



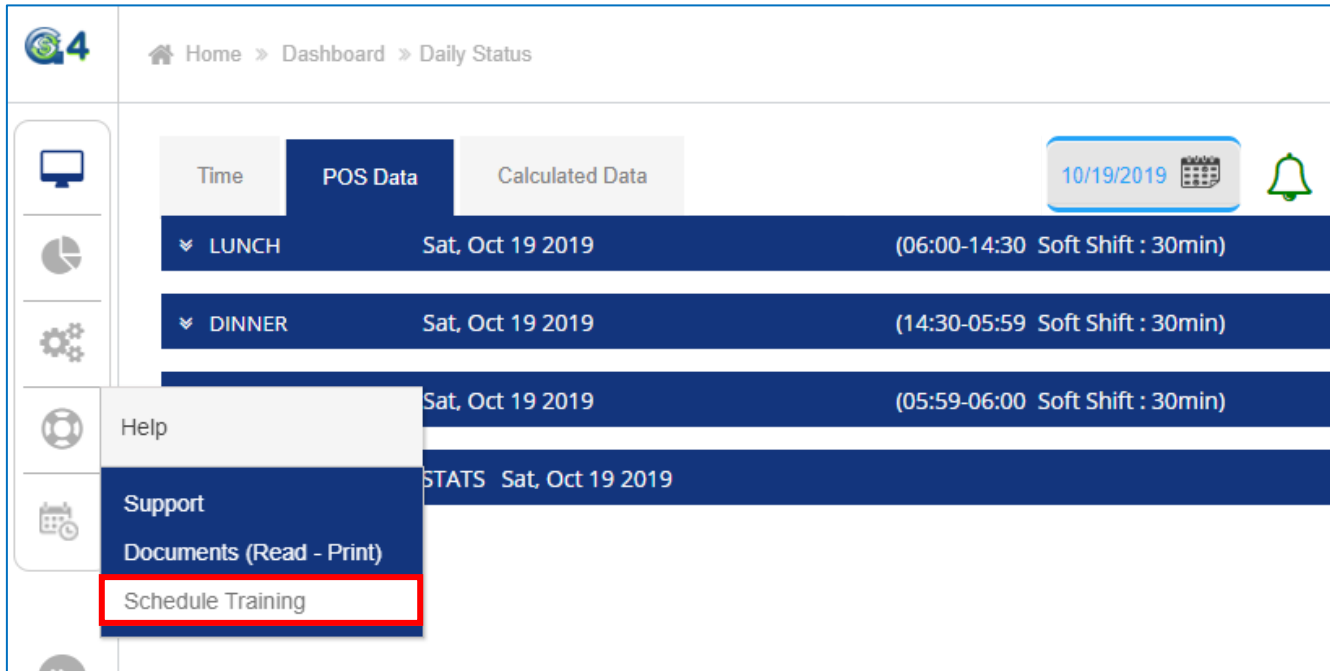
How to Schedule Training



1. Log on to your Account

- Go to the GratShare Portal: www.gratshare.com and log on to your account using your credentials.

2. Select “Help” and choose “Schedule Training” From the Navigation Bar, top left of the Portal.



The screenshot shows the top navigation bar of the GratShare Portal. The breadcrumb trail is "Home > Dashboard > Daily Status". The main content area has tabs for "Time", "POS Data", and "Calculated Data". The date is set to "10/19/2019" with a calendar icon and a notification bell. Below the tabs, there are several menu items for the day "Sat, Oct 19 2019": "LUNCH (06:00-14:30 Soft Shift : 30min)", "DINNER (14:30-05:59 Soft Shift : 30min)", and another item (05:59-06:00 Soft Shift : 30min). A "Help" dropdown menu is open, showing options: "Support", "Documents (Read - Print)", and "Schedule Training", which is highlighted with a red border.





3. Select Preferred Date and Time and Click "OK"

Gratuitysolution Training Scheduling

Hello,

Schedule your training

 **Select preferred date & time** 

[Register](#)

By Clicking register you agree to our [terms and conditions](#)

Tuesday

Jun 2020

9th

< June 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

CANCEL **OK**

Select Available Time Slot

- 11:00 am
- 12:00 pm
- 1:00 pm
- 2:00 pm
- 3:00 pm
- 4:00 pm
- 5:00 pm
- 6:00 pm
- 7:00 pm
- 8:00 pm
- 9:00 pm
- 10:00 pm



4. Click on **Register**

An email will be sent to you with instruction on how to meet one of our project manager on GoToMeeting, on the day and time you picked

