please indicate the percentage at which this tax will be applied. (*)

Acceptance of a Purchase Order by Atlas does not constitute acceptance of any alternative terms put forward by your Company. All purchases are governed by the IMIST Terms and Conditions which can be viewed here:

[IMIST Terms and Conditions](#)

Upon receipt of your Purchase Order, Atlas shall send an e-mail confirmation of acceptance of the order to the Key Contact and allocate the relevant number of licenses purchased to your account.

An invoice will be issued separately by e-mail and will have payment terms of 30 days.

Please confirm your intention to raise a Purchase Order (note: your licences will be allocated upon receipt of your Purchase Order, matching your online order).

CONFIRM PO

Purchase Order Requirements page continued:

Completed Purchase Orders can be submitted as follows:

1. By post to the following address:

Atlas
Aberdeen Energy Park
Claymore Drive
Aberdeen
AB23 8GD
United Kingdom

Attention Accounts Department – IMIST

2. By Fax to:

Atlas
Fax No: +44 (0)1224 708431

Attention: Accounts Department - IMIST

3. Scanned and sent as an e-mail attachment to:

accounts@imist-online.com

Order Summary

Customer: Test Company A
Reference: Purchase Order

Products:

Description of Services	Unit Cost	Quantity	Price
International Minimum Industry Safety Training e-Learning Course	\$99.00	10	\$990.00
Inclusive of OPITO Certification Fee (equivalent to £21 GBP per IMIST Licence)	-		-
Total value of purchase excluding VAT and/or Withholding tax			\$990.00
VAT@20%			\$198.00
Total			\$1,188.00

If you have any queries as to any of the above, or require further help or information please contact:

IMIST Helpline on: [+44 \(0\)844 247 21 21](tel:+4412242472121)

E-mail: support@imist-online.com

Click the 'Confirm PO' button to confirm your intention to raise a Purchase Order. This is an essential step when raising the Purchase Order, as this will record the order in the system, and allows Atlas to quickly activate your licences upon receipt of a matching Purchase Order.

Upon clicking the 'Confirm PO' button you will be presented with a summary of your IMIST licence order.

Updating Company Details & Key Contact

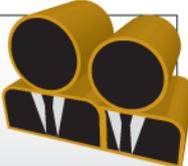
To update your Company details, log in via the Administration Log in page.

On the Administration Dashboard menu, click on the 'Update Company Details' option:

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact Customer: Test Company A Welcome test1@test.com

As the Key Contact for your company, you can administer your IMIST account from this page. Company details, administrator details, Invigilation Centre registration and registration of learners can be managed and updated through the forms and links on this page.

 Purchase IMIST Licences	 Update Company Details	 Update Invigilation Centre Details
 Manage Learners	 Manage Administrators	 Manage Invigilators

The Customer Details page will then be displayed.

This page has three sections; the top section contains the basic company details.

Customer Details

Company Name

VAT Registration Number

The second section contains the key contact details.

Key Contact Details:

First Name

Last Name

E-mail

Telephone

The final section on the company details page is the billing and delivery address details of the company:

Billing Address:

Address lines

Town

Postcode

Country

 ▼

Delivery Address:

Address lines

Town

Postcode

Country

 ▼

You can update any of these details. Clicking the 'Update' button at the bottom of the page will save the updated details.

NOTE: If you update the e-mail address in the Key Contact details section, this will result in a new Key Contact being assigned to represent the Company. This new Key Contact will receive an IMIST User Role Acceptance e-mail, as described on pages 5 and 6. When the new Key Contact accepts this role, and sets up his/her unique password, they will replace you as the Key Contact of the Company.

Updating Invigilation Centre Details & Key Contact

To update your Invigilation Centre details, log in via the Administration Log in page.

On the Administration Dashboard menu, click on the 'Update Invigilation Centre Details' option:

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

As the Key Contact for your company, you can administer your IMIST account from this page. Company details, administrator details, Invigilation Centre registration and registration of learners can be managed and updated through the forms and links on this page.



**Purchase
IMIST Licences**



**Update
Company Details**



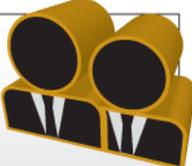
**Update
Invigilation
Centre Details**



**Manage
Learners**



**Manage
Administrators**



**Manage
Invigilators**

The top section of this page lists the Invigilation Centres which your Company has currently registered:

Customer Invigilation Centres

Company Name	Centre Name	Address	Status
Acme Training		Training Tower, 256 Training Street, IMIST City, IM32 5DR, Qatar	Disabled

The status of the Invigilation centre will be set to 'Disabled' until you have completed the IMIST Approved Invigilation Centre Application form and sent this to Atlas for approval. Upon approval, Atlas will enable your Invigilation Centre in the Portal and will issue a formal Certificate for your Centre.

You can only amend the details of Invigilation Centres that have been approved and enabled by Atlas. Once enabled, you will be able to edit the details of the Invigilation Centre by clicking on the 'Edit' link that will appear next to the status.

The rest of the page is split into two sections to display the Invigilation Centre details.

The first section is the Key Contact details for the Invigilation Centre:

Key Contact Details:

First Name	<input type="text" value="Elvis"/>	Last Name	<input type="text" value="Presley"/>
E-mail	<input type="text" value="test4@test.com"/>	Telephone	<input type="text" value="0123456789"/>

The second section of the page displays the Invigilation Centre registration details:

Centre Details:

Company Name

Centre Name

Address lines

Town

Postcode

Country
 ▼

You can update any of these details. Clicking the 'Update' button at the bottom of the page will save the updated details.

If you have updated the e-mail address in the Key Contact details section, this will result in a new Key Contact being assigned to the customer. This new Key Contact will receive an IMIST User Role Acceptance e-mail, as described on pages 5 and 6. When the new Key Contact accepts this role, and sets up his/her unique password, they will replace the current Key Contact of the Invigilation Centre.

Creating and Deleting Learners

To register and delete Learners, log in via the Administration Log in page.

On the Administration Dashboard menu, click on the 'Manage Learners' option:

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

As the Key Contact for your company, you can administer your IMIST account from this page. Company details, administrator details, Invigilation Centre registration and registration of learners can be managed and updated through the forms and links on this page.



Purchase IMIST Licences



Update Company Details



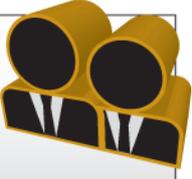
Update Invigilation Centre Details



Manage Learners



Manage Administrators



Manage Invigilators

This page will display a list of all of the registered learners for the Company. At the top right-hand section of the screen, there are a set of filter options, which allow you to filter the list of displayed learners by the learner's 'First Name', 'Last Name', or 'ID'.

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

BACK

REGISTER LEARNER

Registered Learners

Total Licences purchased: 7
Total Licences available: 5

Search

Show learners filtered by:

First Name

Last Name

ID

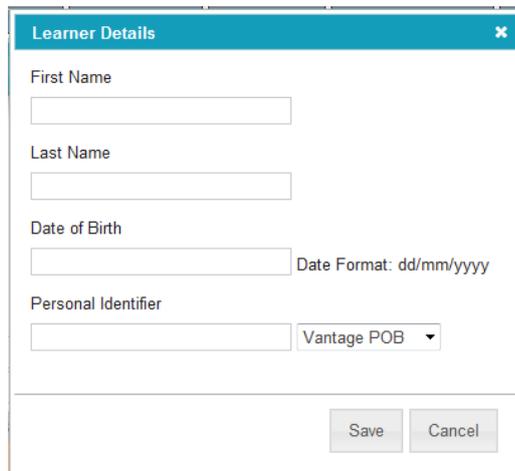
Firstname	Lastname	Date of Birth	ID	ID Type	Registered	Competed	Status	
Ritchie	Blackmore	14/04/1947	111222333	Vantage POB	07/05/2012		Not Attempted	Delete
Rod	Stuart	01/01/1950	333222111	Vantage POB	07/05/2012	31/12/2011	Completed	Certificate

<< < 1 of 1 >>

Register a Learner

At the top of the screen, you will find the 'Register Learner' button, which will give you access to the 'Learner Details' dialog box.

When registering a new learner, all of the fields are required to be completed. Once you have completed all the fields, click the 'Save' button to save the details of the learner. The system will send you an e-mail confirmation with the full registration details for the learner. You are advised to forward these details (by post, fax or e-mail) to the learner, as he/she will need the exact registration details in order to sit the IMIST course at an appointed IMIST Invigilation Centre.



The screenshot shows a 'Learner Details' dialog box with the following fields and controls:

- First Name:** A text input field.
- Last Name:** A text input field.
- Date of Birth:** A date input field with a 'Date Format: dd/mm/yyyy' label.
- Personal Identifier:** A text input field with a dropdown menu set to 'Vantage POB'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Delete a Learner

To delete a learner, click on the 'Delete' link next to the learner's status. You will only be able to delete learners who have not yet started the IMIST training, which can be seen from their status, which in that case will be set to 'Not Attempted'. Once this changes to incomplete you will no longer be able to delete that learner.

Learner Certificate

If the learner has a status of 'Completed', then you will be able to generate the IMIST Certificate, by clicking the 'Certificate' link that will appear beside the learner's status. Note that this is a copy of the Certificate that was issued by the Invigilation Centre and it will NOT hold the Invigilator's signature. All the rest of the information on the Certificate is correct and factual.

Registering, Editing and Deleting Administrators

To register, edit and delete administrators, log in via the Administration Log in page.

On the Administration Dashboard menu, click on the 'Manage Administrators' option.

NOTE: An administrator will be able to manage the registration of learners only.

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

As the Key Contact for your company, you can administer your IMIST account from this page. Company details, administrator details, Invigilation Centre registration and registration of learners can be managed and updated through the forms and links on this page.



**Purchase
IMIST Licences**



**Update
Company Details**



**Update
Invigilation
Centre Details**



**Manage
Learners**



**Manage
Administrators**



**Manage
Invigilators**

The next screen will display all of the registered administrators for your company. This list can be filtered using the 'First Name' and 'Last Name' fields that appear just above the list of Administrators.

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

BACK
REGISTER ADMINISTRATOR

Search

Show administrators filtered by:

First Name

Last Name

Registered Administrators

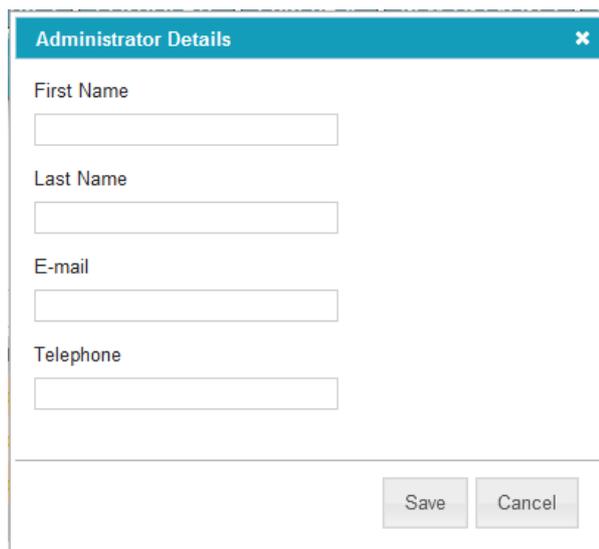
Firstname	Lastname	E-mail	Telephone	Registered	Accepted	
David	Gilmour	test1@test.com	0123456789	07/05/2012 08:40:05	07/05/2012 08:40:05	Edit Delete
Ritchie	Blackmore	test2@test.com	0123456789	07/05/2012 08:40:05	07/05/2012 08:40:05	Edit Delete

<< < 1 of 1 >>

Register an Administrator

To register a new Administrator, click on the 'Register Administrator' button (top left-hand side of the screen). This will bring up a form where you can enter the Administrator's details. All of the fields in this form are mandatory.

Clicking the 'Save' button will register them as an IMIST Administrator for your Company, and will send them an 'IMIST User Role Acceptance' e-mail, as described on pages 5 and 6.



The form is titled "Administrator Details" and contains four input fields: "First Name", "Last Name", "E-mail", and "Telephone". At the bottom right, there are "Save" and "Cancel" buttons.

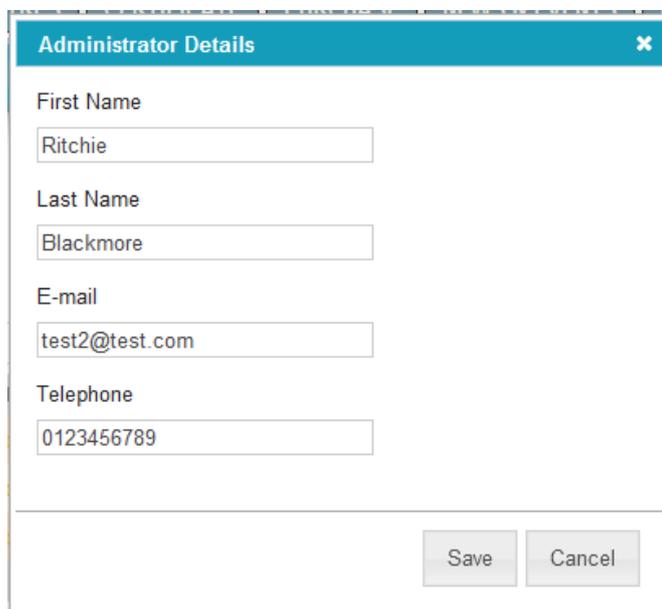
Delete an Administrator

To delete an administrator, click the 'Delete' link against the Administrator that you wish to delete. This will remove that user as an Administrator for your Company and he/she will no longer be able to manage your learners.

Edit an Administrator

To update the details of an Administrator, click on the 'Edit' link next to the Administrator you wish to edit. The Administrator details will then appear in a form, to allow you to make the amendments.

Once you have completed the changes you wish to make, click the 'Save' button to save your changes, or 'Cancel', to undo the changes you have made.



The form is titled "Administrator Details" and contains four input fields with pre-filled text: "First Name" (Ritchie), "Last Name" (Blackmore), "E-mail" (test2@test.com), and "Telephone" (0123456789). At the bottom right, there are "Save" and "Cancel" buttons.

Registering, Editing and Deleting Invigilators

To register, edit or delete Invigilators, log in via the Administration Log in page.

On the Administration Dashboard menu, click on the 'Manage Invigilators' option.

CUSTOMER ADMINISTRATION

Your role: Customer Key Contact **Customer:** Test Company A **Welcome** test1@test.com [Log Off](#)

As the Key Contact for your company, you can administer your IMIST account from this page. Company details, administrator details, Invigilation Centre registration and registration of learners can be managed and updated through the forms and links on this page.



**Purchase
IMIST Licences**



**Update
Company Details**



**Update
Invigilation
Centre Details**



**Manage
Learners**



**Manage
Administrators**



**Manage
Invigilators**

If you have more than one registered Invigilation Centre for your company, then after you click the 'Manage Invigilators' option, you will be asked to select which Invigilation Centre you would like to administer. Clicking on the name will then take you to the Invigilator's view:

BACK
REGISTER INVIGILATOR

Search

Show invigilators filtered by:

Registered Invigilators

Firstname	Lastname	E-mail	Telephone	Registered	Accepted	
Jimmy	Page	test5@test.com	0123456789	07/05/2012 08:40:05	07/05/2012 08:40:05	Edit Delete

<< < 1 of 1 >>

This screen lists all the Invigilators that have been registered for the selected Invigilation Centre. The list of Invigilators can be filtered using the 'First Name' and 'Last Name' fields that appear at the top right-hand side of the screen.

Register an Invigilator

To register a new Invigilator, click on the 'Register Invigilator' button, located at the top left-hand side of the screen. This will then bring up a form for you to enter the invigilators details. All of the fields in this form are required. Clicking the 'Save' button will register the individual as an IMIST Invigilator for your Centre. This will then send him/her an 'IMIST User Role Acceptance' e-mail, as described on pages 3 and 4.

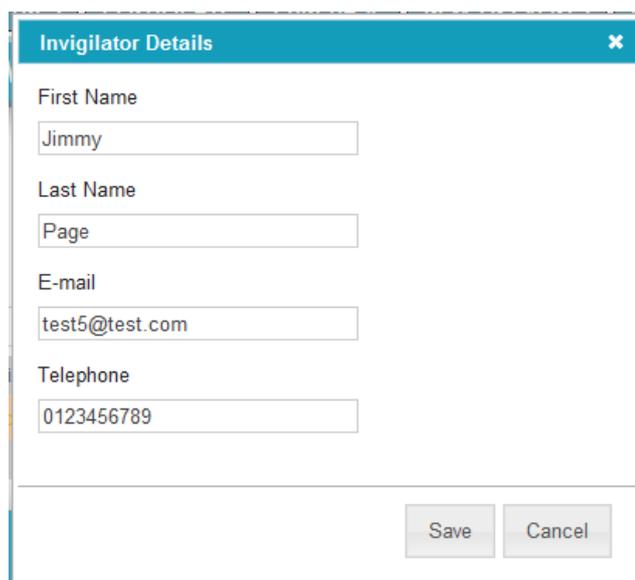
Delete an Invigilator

To delete an Invigilator, click the 'Delete' link against the Invigilator that you wish to delete. This will remove that user as an IMIST Invigilator for your Centre and he/she will no longer be able to log learners into IMIST.

Edit an Invigilator

To update the details of an Invigilator, click on the 'Edit' link next to the Invigilator you wish to edit. The Invigilator details will then appear in a form, to allow you to make the amendments.

Once you have completed the changes you wish to make, click the 'Save' button to save your changes, or 'Cancel', to undo the changes you have made.



The screenshot shows a web form titled "Invigilator Details" with a close button (X) in the top right corner. The form contains four text input fields: "First Name" with the value "Jimmy", "Last Name" with the value "Page", "E-mail" with the value "test5@test.com", and "Telephone" with the value "0123456789". At the bottom right of the form are two buttons: "Save" and "Cancel".