

# **Administrator's Manual**



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# Introduction

How do you improve performance, reduce costs and strengthen compliance? Give your team the knowledge they need to excel at their jobs. Training is perhaps the greatest source of untapped value and competitive advantage available to any organization. Training however can be expensive, complicated and frustrating. When arranging training, your organization can come up against all manner of logistical difficulties, which can cost both time and money. With training budgets shrinking and expectations, rising, finding cost effective yet feature-rich solutions should be your objective.

eLeaP eliminates any such problems. The eLeaP learning management system takes the headache out of organizing training, as well as enabling your organization to make big financial savings. eLeaP gives you exactly you need, at a price that you can afford, and with a level of support and accessibility unparalleled in this industry.

The eLeaP LMS system empowers you to rapidly and easily create intuitive online learning courses from your own existing files. No more dependence on inadequate and off-topic pre-existing training courses; with eLeaP you can create the precise training materials that fit your needs.

With eLeaP online learning software, you can incorporate PowerPoint, PDF, pictures, audio, video, Microsoft Office, SCORM and many more file types into your own personalized courses. Or if you find that your busy schedule leaves you unable to find the time to create your courses, you can even send us the files, and we'll use our vast course creation experience to build courses for you to your specifications.

The eLeaP learning management system can save you a vast amount of both time and money, while enabling you to create sophisticated training packages custom-built for the precise needs of your organization.

The purpose of this document is to describe all of the functionality within the eLeaP system that an administrator has access to and how the administrator can easily configure this functionality to have the system up and running quickly and efficiently.

# Logging in to the System

Entering the URL for the eLeaP application (your specific account URL) into your browser's address bar displays the **Login** screen, illustrated below. Simply enter your email address within the **Name** field,

enter your password in the **Password** field, and then click Login to access the system. If you get an error message or [THIS ACCOUNT HAS BEEN DISABLED] message, check your account website URL to make sure it is correct. Contact eLeaP if necessary.

eLeaP Demo Training & E-Learning System
Email Password Login Login
Powered by Cepyright 2005 - 2013 Televisik, I.I.G. Alf rights reserved. Unselforczero use or reproduction is portibilited by UE copyright taxes and international treaters.

Click the **I can't access my account** link if you forget your password. The **Login** screen expands, displaying a field into which you can enter your email address for retrieval of your password. Once you

Send password

have entered your password, click	. The system will send you your password.
	eLeaP Demo
	Training & E-Learning System
	Email
	Password Login Lanlacess.mx.account
	Enter your email address to receive a new password:
	Send password Cancel
	Powered by Copyright 2005 - 2013 Tellania, LLC, Al rights reserved. Usaufbioted use or reproduction is prohibited by UIS copyright taxes and retransitional treates.

# **Welcome Screen**

The **Welcome** screen, illustrated below, is the first screen you will see each time that you log in to the system. Each Assigned Course that you create will be displayed on an **Assigned Course** list, and you can

filter which courses are displayed by selecting a Category from the **Category** list and clicking **Tilter**. You can also select the **Download Completion Report** link to download all of the Assigned Courses that have been completed. Additionally, you can click the **Hide Completed** link in order to display only those Courses that have not been completed at the current time. Each Assigned Training Path that you create will be displayed on an **Assigned Training Paths** list. Click the [**Help**] icon for additional information.

eLeaP	HOME COURSES	USERS USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul •
Welcome to eLeaP Dem Add info about your organization. Edit this information from								
Special Instructions:								
Assigned Courses								▲ Download Completion ReportHelp,●
Course Name Course Categor	y V TFilter							
No. <u>Name *</u>	Status		Deadline	Categ	Jory		Instructo	24
1. Users	Not started		none	Sales	é.		R, Vinod	
Total Courses: 1								C Hide Completed
Assigned Training Paths								
No. Name			Status		No. Cour	ses	Instructor	
1. Don's Auto Repair Course			Not started		4		Weobong, Don	(
Total Training Paths: 1								
Powered by $\begin{array}{c} \text{Cappropt 2005} & -7015 \text{ Takana, U.C. At rights rese } \\ \text{CL}\underline{p}(\underline{A} \underline{P}) & \text{through order or organizations is probables in probability to } \end{array}$	rved. 28 copyright taura and intermations	a benalisis						

# eLeaP<sup>™</sup> Inbox

With eLeaP<sup>™</sup> LMS, you have a comprehensive notification and electronic communications system which enables you to set up rules for auto notifications to be sent to your users.

As System Administrator, you can also access your eLeaP<sup>™</sup> INBOX to receive updated email notification and communications regarding various activities in your eLeaP account. You can receive Quiz completion notifications, notifications on Course Assignments, Pending Deadline notifications. In short eLeaP<sup>™</sup> has developed the tools needed to enable and empower you to do your job in a more effective way. Now you have 360 degree overview and control over all aspects of your e-learning and employee training programs.

When you receive a Notification Email, the **Email** icon to the left of your User Name will indicate that. As shown in the following illustration, clicking on that icon displays the messages in your Inbox. You can select a message's and click the **remove selected messages** link to delete those Emails. Inbox messages are automatically deleted after thirty (30) days. Remember that notification emails also do get sent to your regular email.

eLeaP	HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE		Parks, Paul <del>+</del>
Home Indox Inbox											
No.     Read     Subject       1.     Image: Comparison of the state										Date 11-12-2013	
Populated by eleap Unauthonisid use or reorduction is presided by	erved. US copyright	laws and intertuils	nar bradien.								

# **Modifying Your Personal Profile**

Selecting the **PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Personal Profile information.

eleap courses users users or groups training paths quiz results forum reports ecommerce	Parks, Paul •
Welcome to eLeaP Demo Training System Add Irlo about your organization. Edit this Information from your Company Profile page	PROFILE COMPANY PROFILE LOGOUT
Assigned Courses	Completion Report
Course Name Course Category V TFilter	
There are no Assigned Courses	
Total Courses: 0	D Hide Completed
Assigned Training Paths	
You have no Assigned Training Paths	
Total Training Paths: 0	
Posentid by Copyright 2001 - 2013 Tolenia LLG. M right reserved. CEL2CA P US copyright toos or reproduction is prohebed by US copyright toos and ammonitorial treates.	

The **User Profile** screen, illustrated below, is displayed. To associate a picture with your Profile, click the **upload picture** link in the upper right-hand corner of the screen, as shown in the illustration.

eLeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul
Henne Users Profile User Profile											
Title	Mr.										
First Name	Paul										<b>_</b>
Middle Name											O upload picture
Last Name	Parks										
Email	Paul_A_Parks@cox.net										
Description											
Access Level	Administrator										
Theme	Steel Blue										
Language	English										
Active	YES										
A edit profile e change passi	word										Lack to Users
Powered by Copyright 2005 -20 AgaP Unsampled and a	13 Tetania, CLC: Ad rights enserved Hiproduction is prohibilied by US copyrig	ght lives are	t international truat	ia.							

The screen expands, allowing you to navigate to a location on your computer where the picture that you

eLeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Darks, Paul 🕶
Henne / Users / Profile User Profile											
Title	Mr.										
First Name	Paul										<b>X</b>
Middle Name											O upload picture
Last Namo	Parks									Upload File	Browse
Email	Paul_A_Parks@cox.net									Ca Upload File X cancel	DIOWS0
Description										Annual to Manual and Annual and Annual and Annual Annua	
Access Level	Administrator										
Theme	Steel Blue										
Language	English										
Active	YES										
A edit profile 🔒 change pass	word										C back to Users
Powered by Copyright 2005 - 20 PLCAP Unamforcted use of	13 Felania, CLC: 74 rights enserved reproduction is prohibiled by US copy	ight laws an	d international triad	hia							

want to associate with your Profile is stored by clicking

A Choose File to Upload dialog, illustrated below, is displayed. Select the file that you would like to

associate with your profile and click Open

3		Choose File to Upload	ł			×
🔄 🌛 👻 🕇 🔚 🕨 Lib	oraries > Pictures >		~ ¢	Search Pictu	res	,p
Organize 👻 New folde	r				i= • II	0
* Favorites	Name	Date	Tags	Size	Rating	-
Desktop	granicusvideo13	2/19/2013 3:25 PM		137 KB	***	
Downloads	granicusvideo14	2/19/2013 3:32 PM		166 KB	***	
Photo Stream	granicusvideo15	2/19/2013 3:41 PM		157 KB	* * * * * *	
Recent places	granicusvideo16	2/19/2013 3:46 PM		146 KB	***	
incern places	📓 image for white pa	8/16/2013 12:36 PM		6 KB	***	
📜 Libraries	iPhone5 Order Conf	9/20/2013 10:40 AM		212 KB	***	- 1
Documents	IRS 2013 Estimated	4/29/2013 12:50 PM		148 KB	***	
Music	sdge_payment_con	8/9/2013 7:41 AM		203 KB	***	
Pictures	sdge_payment_con	7/8/2013 8:11 AM		219 KB	****	
Videos	sdge_payment_con	6/3/2013 8:13 AM		110 KB	***	
La videos	sdge_payment_con	5/10/2013 5:47 AM		221 KB	****	
🜏 Homegroup	🔊 that_picture	3/10/2013 4:46 PM		24 KB	***	
v	🔊 that_picture2	3/10/2013 4:48 PM		37 KB	***	
File na	me: that_picture		~	Pictures (*.g	jif;*.jpg;*.jpeg;*.pn	g v
				Open	Cancel	

As shown in the following illustration, the image file is added to your Profile.

eleaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	🖂 Parks, Paul 🕶
Home Users Profile											
Title	Mr.										
First Name	Paul										
Middle Name											× delete picture   upload picture
Last Name	Parks										A GORDE DIGTAGE MANDAL PROVIDE
Email	Paul_A_Parks@cox.net										
Description											
Access Level	Administrator										
Theme	Steel Blue										
Language	English										
Active	YES										
A edit profile A change passw	vord										< hack to Users
Powered by Copyright 2005 - 201 eleap Unauthooced use or	13 Tetania, LLC: 74 ingititi reserved. Neproduction is prohibiled by US copyri	nght laws ve	nd informational lines	Dec.							

To edit your Profile Details, select the **edit profile** link located in the bottom left-hand corner of the screen. The **Edit User Profile** screen, illustrated below, is displayed. Make any modifications necessary within the **Title**, **First Name**, **Middle Name**, **Email**, **Description**, **Access Level**, **Language** and **Active/Inactive** settings.

eLeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	🖂 Parks, Paul 🛩
Home Profile Edit Edit User Profile											
Title	Mr. 💟										
First Name *	Paul										
Middle Name											
Last Name *	Parks										
Description											
Theme	Steel Blue		V								
Language	English		•								
Save × cancel											
Powered by Copyright 2005 - 2013 Televia, Clear Unsuffercient use or reproduct	. U.G. All pights reserved. ton in perihidrical by US copyr	igtil tawn Jord	ederestenal field								

Additionally, you make a selection from the **Theme** drop-down, if desired, as shown in the following illustration.

eLeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul 🛩
Heme Poolle Edit Edit User Profi	le										
	fitle Mr. 💌										
First Na	ne* Paul										
Middle N	sme										
Last Na	ne* Dede Default										
Descrip	Forest Green										
n	eme Steel Blue Charcoal										
Lang	age Olive Crimson										
Save × cancel											
Powered by Copyright 2005 - 2015 CECET Unsufficient use or re	Intenia, LLC. All ophis reserved. enduction is prohibited by US copyr	gfil lawe and it	derivational travili	<b>1</b>							

Click to save any changes to the system. As shown in the following illustration, the changes to your profile have been saved.

eleaP	HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	🖂 Parks, Paul 🕶
Heme Users Profile										
Titla	Mr.									Renau Sta
First Name	Paul									
Middle Name										× delete picture    upload picture
Last Name	Parks									
Email	Paul_A_Parks@cox.net									
Description										
Access Level	Administrator									
Thome	Steel Blue									
Language	English									
Active	YES									
🛓 edit profile 🔒 change passi	vord									< hack to Users
	13 Telania, LLC. All rights reserved reproduction is prohibited by US copyright	lains and internatio	nal brasies.							

#### **Changing Your Password**

Clicking the **change password** link allows you to reset your password. As shown in the following illustration, the **Change Password** screen is displayed. Enter your old password in the **Old Password** field, enter your new password in the **New Password** field, re-enter the new password in the **Confirm** 

eLeaP	HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Dearks, Paul ♥
Hame Profile Change Password										
Old Password * New Password * Confirm New Password * Chunge Password  X sance										
Powend for CLEAP Copyright 2005 - 2015 Heave, LLC At rights in Guardination use or reported on in provided of	nnerved. Sy US copytight laws an	d International Unadie								

New Password field, and then click Change Password

As shown in the following illustration, the system confirms that the password has been changed.

IeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Park
Home Users Profile User Profile											
The password has been change	d.										
Tizle	Mr.										
First Name	Paul										
Middle Name											× delete picture
Last Namo	Parks										A secte picture as options
Email	Paul_A_Parks@cox.net										
Description											
Access Level	Administrator										
Thorne	Steel Blue										
Language	English										
Active	YES										
🔺 edit profile 🔒 change passe	rord										< back b

# **Modifying Your Company Profile**

Selecting the **COMPANY PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Company Profile information.

eLeaP	HOME COURSES	USERS USER G	ROUPS TRAINING PATH	IS QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul -
Welcome to eLeaP De		stem						PROFILE COMPANY PROFILE LOGOUT
Add info about your organization. Edit this information	from your Company Profile page.						/	
Assigned Courses								Download Gempletion Report
Course Name Course Ca	fegory Y Filter							
There are no Assigned Courses								
Total Courses: 0								D Hide Completed
Assigned Training Paths								
You have no Assigned Training Paths								
Total Training Paths: 0								
Powerod by Copyright 2005 - 2015 Tetalea, LLC: All oge CLCAP Disautherclinit uni or republication in publica	lis reserved ent by US copyright Laws and International Death	4.						
https://eleapdemo.eleapdev.com/account/								>

The **Company Profile** screen, illustrated below, is displayed. This screen consists of four tabs: **Company Profile** (displayed by default), **Billing**, **Receipts** and **API**. Clicking the **edit profile** link, located in the bottom left-hand corner of the screen allows you to modify the **Company Info**, **Instructions**, **Theme**, **Notification email**, **Language** and **Date format** settings for your account. Clicking the **Upload logo** link allows you to upload your company's logo, which will be displayed within the upper left-hand corner of the screen.

eleaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul
tione Company Pr Company											
COMPANY PROFILE	BILLING RECEIPTS API										
Company Info	Add Info about your organization. Edit this	informatio	n from your Cor	npany Profile	i page.						
Instructions											
Default theme	Medium Taupe										
Notification email	help@eleapsoftware.com										
Language	English										
Date format	MM-DD-YYYY										
Company Logo	eleaP										
Powered by Copyre 2120P Unsuth	pt 2005 - 2013 Telania, LLC: All rights maarved acting use ar equivadables is prohibiled by US copy	right laws an	d international treat	-							

#### **Editing Your Profile Fields**

As mentioned above, clicking the **edit profile** link on the **Company Profile** screen allows you to make changes to your Company Profile's settings using the **Edit Company Profile** screen, as shown in the following illustration. Use the steps below to successfully make changes to your Company Profile using this screen.

eLeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul •
Home Company T Edit Con	npany Profile										
COMPANY PROFILE	E BILLING RECEIPTS	s api									
Company Info:											
в и ц 🔺 -	👱 •   444 📧 🛎 🗃 📰 🗄	日うで=小									
Add into about your	organization. Edit this information	on from your Company I	rrottle page.								Ĵ
Instructions:											
BIUA.	<u>♥</u> ・  AK ■ ■ ■ 目	1 17 (N an 13									
											Ŷ
											~
Default theme	Medium Taupe	~									
Date format:	MM-DD-YYYY	¥									
anguage:	English	¥									
Notification	help@eleapsoftware.co	m									
save X cance	đ										
LeaP Una	mph 2005 - 2013 Telama, LLC. All right thorized use or reproduction is probab	the reserved, left bir US copyright twins are	Finternational level	ien :							

- 1. Use the **Company Info Editor** to add information about your Company.
- 2. Use the Instructions Editor to add Instructions.
- 3. Make a different selection on the **Default Theme** list to change the look of your instance of the eLeaP application.
- 4. Make a different selection on the **Date format** list to use one of the other available date formats.
- 5. Change the Email Address within the **Notification email** field to change the address to which Notification Emails will be sent.
- 6. Click to save your changes to the system.

#### **Using the Custom Theme Option**

You can use the Custom Theme option to match your organization's color scheme, if desired. Simply select the Custom option on the Theme drop down, as shown in the following illustration.

eLeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul •
Home Company P											
Edit Com	pany Profile										
COMPANY PROFILE	BILLING RECEIPTS API										
Company Info:		0									
в / ц 🔺 -											
Add info about your	organization. Edit this information from your	Company Profile	page. Test								^
book and the second					1						~
Instructions:	2・144節等着書目信のや。				/						
				/							^
		K									~
Default theme	Custom	48830	24								
Date format:	MM-DD-YYYY										
Language:	English										
Notification email:	help@eleapsoftware.com										
saws × cancel											
eleap unit	gre 2008 - 2018 Telania, LLC -63 right reserves. Norzed Lak Griegelsdoor is professiolog by US onjy	right land, and related	Give teated								

to display the color picker, as shown in

To change the color scheme for your profile, click 48B3D4 × the following illustration.

eLeaP		ном	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul -
Edit Company P	npany Profile										
COMPANY PROFILE	BILLING RECEIPTS	API									
Company Info:											
в х ц А -	-   ARC == == ==  =  =  = -	C* == 15									
And the about your	organization. Edit this information tr	nn your company Pro	ie page, rest								
Instructions:											
в и Ц 🔺 - 🖻	<mark>⊻</mark> •   AN E = = = = 1= 1= 1	er en di									
			V								
Default theme	Custom	₩ 48B	3D4 ×								
Date format:	MM-DD-YYYY	~		•							
Language:	English	~									
Notification email:	help@eleapsoftware.com										
cance	I .										
eleap the	rget 2008 - 30.13 Telania, LLC, Alt rgets te Romand Low or reproductive is profiled b	errest 193 oppropt teses and the	manufactured streamforms.								

Select a new color for your Custom Theme. As shown in the following illustration, our new selection is quite different than the color scheme currently in place.

		HOME	COURSES	USERS U	ISER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks	i, Paul <del>s</del>
Home Company P	Profile											
Edit Com	pany Profile											
COMPANY PROFILE	BILLING RECEIPTS	API										
Company Info:	K											
в и ЦА-	2 •   ANG 10 10 10 10 10 10 10 10 10 10 10 10 10	9 C* == 15										
		Ū.										î
Instructions:												~
	2 · AH E E E E E E :											
												~
												~
Default theme	Custom	D41	E1E ×									~
	Custom MM-DD-YYYY		E1E ×		1							>
Date format:			E1E ×	ŀ	1							>
Default theme Date format: Language: Notification email:	MM-DD-YYYY	¥ ¥	E1E ×	ľ								2
Date format: Language: Notification	MM-DD-YYYY English help@eleapsoftware.com	¥ ¥	E1E ×	ŀ								2
Date format: Language: Notification email:	MM-DD-YYYY English help@eleapsoftware.com	¥ ¥	E1E X	ľ								>

Click

. As shown in the following illustration, the tab colors change to the new color.

**Note**: When you set up a Custom Theme before creating Trainees, those Trainees inherit the custom settings. However, the system also allows your end users to set their own theme by making a selection on the **Theme** list within their Profile.

For users who selected a different Theme prior to you customizing the color scheme, they will need to select the **Organization** on their Theme list in order to see and enjoy the organization-wide color Theme.

#### Uploading your Company Logo

Clicking the upload logo link on the **Company Profile** screen allows you to incorporate your company logo into the theme of your instance of the eLeaP application. As shown in the following illustration, the **Company Profile** screen expands to include an **Upload File** portion of the screen.

ompany Pro Company									Parks, Paul
,ompany									
	Profile								
MPANY PROFILE	BILLING RECEIPTS	API							
ompany Info	Add info about your organization. I	Edit this infor	rmation from you	ar Company I	Profile page. Test				Help
	Test		1222-2302225	: 02 (04 V/5)	9992 tota (992				
efault theme	Medium Taupe								
otification email	help@eleapsoftware.com								
anguage	English								
ute format	MM-DD-YYYY								
Company Logo	eleaP								
upload logo 🕼 ed	dit profile								
versed by Copyrig	igte 2005 - 2013 Telania, LLC. All rights re-								

Open

Click Browse... to navigate to the location on your computer where your logo file is stored using the

File to Upload dialog, shown in the following illustration. Select the logo file and click

🔄 🏵 👻 🕇 🌗 F Co	mputer → Local Disk (C:) → eLeap → images	~ ¢	Search images		,o
Organize 👻 New folde	r			i≡ <b>• □</b>	0
Documents ^	Name	Date modified	Туре	Size	^
J Music	import_users2	10/31/2013 8:56 AM	PNG File	14 KB	
Pictures	instructors_added	10/31/2013 3:00 PM	PNG File	52 KB	
🛃 Videos	instructors_screen	10/31/2013 2:51 PM	PNG File	46 KB	
	lesson_added	11/4/2013 8:01 AM	PNG File	74 KB	
🤣 Homegroup	lesson_content_added	11/4/2013 9:08 AM	PNG File	56 KB	
	lesson_settings_saved	11/5/2013 3:01 PM	PNG File	90 KB	
🖳 Computer	lesson_title_changed	11/4/2013 8:30 AM	PNG File	77 KB	
📥 Local Disk (C:)	login_button	10/31/2013 8:27 AM	PNG File	2 KB	
RECOVERY (D:)	login_dialog	11/7/2013 7:31 AM	PNG File	35 KB	
🛷 Toshiba Canvio I	login_dialog2	11/7/2013 7:33 AM	PNG File	46 KB	
	logo	10/31/2013 8:13 AM	PNG File	22 KB	
辑 Network	logo2	11/7/2013 8:17 AM	PNG File	6 KB	
~	manage_courses_screen	10/31/2013 8:36 AM	PNG File	62 KB	
File na	me: logo2		✓ All Files (*.*)		~

As shown in the following illustration, the file that you've selected now populates the **Upload File** field.

leal		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Pa
tome / Company P Company											
OMPANY PROFILE	BILLING RECEIPTS	API									
Company Info	Add info about your organization.	Edit this info	mation from you	# Company	Profile page. Test						Help
nstructions	Test										
efault theme	Medium Taupe										
otification email	help@eleapsoftware.com										
anguage	English										
ate format.	MM-DD-YYYY										
upload logo 📿 e Iload File IeLeapiimagesilogo & Upload File 🗶	2 png	Browse									
nive by Copy CaP Union	uget 2005 - 2013 Tetania, LLC, alt rights in ontded unit of regroduction is prohibited t	nuntved ly t25 copyright	tains and internatio	nat treation.							

As shown in the following illustration, the logo file is added to the Theme of your instance of the eLeaP application.

eLeaP	4	HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	🖂 Parks, Paul 🕶
Home Company Pr Company											
COMPANY PROFILE	BILLING RECEIPTS API										
Company info	Add info about your organization. Edit this	informatio	n from your Cor	npany Profile	a page.						
Instructions											
Default theme	Medium Taupe										
Notification email	help@eleapsoftware.com										
Language	English										
Date format	MM-DD-YYYY										
Company Logo											
	nt 2005 - 2013 Telania, LLC. All rights reserved artinel use se expruducifien is prohibited by US copyr	right taxos an	d international lanat	iei,							

#### Billing

Selecting the **BILLING** tab on the **Company Profile** screen displays the **Billing** screen, as shown in the illustration below. The **Current users** field and the **Number of users** fields are pre-populated based on the Users associated with your account. You can change the Contract Period associated with your account by making a different section from the **Contract period** list. When you make a change here, be

sure and click **Calculate fee** to recalculate the fee associated with your account, based on the new Contract Period.

eLeaP		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul 🛩
Home Company Prof Billing	lie - Billing										
COMPANY PROFILE	BILLING RECEIPTS API										
Billing											
Please enter the numb	ber of users and select your desired co	ntract per	iod and click 'ca	alculate fee'	5						
Current users	23										
Number of users	23										
Contract period	3 Months										
Calculate fee											
Download price list											
Powered by Copyright CECEAP Unwelling	nt 2005 - 2013 Telamia, LLC: All rights renerved riced use at reproduction is prohibited by US capy	right laws an	d International Wrat	lez.							

As shown in the following illustration, selecting 1 Year rather than 3 Months has the system recalculate

the fee associated with your account. You can then click to process my payment to process your payment, which will take you to eLeaP's **Secure Payment** page.

eLeaF		HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul •
Home Company Billing		р									
Billing											
	umber of users and select your desire	d contract pe	riod and click 'c	alculate fee							
Current users Number of users	23										
Number of does	23										
Contract period	1 Year 🔽										
Calculate fee											
Pricing plan	Basic 25										
Period	09.01.2011 to 09.01.2012										
Monthly fee	\$125.00										
Total fee	\$1,500.00										
Constant and the second second	canal and the second										
Process my pa	yment										
Pressing the Pro	cess my payment button below will take	you to our sec	ure payment par	10							
	and below and a second		and had prove had								
Download price I	<u>s</u>										
Fourned by Car eleap the	yright 2005 - 2013 Televise, LLC. All rights review ultimized use or reperduding in problem by US	rd copyright laws, a	nd international local	in.							

Click the **Download price list** link to download the current price list to a local drive on your computer. As shown in the following illustration, the **price-accounts.pdf** file opens in your browser, where you can use the Bookmark function to always have access to this information.



#### Receipts

Selecting the **RECEIPTS** tab on the **Company Profile** screen displays the **Receipts** screen, illustrated below. This screen will show all of your payments received on a **Receipts** list.

eLeaP	HOME	COURSES	USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Parks, Paul •
Home Company Profile Recoluts Receipts										
COMPANY PROFILE BILLING RECEIPTS API										
You don't have any receipts in the system.										
Parented by Chipped (2005 - 2011) Traduada, LLC: Ad register reserved. Chipped (2015 - 2011) Traduada, LLC: Ad register reserved. Instanticulated laws in expensions are proficially (105 corps)	ngri Leon And	I then should lead	m.							

Upon payment, the Customer will receive a Receipt similar to the following example.

Type: Invoice:	03-02-2011 Receipt 2011030216250302883		Demo 173 Sears Avenue, Suite 282 Louisville, Kentucky, 40207
Date Due:	10-13-2006		USA
		Thank you for your payment!	
Date		scription	Amount
09-13-2006		sic 25	\$125.00
	то	TAL:	\$125.00
Date		scription	Amount
03-02-2011	Pa	yment #2011030216250302883	\$125.00
	Ba	lance:	\$0.00
Need	Assistance?		
Question		help with your courses or reports? Our (	Customer Solutions Team is
here to h			
here to h	7-624-7226		

#### API

Selecting the **API** tab on the **Company Profile** screen displays the **API** screen, illustrated below. This screen shows the **API Token** associated with your account. If you feel that your account has been compromised in any way, click the **regenerate** link to regenerate this Token.

eLeaP	HOME CO	URSES USERS	USER GROUPS	TRAINING PATHS	QUIZ RESULTS	FORUM	REPORTS	ECOMMERCE	Darks, Paul 💌
Home Company Profile API									
COMPANY PROFILE BILLING RECEIPTS API									
Your API TOKEN is dbcbef31b9db8b76a825b90bd68493437 If you think your token has been compromised in any way, please C P API Documentation									
Photorod by Copyright 2005 , 2011 Televice, LLC: All righter inverses the $\underline{PLPaP}$ the anti-second use or reproduction is porticible by US copyred to the second	off laws and intern	utona Inabes.							

The system displays a warning message, illustrated below, before performing this action to ensure that

is your intention. Click OK to proceed with the regeneration process or click Cancel to cancel it. Please note that if you proceed, you will need to replace the existing token with the new one in your application.



Clicking the API Documentation link takes you to eLeaP's online API documentation at

<u>http://www.eleapsoftware.com/api/</u>, as shown in the following illustration, which you can either read through online or click the **DOWNLOAD API USER Guide** link to download it to your computer.

	eLeaP			Call us: 87	77-624-7226   <u>Login</u>	^
		HOME HOW ELEAP WORKS	GET LIVE DEMO	PRICING CONTACT	GET FREE ACCOUNT	
live help	Overview Authentication Methods > Users > Users > Career Paths > Courses Error codes Message complex Overview The score API account, contact el.eaP to regist The request can either be GET or POST. We The respense you'll get will be a <u>USON</u> encou Authentication All requests to the API must contain the para	e recommend you use POST requests. ded object. moter api_token. You can get this key from your eL you must reset it from ACCOUNT > API > Reset API	request to an API endpo saP account, if you are a	int and a response will then by		

# **Ecommerce Courses**

Selecting **ECOMMERCE** on the menu bar displays the **eCommerce courses** screen, as shown in the following illustration. Each eCommerce course that you create is displayed here on an **eCommerce Courses** list, with the Course's **Name**, **Total Sales**, **Status** and **Date Created** details shown. The Status for the Course indicates whether or not you have activated the course, whether or not **eLeaP has activated the course**, and whether or not the **course is ready to sell**. You can filter the Courses displayed on this screen, when it becomes necessary, by entering a Course Name in the **Name** field, and then clicking

Tilter. You can also click the access course link within the Action column to access the eCommerce Course details.

elea	Р	н	DME COURSES	USERS USER GROUP	S TRAINING P/	ATHS QUIZ RESULTS FOR	UM REPOR	ECOMMERCE	E eComm	erce, Documentation <del>•</del>
	merce	courses								
ECOMMERCE	COURSES	YOUR ECATALOG	SALES REPORT	COMPLETION REPORT	REFERRERS	REFERRERS PERFORMANCE	PROMOTI	ONAL CODES		Holp 😡
Name		T Filter								
No. Name							Total Sales	Status	Date Created	Action
		s-a-Service (SaaS): Wh vice, saas, software	y your current SaaS S	trategy Won't Work			\$5,436.65	<ul> <li>You have activated this Course</li> <li>eLeaP has activated this Course</li> <li>Course is ready to sell</li> </ul>	08-24-2008	access.course
<ol> <li>New con Tags: sa</li> </ol>							\$0.00	<ul> <li>You have activated this Course</li> <li>eLeaP has activated this Course</li> <li>Course is ready to sell</li> </ul>	01-12-2011	CCESS COUISE
Total eComme	rce Courses: 2									
Powered by eleaP		2013 Telania, LLC. Alt rights er or reproduction is publikke		stermational location,						

#### **eCommerce Course Details**

Selecting the **access course** link for an eCommerce Course on the **eCommerce Courses** list displays the **ECOMMERCE COURSES** tab/screen for that Course, as shown in the following illustration. This screen is where you will configure an eCommerce Course's settings. Use the steps below to successfully configure an eCommerce Course.

eLeaP	HOME COURSE	S USERS USER GROUP!	5 TRAINING PA	THS QUIZ RESULT	S FORUM RI	EPORTS ECOMMERCE	eCommerce, Documentation -
Home Economerce How to Sell Software at How to Sell Software		2		current S	aaS Stra	tegy Won't Wo	ork
ECOMMERCE DETAIL SALES REPORT	STUDENT USERS	COMPLETION REPORT	QUIZ RESULTS	SCORM RESULTS	GRADING CENTE	R	
Ecommerce							
I want to sell this course on my eLeaP e-cat	talog						
Your course will be available or listed on your web	site: http://saas.eleapco	urses.com/beta/					x delete picture. A upload picture
Category Tags							- Andreas - Andreas - Andreas
Use tags to describe your course (alphanumeric cl	haracters only, comma s	eparated, e.g. IT, web, programmir	ig; use dashes to se	oarate multiple words in t	he same tag, e.g. Per	sonal-development)	
software-as-a-service, saas, software							
Prices							
The course price for a single user is: \$ 79.95							
\$ 79.95							
You can create your own multi user price based or For example: for a total number of users between			o Volume-based mu	ti-license pricing			
Multi-license pricing calculation:      Tiered      Volu	ume						
Calculate upgrade pricing using:  Sum of previo	ous order and new ord	er total O Only new order total					
For a total number of users between 1	and 9999999	the price per user is \$ 0.00	add price				
Sample File							
eLeaP requires a course sample for display and m	narketing purposes. Sam	ples can be in PDF format.					
How_to_Sell_SaaS-Intro.pdf (0 kb) × detete file							
Extend Your Reach							
Yes, I want this course to be available for purch	hase on the eLeaP e-lea	ming catalog http://www.eleapcour	ses.com (Recommer	(ded)			
Yes, I am ready to sell this course							
save							< back to Advanced Settings
Powered by Copyright 2005 - 2013 Televia, LLC, All eleap taxatheatast use of reproduction is pro-		and administrational headles.					

Within the **Ecommerce** portion of the screen:

1. Select or deselect the I want to sell this course on my eLeaP e-catalog check box, depending on whether or not you want to offer the Course via your ECatalog.

Within the Category Tags portion of the screen:

2. Use tags to describe your course (alphanumeric characters only, comma separated, e.g. *IT, web, programming*; use dashes to separate multiple words in the same tag, e.g. *Personal-development*).

Within the **Prices** portion of the screen:

3. Enter the price for a single user to take a Course in the **Course Price for a single user** is field.

**Note:** You can create your own multi user price based on the number of users below. For example, for a total number of users between 1 and 150, the price per user is \$50. You can also change to Volume-based multi-license pricing.

- 4. Select either the **Tiered** or **Volume** radio button for the **Multi-license pricing calculation**.
- 5. Select either the **Sum of previous order and new order total** or the **only new order total** radio button as the **Calculate upgrade pricing using method** option, as appropriate to this Course.
- 6. Enter the upper range value in the **Upper Range** field for the number of Users and then click add price

can click the **delete** link to remove it.

Note: Since pricing is cumulative, deleting a single price level will void all other price levels.

Within the Sample File portion of the screen:

 Click the upload sample file link. eLeaP requires a course sample for display and marketing purposes. Samples can be in PDF format. The screen expands to display an Upload File field.

Click Browse... to navigate to the location on your computer where your sample file is

stored and, using the **File to Upload** dialog, click **Open** to populate the **Upload File** 

field, and then click <sup>ODD</sup> to upload the File.

- Select the Yes, I want this course to be available for purchase on the eLeaP e-learning catalog <u>http://www.eleapcourses.com</u> (Recommended) check box and/or the Yes, I am ready to sell this course check box, as appropriate to your circumstances.
- 9. Click the upload picture link to associate an image with the Course. The screen expands to display an Upload File field. Click Browse... to navigate to the location on your computer where your sample file is stored and, using the File to Upload dialog, click Open to populate the Upload File field, and then click Upload File to upload the File.
  10. Click save to save your shappers to the system.

10. Click to save your changes to the system.

# **Your ECatalog**

Selecting the **YOUR ECATALOG** tab on the **eCommerce** screen's menu bar displays the **Your eCatalog screen**, illustrated below. This screen allows you to add a description and miscellaneous information about your business/organization. You can also add a company motto, choose the color scheme for your eCatalog and select a favorite theme for it using this screen. Use the steps below to successfully configure these elements of your eCatalog.

ne Ecommerce Catalog									
our eCatalog									
OMMERCE COURSES YOUR ECATALOG	SALES REPORT CO	MPLETION REPORT	REFERRERS	REFERRERS PER	ORMANCE F	ROMOTIONAL	ODES		
dledit a short description of your business/organiz	ation:						100		
/ U   ▲ • 👷 •   AK B B B B B B B B	Corrill								
edit information about your business/organization	n below:								
/ 및 <u>A</u> · <u>2</u> ·   ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩	Chan all								
liedit your own motto.									
(									
diedit your own motto. * Ve sell									
k Ve seli to									
k Ve sell Io:									
r Ve sell to: iea shells at the sea shore!		]							
s We sell to: Sea shells at the sea shore! Seas your color scheme for your eCatalog <u>http://ck</u>	eapdemo.eleap.courses.cc	] ] mbest							
r Ve sell to iea shells at the sea shore! oose your color scheme for your eCatalog <u>http://ek</u> orite theme:		 							
x Ve sell to: iea shells at the sea shore! Done your color scheme for your eCatalog <u>http://ek</u> voite theme:	eapdemo.eleapcourses.cc	nobezał							

- 1. Add a short description of your business/organization within the **Add/edit a short description of your business/organization** box. Use any of the functionality within the **Content Editor** to format this information, if desired.
- Add any additional miscellaneous information about your business/organization within the Add/edit information about your business/organization below box. Use any of the functionality within the Content Editor to format this information, if desired.
- 3. Within the **Add/edit your own motto** portion of the screen, enter a **Title** and a Motto within their respective fields to synopsize what your business/organization stands for.
- 4. Use the **Choose your color scheme for your eCatalog** link to select a color scheme for it.
- 5. Select a different Theme for your eCatalog from the **Favorite Theme** list, if desired.
- 6. Click to save your changes to the system.

## **Sales Report**

Selecting the **SALES REPORT** tab on the **Ecommerce** screen displays the **Sales Report** screen, shown in the following illustration. This screen shows the **Course**, **No. of Licenses**, **No. of Sales** and **Total Amount** details associated with a Course's sales. Filter what displays on this screen by entering **From** and **To** 

dates, either entering the dates manually, or using the **Calendar** to select them, and clicking

eleaP	но	ME COURSES	USERS USER GROUPS	TRAINING P/	NTHS QUIZ RESULTS FORU	M REPORTS ECOMMER	CE ES	eCommerce, Documentation *
Sales Report								
ECOMMERCE COURSES	YOUR ECATALOG	SALES REPORT	COMPLETION REPORT	REFERRERS	REFERRERS PERFORMANCE	PROMOTIONAL CODES		
From	(III) To		Y Filter					
No. <u>Course</u>						No. of Licences	No. of Sales	Liport to Excel Total Amount -
	es-a-Service (SaaS). Why y	rour current SaaS Strat	egy Won't Work			95	72	\$5,436.65
TOTAL						95	72	\$5,436.65
Total Courses Sold: 1								< back to eCommerce
Powered by Courses 500	<ol> <li>2013 Tataina, LLC. All rights use or reproduction is prohibited</li> </ol>	standarood						
LIL III		The second s						

#### **Viewing Course Details**

Clicking on a Course Name on the **Courses** list displays the **Course Details** screen for that Course, as shown in the following illustration. This screen displays the **Portal**, **Organization**, **Full Name**, **Email**, **Date**, **Number of Licenses** and **Amount** details for each sale of that particular Course.

	and the second sec	COMPLETION REPORT QUIZ RE	SULTS SCORM RESULTS GRADING CENTER			
03/25/2011	2回 07-20-2011 回	Y Filter				
						A Export to F
No. Portal	Organization	Full Name	Email	Date	No. of Licencea	Amos
. Course Portal	881, Information Systems	Warren, Sandy	swarrengblinto.com	07-29-2011	1	\$79.
Course Portal	Blue Sky Consulting	Roovall, Dylan	dylan@bluecky.co.za	07-26-2011	1	\$79.
. Course Portal	Eskimo Hut.	Morgan, Kevin	Kevin@eskimohut.com	07-21-2011	1	\$79.
Course Portal		Flury, Sebastien	sllury@sysco.ch	07-12-2011	1	\$79.
. Course Portal	Odan Mor Pty Ltd	Friday, Doug	doug.friday@odan-mor.com	06-27-2011	1	\$79.
. Course Portal	Maximizer Software Inc	waston, john	jeaston@maximizer.com	05-17-2011	1	\$79.
. Course Portal	Convergenius Pty Ltd	Stitt, Laurence	laurence@convergenius.com	05-08-2011	1	\$79.
Course Portal	Intellicom	Toncic, Davor	davor toncic@intellicom se	05-04-2011		\$79
. Course Portal	Document Guard	Webster, Dana	dwebster@documentguard.com	04-26-2011	1	\$79.
0. Course Portal	Zycus	Nadar, Vijay	vijay.nædar@zycus.com	04-18-2011	2	\$79.
1. Course Portal	Syncada from Visa	Bru, Cedric	cedric bra@syncada.com	03-25-2011	1	\$79
2. Course Portal	Ajiel Information Systems	Fadili, Mohammed	mohammed.fadili@ajiel.com	01-27-2011	1	\$79.
3. Course Portal		Radhakrishna, Sanjay	sradhak@hotmail.comn	01-20-2011	1	\$79.
4. Course Portal		eLeaP Test Buyer, Don	testbuyergpeleapsoftware.com	01-19-2011	1.	50.
5. Course Portal		Lyons, Jeff	jlyons@bigtimesoftware.net	01-04-2011	1	\$79.
6. Course Portel		Thomas, Justin	Mrjustint@gmail.com	12-17-2010	1	\$79.
7. Course Portal		Donaldson, Cheryl	cheryl@hrmasap.com	11-19-2010	1	\$79.
8. Course Portal		al-jaar, robert	robert_al-jaar@ellanis.com	10-24-2010	1	\$79
		Tassell, Aaron	aaront@adisyatem.com	09-29-2010	1	\$79.
9. Course Portal						
9. Course Portal 0. Course Portal		Overfelt, Reed	reed_overfelti@hotmail.com	08-29-2010	1	\$79

#### **Exporting Sales Details**

Click the **Export to Excel** link on the **Sales Details** screen to export Sales Details to a local drive on your computer. As shown in the following illustration, you are presented with the option to either **Open** or **Save** the Excel file.

ome Ecommerce How	to Sell Software as a S	ervice (SaaS) Why	your Sales Report						
				Why you	r current S	SaaS Strateg	y Won't Work		
COMMERCE DETAIL	ALES REPORT	TUDENT USERS	COMPLETION REPORT	QUIZ RESULTS	SCORM RESULTS	GRADING CENTER			
From	11-29-2013	ø	T Filter						
lo. Portal		Organizat	ion	Full Name	Email		Date -	No. of Licences	Expert to Ex Amou
. Don-Testing-Corporate	MultiLic			test, test	don@testtest.c	om	09-14-2012	1	\$0.0
. Course Portal		Amacheba	Group, LLC	Welb, Don	don@azimiosy		05-17-2012	1	\$0.0
. Some Big Two				Jones, Peter	eleapm7@gma	uil.com	05-10-2012	10	\$0.0
. Course Portal				Aanes, Eric	aanese@yaho	o com	02-09-2012	1	\$79.5
. Some Big Two				Jones, Peter	eleapm7@gma	ail.com	10-31-2011	15	\$0.0
. Course Portal		Marketwire	6	Milana, Paolina	pmilana@mad	cetwire.com	10-18-2011	1	\$79.9
, Course Portal		fast web n	edia	flynn, michael	mike.flynn@fa:	stwebmedia.com	09-16-2011	1	\$79.9
Course Portal				mallach doualas	velsaeb@aol.c	om	09-16-2011	1	\$79.9
						aS Strategy Won't Work - 11x		1	\$79.9

As shown in the following illustration, all of your Sales Details are now available within Excel.

ile		ome Insert	Page La	vout Fo	rmulas (	Data Re	view Vie	w Add	Ins Acro	obat									2
1	*				_	_					_					Σ AutoSu	m • A		-
3		Arial	- 10	· A A	= = =	∎ ≫⁄~-	🚽 Wrap	Text	General			3			P 🗊	Fill *	Ï Ží	r 🖷	
te		BIU	•	<u>ð</u> , - <u>A</u> -			•a• Merge	& Center *	\$ - %	• <u></u> €.0	.00 Condit			Insert D	elete Format	Q Clear ▼		k Find &	
	<b>V</b>	-				Alianm					Format	ting ≠ as Tab	le + Styles +	*		Clear *	Filter	<ul> <li>Select *</li> </ul>	
bo	ard 🕞		Font	5		Alignm	ent	Ga	NUN	nber	Ga	Styles			Lelis		Editing		
	A1	-		f <sub>*</sub> Portal															
10	ales D	eport - How	to Coll Co	£1	a Camilaa	(CaaC) 1			-C Charles		Mark 11	12 2012	Commenti	Little Mars	1-1			•	ε
13		1										12-2015	Compati			2			~
4	A	B I Irganizatio	C	D	E	F	G	H City	State	J Zin Code	K Country	L	M Ameri	N	O aid Amou	P	Q Date	R Referre	
-		sting-Corporat		test	don@testt			none	none	none	none	How to Se		\$79.95	\$0.00		9-14-2012		
		Po Amacheba			don@azim						USA	How to Se		\$79.95	\$0.00		5-14-2012		
	Some B				eleapm7@			none	none	none	none	How to Se		\$799.50	\$0.00		5-10-2012		
	Course				aanese@y						USA	How to Se		\$0.00	\$79.95		2-09-2012		
	Some B				eleapm7@			none	none	none	none	How to Se	\$13.35 C1 100 25				0-31-2012		
		Po Marketwire		Milana	pmilana@r						USA	How to Se		\$0.00	\$79.95		0-18-2011		
		Po fast web m		flynn	mike.flynn					ng8 2ng		How to Se		\$0.00	\$79.95		9-16-2011		
	Course				yelsaeb@a					94965		How to Se		\$0.00	\$79.95		9-16-2011		
		Po dex techno		broyer	ubroyer@y						lsrael	How to Se	\$79.95	\$0.00	\$79.95		8-01-2011		
		Po B&L Inform		Warren	swarren@l						USA	How to Se		\$0.00	\$79.95		7-29-2011		
		Po Blue Sky		Reevell	dylan@blu						South Afri			\$0.00	\$79.95		7-26-2011		
		Po Eskimo Hi		Morgan	Kevin@esl						USA	How to Se		\$0.00	\$79.95		7-21-2011		
	Course		Sebastien		sflury@sys						Switzerlan			\$0.00	\$79.95		7-12-2011		
		Po Odan Mor		Friday	doug.friday						Australia			\$0.00	\$79.95		6-27-2011		
		Po Maximizer			jeaston@n					v6e 2n7	canada	How to Se		\$0.00	\$79.95		5-17-2011		
		Po Convergen			laurence@				Queenslan			How to Se		\$0.00	\$79.95		5-08-2011		
		Sheet1 🖓			e e e e e e e e e e e e e e e e e e e													•	Ē
_			/																-
dy															m	3 円 100%			-(

## **Student Users**

Selecting the **STUDENT USERS** tab within the **Ecommerce** screen displays the **Student Users** screen, illustrated below. This screen displays the **Name**, **Email**, **Date Purchased** and **Date Assigned** details for each Student on the **Student Users** list who has purchased this particular Course.

low to Sell Software	as-a-Service (SaaS): Why your curren	t SaaS Strategy Won't Work	£
COMMERCE DETAIL SALES REPORT	STUDENT USERS COMPLETION REPORT QUIZ RESULTS SCORM RESULT	TS GRADING CENTER	
Name T Filter			
o. Name.*	Emeil	Date Purchased	C Export to Exp Date Assigned
al-jaar, robert	robert_al-jaar@silanis.com	10-24-2010	10-24-2010
Barberis, Rolando	thatburis@gmail.com	03-26-2009	03-26-2009
Baxter, David	dnbaxter@comcast.net	04-28-2010	04-28-2010
Begley Shawn	sbegley@mitchellhumphrey.com	12-08-2008	12-08-2008
Binkhorst Olle	obinkhorst@hotmail.com	01-24-2010	01-24-2010
Bowman, Keith	kelth.bowman@sharefile.com	01-11-2009	01-11-2009
brover, udi	ubroyer@yahoo.com	08-01-2011	08-01-2011
Bru, Cedric	cedric.bru@syncada.com	03-25-2011	03-25-2011
tiumstab	(burnalgevergreen-data.com	10-23-2008	10-23-2008
0. eLeaP Test Buyer. Don	testbuger@eleapsoftware.com	06-01-2011	01-19-2011
1. Flury. Sebastien	sflury@sysco.ch	07-12-2011	07-12-2011
2. Jankins, Brad	bjenkins@docufree.com	03-16-2010	03-16-2010
3. Schtelber, Howard	boward.e.schreibers@accenture.com	07-11-2010	07-11-2010
4. Van den Berghe, Karel	karel vandenberghe@globis.be	03-09-2010	03-09-2010
5. yan Eelden, Bermie	bernle.van.verden@logica.com	10-09-2008	10-09-2008
6. Webster, Dana	dwebster@documentguard.com	04-26-2011	04-26-2011
7. Weltz Don	don@acimicsystems.com	05-17-2012	05-17-2012
tal Student Users: 17			< back to eCommer

#### **Viewing Student User Details**

Selecting a Name on the **Student Users** list displays the **Student User Details** screen for that Student User. In addition to the Student User's **First Name**, **Last Name** and **Email** details, this screen shows you the **User Activity**, **Assigned Courses** and **Completed Quizzes** associated with that Student User.

					aaS Strate				
COMMERCE DETAIL SALES REPORT	STUDENT USERS	COMPLETION REPORT	QUIZ RESULTS	SCORM RESULTS	GRADING CENTER				
l-jaar, robert									
irst Name		robert							-
ast Name		al-jaar							
mail		roben_al-jaar@silan	ois.com						
ser Activity									
st Login: 10-24-2010									
ssigned Courses									
o. Name			Created by	Statur	Deadline	Quiz	Quiz Finished	Number of Lessons	Date Assign
How to Sell Software-as-a-Service (Saa	S) Why your current SaaS	Strategy Won't Work	al-jaar, rob	ert 50%	none	NO Quiz	7	2	10-24-201
ompleted Quizzes									

#### **Exporting Student User Details**

Selecting the **Export to Excel** link on the **Student Users** screen allows you to export all of this data to a local drive on your computer. As shown in the following illustration, you are given the option to either **Open** or **Save** the Excel file.

LeaP	HOME COURSES USERS USER	R GROUPS TRAINING PATHS QUIZ R	ESULTS FORUM REPORTS ECOM	MERCE Commerce, Documentation
	tware-as-a-Service (SaaS). Why your Student Use ware-as-a-Service (SaaS		nt SaaS Strategy Wo	n't Work
ECOMMERCE DETAIL SALES REP	PORT STUDENT USERS COMPLETION REP		LTS GRADING CENTER	
b .	r Filter			
No. <u>Name.</u> *	Email		Date Purch	Expert to Exc eased Date Assigned
1. al-jaar, robert	robert_al-jaar@silanis.com		10-24-20	10 10-24-2010
8. Barberis, Rolando	tharberts@gmail.com		03-26-20	09 03-26-2009
8. Baxter_David	dnbaxter@comcast.net		04-28-20	10 04-28-2010
. Begley Shawn	sbegleyd@mitchellhumphre	y.com	12-08-20	08 12-08-2008
5. Binkhorst Olle	obinkhorst@hotmail.com		01-24-20	10 01-24-2010
5. <u>Bowman, Keith</u>	keith bowman@sharefile.c	<u>)m</u>	01-11-20	09 01-11-2009
7. broyer udi	ubroyen@yahoo.com		08-01-20	11 08-01-2011
B. Bru, Cedric	cedic huißsuncada com		03.25.20	03-25-2011
9. Burns, Bob	Do you want to open or save Student Users - How	to Sell Software-as-a-Service (SaaS)_ Why your cu	rrent SaaS Strategy Won'txls (5.00 KB) from saas.el	leapdev.com? × 10-23-2008
10. eLeaP Test Buyer, Don			Open Save •	Cancel 01-19-2011

As shown in the following illustration, all of your Student User Details are now available within Excel.

File	Ho	ome Insert Page Layout Form	ulas Data Review View Add-	Ins Acrobat							۵
	å •	Arial • 10 • A A •	= = 😸 🗞 🖓 Wrap Text	General	-	5			Σ AutoSum *	27 🕅	
ste		<u>В</u> І <u></u> ч <u> </u>	🗉 🚍 📰 💷 Merge & Center 🔹	\$-%,	€.0 .00 0.€ 00.	Conditional For Formatting * as Ta	nat Cell	Insert Delete Format		Sort & Find & Filter * Select *	
boar	d 🖬	Font 5	Alignment 🕞	Number	Es.	Styles		Cells	Edit		
	A1	▼ (* <i>f</i> ∗ No.									
) Sti	udent	Users - How to Sell Software-as-	a-Service (SaaS)_ Why your current Sa	aaS Strategy Wo	on't Wo	ork - 11-12-2013	Compat	ibility Mode] 🖂			
	A	В	C		D			E	=		
	No.	name	Email		te Purc	hased		Date As	signed 🗂		
		al-jaar, robert	robert_al-jaar@silanis.com	10-24-2010			10-24-2010				
1		Barberis, Rolando	rbarberis@gmail.com	03-26-2009			03-26-2009				
		Baxter, David	dnbaxter@comcast.net	04-28-2010			04-28-2010				
i		Begley, Shawn	sbegley@mitchellhumphrey.com	12-08-2008			12-08-2008				
5		Binkhorst, Olle	obinkhorst@hotmail.com	01-24-2010			01-24-2010				
r		Bowman, Keith	keith.bowman@sharefile.com	01-11-2009			01-11-2009		_		
3		broyer, udi	ubroyer@yahoo.com	08-01-2011			08-01-2011				
•		Bru, Cedric	cedric.bru@syncada.com	03-25-2011			03-25-2011				
0		Burns, Bob	rburns@evergreen-data.com	10-23-2008			10-23-2008				
1		eLeaP Test Buyer, Don	testbuyer@eleapsoftware.com	06-01-2011			01-19-2011				
2		Flury, Sebastien	sflury@sysco.ch	07-12-2011			07-12-2011				
3		Jenkins, Brad	bjenkins@docufree.com	03-16-2010			03-16-2010				
4		Schreiber, Howard	howard.e.schreiber@accenture.com	07-11-2010			07-11-2010				
5		Van den Berghe, Karel	karel.vandenberghe@globis.be	03-09-2010			03-09-2010				
6		van Eerden, Bermie	bernie.van.eerden@logica.com	10-09-2008			10-09-2008				
7		Webster, Dana	dwebster@documentguard.com	04-26-2011			04-26-2011		-		
	H S	Sheet1 🙎		[	4				▶ [].::		
_										1	

## **Completion Report**

Selecting the **COMPLETION REPORT** screen within the **Ecommerce** screen displays the **Completion Report** screen, illustrated below. Each Completion Report on the Completion Reports list displays the **Name** and **Users** details for that Report.

eLeaP	н	HOME COURSES	USERS USER GR	OUPS TRAININ	IG PATHS QUIZ RESULTS	FORUM REPORTS	ECOMMERCE	eCommerce, Documentation •
Home / Ecommerce / Com Completion I								
ECOMMERCE COURSES	YOUR ECATALOG S	ALES REPORT	COMPLETION REPORT	REFERRERS	REFERRERS PERFORMANCE	PROMOTIONAL COD	ES	
No. <u>Course</u> .*								Users
1. How to Sell Software-as-	a-Service (SaaS): Why your	current SaaS Strategy	Won't Work					82
Total Courses: 1								< back to eCommerce
Penemed by Copyright 2005- elean Unauthorced un	2013 Telavia, LLC. Al rights reserve or reproduction is prohibited by U	rved.	national leadles.					

Clicking on the **Completion Report Name** displays the **Completion Report Details** screen, listing each of the Course's registered Students, including the **Name**, **Organization**, **Progress**, **Quiz**, **Quiz Completed** and **Deadline** details for that Student.

OMMERCE DETAIL SALES REPORT	STUDENT USERS COMPLETION REPORT QUIZ RES	ULTS SCORM RESULTS GRADING CE	NTER		
mmary Report: Completed 26 05% (23 of	82)				
o. Name =	Organization	Progress	Quiz	Quiz Completed	Contraction Export to Expo
Aanes, Eric		50%	NO Quiz		none
al-jaar, robert		50%	NO Quiz		none
Alkharrat, Samer		Completed	NO Quiz	45	none
allegaert, paul		Completed	NO Quiz		none
Barberis, Rolando		50%	NO Quiz		none
Baxter, David		50%	NO Quiz		none
Begley, Shawn		Completed -	NO Quiz		none
Binkhorst, Olle		50%	NO Quiz	-	none
Bowman, Keith		Completed	NO Quiz		none
). broyer, udi	dex technologies	50%	NO Quiz	2	none
I. Bru, Cedric	Syncada from Visa	50%	NO Quiz	×.	none
2. Burns, Bob		50%	NO Quiz	20 C	none
6. Chai-Chang, Janice		90%	NO Quiz		none
I. Chiripurapu, Ravi		Completed	NO Quiz		none
i. Derwael, Petra		S0%. 🗩	NO Quiz		none
i. Diaz, Daniel		50%	NO Quiz		none
7. Donaldson, Cheryl		50%	NO Quiz	8	none
I. easton, john	Maximizer Software Inc	50%	NO Quiz		none
i. Edwards, David		50%	NO Quiz	2	none
. eLeaP Test Buyer, Don		Completed	NO Quiz		none

#### **Exporting Completion Reports**

Clicking the **Export to Excel** link on the **Completion Report Details** screen allows you to export this information to a local drive on your computer. As shown in the following illustration, you are presented with the option to either **Open** the file or **Save** it.

lear	HOME	COURSES USERS USER	R GROUPS TRAIN	ING PATHS QUIZ R	ESULTS FORUM	REPORTS ECON	MERCE	eCommerce, Documentation
		S). Why you Completion Report Service (SaaS):		r current S	aaS Stra	tegy Won't	Work	
COMMERCE DETAIL SA	LES REPORT STUDENT U	SERS COMPLETION REPORT	QUIZ RESULTS	SCORM RESULTS	GRADING CENTER			
ummary Report: Completed	28.05% (23 of 82)							
No. <u>Name.</u> *		Organization		Pro	gress	Quiz	Quiz Completed	C Export to Exp Deadline
1. Aanes, Eric				50%	-	NO Quiz	2 <sup>0</sup>	none
2. al-jaar, robert				50%	29	NO Quiz		none
Alkharrat, Samer				Com	sleted	NO Quiz	á.	none
allegaert, paul				Comp	stered	NO Quiz		none
Barberis, Rolando				50%	-	NO Quiz	*	none
i. Baxter, David				50%	-	NO Quiz	<u>.</u>	none
Begley, Shawn				Com	sleted	NO Quiz		none
Binkhorst, Olle				50%	-	NO Quiz	2	none
Bowman, Keith				Comp	sleted	NO Quiz	×.	none
0. broyer, udi		dex technologies		50%	-	NO Quiz	2	none
1. Bru, Cedric							L and La	none
12. Burns, Bob	Do you wan	to open or save Completion Report.xls	from saas.eleapdev.com	BT		Open Save •	Cancel ×	0000

Once you've downloaded the file, it opens in Excel, as shown in the following illustration. You now have local access to the Completion Report data for all of the Students in that Course.

	-0-		Ŧ								oft Excel									)
File		Home	Insert	. Page	e Layout	Formula	s [	Data Review	View Add-	Ins Acr	obat									۵
Ĉ	ж Въ 1	Arial		* 10	• • A	<b>≡</b>	=	• ≫•• ≣•w	rap Text	General		·			÷	1		Σ Auto		
aste	<b>v</b>	B	ΙŪ	•	<u>ð</u> - A	· =	=	н 🕸 🛊 🔜 м	erge & Center 🔻	\$ - %	, .00 -	Condition Formatting	al Format g ≠ as Table s	Cell Styles	Insert	Delete F	ormat	Clear	Sort & Find &	,
pboa	ard (	Gi -		Font		- Gi		Alignment	Gi Gi	Nu	mber	Fail	Styles			Cells			Editing	
	K1	14	-	(*	f <sub>x</sub> 0															
l) C	omp	letion	Report	t [Comp	atibility	Mode]													_ 0	Σ3
.4	Α				В			С		D		E	F		G		н			
1	No.			Co	ourse			Full Name		Email		Description	Organiza	ation [	Deadline	Pro	ogress	[%]	Completion Dat	e
2	1	1 How to	Sell S	oftware-a	s-a-Servic	e (SaaS):	Why	Aanes, Eric	aanese@ya	hoo.com			3		-		gress [			
3	2	2 How to	Sell S	oftware-a	s-a-Servic	e (SaaS):	Why	al-jaar, robert	robert al-jaa	ar@silanis.	com				-		gress [			
								Alkharrat, Samer	sam@livero	ute.net					-	С	omplete	ed		
	4	How to	Sell S	oftware-a	s-a-Servic	e (SaaS):	Why	allegaert, paul	paul.allegae	rt@babelw	ay.com				-	С	omplete	ed		
;	5	How to	Sell S	oftware-a	s-a-Servic	e (SaaS):	Why	Barberis, Roland	rbarberis@g	mail.com					-	In Pro	gress [	50 %]		
•								Baxter, David	dnbaxter@c		et				-		gress [			
3								Begley, Shawn	sbegley@m	itchellhum	phrey.com				-	С	omplete	ed		
)	8	B How to	Sell S	oftware-a	s-a-Servic	e (SaaS)	Why	Binkhorst, Olle	obinkhorst@	hotmail.co	om				-	In Pro	gress [	50 %1		
0	9	How to	Sell S	oftware-a	s-a-Servic	e (SaaS)	Why	Bowman, Keith	keith.bowma	an@sharef	ile.com				-	С	omplete	ed		
1	10	How to	Sell S	oftware-a	s-a-Servic	e (SaaS)	Why	broyer, udi	ubrover@ya	hoo.com			dex techn	ologie	-	In Pro	ogress (	50 %1		
2	11	1 How to	Sell S	oftware-a	s-a-Servic	e (SaaS)	Why	Bru, Cedric	cedric.bru@	syncada.c	om		Syncada f	rom \	-	In Pro	gress [	50 %1		
3	12	2 How to	Sell S	oftware-a	s-a-Servic	e (SaaS)	Why	Burns, Bob	rburns@eve	rgreen-data	a.com				-	In Pro	gress [	50 %1		
4								Chai-Chang, Jani	ce riopalmajc@	yahoo.cor	m				-		gress [			
5								Chiripurapu, Ravi							-	С	omplete	ed		
6	15	5 How to	Sell S	oftware-a	s-a-Servic	e (SaaS)	Why	Derwael, Petra	petra@bran		u				-	In Pro	gress [	50 %]		
7	16	6 How to	Sell S	oftware-a	s-a-Servic	e (SaaS)	Why	Diaz, Daniel	daniel.diaz(	Øtitantech.	net				-	In Pro	gress [	50 %]		
4		Repor					- 1		-			[] ▲ []			1		ĭ			▶ II
ady																			% (A)	-(+

#### Referrers

Selecting the **REFERRERS** tab on the **Ecommerce** screen displays the **Referrers** screen, as shown in the following illustration. This screen displays a list of individuals or companies that have been referred as potential customers of the eLeaP system on a **Referrers** list, and shows the **Name**, **Email**, **Commission**, **KEY** and **Date Created** details for each Referrer on the list.

				O add new referrer
Email	Commission Ki	Y	Date Created	Active
Mean Carl Street and	15.00 %	gd4r1tj0krwee9gozq4k	04-30-2012	0
Product Tagence and in cases	15.00 %	72bRg013rGo4SKM05ssi	10-20-2010	0
addition and provide the	30.00 %	6fn43gvw2ava2ms7yv61	01-16-2012	0
angenarithen on	50.00 %	2x10rg6bhvjmmdnno7z2	08-11-2011	0
	Margan Spinster in some	15.00 % 30.00 %	15.00 % 72bRg013rG4SKM05ssi 30.00 % 6fn43gw2ava2ma7yx61	15.00 %         72bRg013rGo4SKM05ssi         10-20-2010           30.00 %         6ftr43gru/2xv2ms7yx61         01-16-2012

#### **Adding a Referrer**

Selecting the **add new referrer** on the **Referrers** screen displays the **Add Referrer** screen, as shown in the following illustration. Follow the steps below to successfully add a Referrer to the system. Please note that the **Key** is a system-generated value.

eIeaP	HOME COURSES US	ERS USER GROUPS TRAINING PATHS	QUIZ RESULTS FORUM REPORTS ECOMMERCE	🖂 Parks, Paul 🕶
Here Economica Add Referrer				
ECOMMERCE COURSES YOUR ECA	ATALOG SALES REPORT COMPLETION REPORT	I REFERRERS REFERRERS PERFOR	MANCE PROMOTIONAL CODES	
KEY	4hbkceezd4p69lz3q9vj			
First Name *				
Last Name *				
Email *				
Phone *				
Fax				
Address				
City				
State/Region				
ZipCode				
Country				
Web (including http://)				
Commission(%)*	0			
This Referrer will immediately be sent the Please make sure they have whitelisted of submit × cancel	er login information via email. Micegeleapsoftware.com			
Preserved for CLEAP Comprises 2005 - 2013 Tensors, CLEAP	$\Delta C$ All space measures . In probability CM parameter layer and stransmission transmiss			

- 1. Enter a First Name for the new Referrer in the **First Name** field.
- 2. Enter a Last Name for the new Referrer in the Last Name field.
- 3. Enter an Email Address for the new Referrer in the **Email** field.
- 4. Enter a Phone Number for the new Referrer in the **Phone** field.
- 5. Enter a Fax Number for the new Referrer in the **Fax** field.
- 6. Enter a Street Address for the new Referrer in the **Address** field.
- 7. Enter a City Location for the new Referrer in the **City** field.
- 8. Enter a State/Region location for the new Referrer in the **State/Region** field.
- 9. Enter a Zip or Postal Code for the new Referrer in the **ZipCode** field.
- 10. Enter a Country Location for the new Referrer in the **Country** field.
- 11. Enter a Web URL for the new Referrer in the Web (including http://) field.
- 12. Enter a Commission Percentage for the new Referrer in the **Commission (%)** field. You are required to add a value within this field; it cannot be left set at 0.

13. Click Submit t

to create the new Referrer.

As shown in the following illustration, the Referrer has been added to the **Referrers** list on the Referrers screen

eleaP		но	ME COURSES USER	S USER GROU	IPS TRAINING PATHS QUIZ	RESULTS FORUM REPORTS	ECOMMERCE	Deades, Paul +
Home Economico Referrers	göjmor:							
ECOMMERCE COURSES	YOUR ECATALOG	SALES REPORT	COMPLETION REPORT	REFERRERS	REFERRERS PERFORMANCE	PROMOTIONAL CODES		
Name	T Filter							
The referrer has been add	ted							
								O add new referrer
There are no registered re	derrers							
Promoted by Copyright 200 CLEAT <sup>2</sup> Unconstrained	0 - 2013 Televin, LLC, AB right um of Nerodockin is problem	n mean web, of the CID scaperight laws and	encodered bising					

## **Referrers Performance**

Selecting the **REFERRERS PERFORMANCE** tab within the **Ecommerce** screen displays the **Referrers' Performance** screen, as shown in the illustration below. Each line on the **Referrers** list displays the **Name, Email, Commission, Total Amount** and **Ref.Com details** for that Referrer.

ame Tilter					
nto Excel   Name.*	Email	c	ommission	Total Amount	Ref.Com.
research. Barbara	Process Spirituals and		15.00 %	\$599.00	\$89.85
Econo, avente	Property and provide a series		15.00 %	\$359.40	\$53.91
So. Salesa	satisfyer, could also see		30.00 %	\$29.95	\$8.98
Corners. Interna	dispropriotical con		50.00 %	\$239.60	\$119.80
Referrers: 4					
od by Coownahl 2005 - 2013 Telama: LLC All	rights reserved				
by Copyright 2005 - 2013 Tellemia: LLC. All	r Hynta reserved. Vibited by US copyright laws and international treaties.				

Clicking a Referrer's Name allows you to view that Referrer's Detail information, as shown in the following illustration.

Home / Ecommerce						
ECOMMERCE COURSES	YOUR ECATALOG	SALES REPORT	COMPLETION REPORT	REFERRERS	REFERRERS PERFORMANCE	PROMOTIONAL CODES
<u>Referrers</u> > Telan	ia Company					
			KEY First Name Last Name Email Phone Fax Country State/Region Address City ZipCode Web Commission	- - - - - - - - - - - -		
Powered by			<u>edit</u>		delete Referrer   back	to Referrers

#### **Exporting Referrer Performance**

Selecting the **Export to Excel** link on the **Referrers' Performance** screen allows you to export this information to a local drive on your computer. As shown in the following illustration, you are provided with the option to either **Open** or **Save** the file.

As shown in the following illustration, the file is displayed within Excel so that you now have local access to this information.

	A	В	С	D	E	F
1	No.	Name	Email	Commission percentage	<b>Total Amount</b>	<b>Referrer Commission</b>
2	1	Barlines Viscout	Manager States and a self-	10	539	80. int.
3	2		strange filling og it samt	10	2010-4	63.94
4	3	Kalengh Dari	ships million on	50	20.95	0.005
5	4	Tatavia Company	don@elcopsoftware.com	60	210-6	116.0
6						

# **Promotional Codes**

Selecting the **PROMOTIONAL CODES** tab within the **ECOMMERCE** group of tabs displays the **Promotional Codes** screen, illustrated below. Each Promotional Code on the **Promotional Codes** list displays the **Promotional Code**, **Discount**, **Quantity**, **Expiration Date**, **Insert Date** and **Active/Inactive** status details for that Promotional Code.

COMMERCE COURSE	S YOUR ECATALOG	SALES REPORT	COMPLETION REPORT	REFERRERS REFE	RRERS PERFORMANCE PROMOT	IONAL CODES		
No. 🗌 Promotional	Code		Discount	Quantity	Expiration Date	Insert Date	Active	O add new co
test			100.00 % off price		05-31-2012	11-03-2011	0	C8 95
. 🗆 <u>newcode</u>			100.00 % off price		05-31-2012	05-15-2012	٥	12 es
3. 🗆 50 L 🗙 <u>delete sele</u> otal Codes: 3	cted codes		50.00 % off price	(0 / 127)	06-30-2012	05-17-2012	0	C ed

#### Adding a Promotional Code

Selecting the **add new code** link on the **Promotional Codes** screen displays the **Add New Promotional Code** screen, as shown in the following illustration. Use the steps below to successfully add a Promotional Code to the system.

Promotional Co	des						
	ECATALOG SALES REPOR	COMPLETION REPORT	REFERRERS	RS PERFORMANCE PROMOTION	AL CODES		
Add New Promotic	onal Code						
romotional Code							
iscount Type	Percent						
alue of Discount							
	% off standard price						
uantity							
	leave empty for unlimited						
xpiration Date		100					
save promotional code X ca	ncel						
							O add new co
lo. 🗌 Promotional Code		Discount	Quantity	Expiration Date	Insert Date	Active	
. 🗆 test		100.00 % off price		05-31-2012	11-03-2011	0	C# 60
		100.00 % off price		05-31-2012	05-15-2012	0	C# 24
. 🗆 newcode		50.00 % off price	(0 / 127)	06-30-2012	05-17-2012	0	C# 2
2.  herecode 3.  50 k delete selected codes							

- 1. Enter a name for the new Promotional Code in the **Promotional Code** field.
- 2. Select a Discount Type for the new Promotional Code from the **Discount Type** list.
- 3. Enter a percentage value within the **Value of Discount** field to indicate the percentage off the standard price that the discount promises.
- 4. Enter a quantity amount within the **Quantity** field, if applicable, and leave this field empty if the quantity is unlimited.
- 5. Enter an Expiration Date within the **Expiration Date** field, either by entering that date manually or by using the **Calendar** icon to display the Calendar for selecting the date.
- 6. Click save promotional code to save the new Promotional Code to the system.

#### **Editing a Promotional Code**

Clicking the edit link for a line on the Promotional Code list displays the Edit Promotional Code screen, as shown in the illustration below. Simply make any modifications to the Promotional Code, Discount Type, Value of Discount, Quantity and/or Expiration Date settings for the Promotional Code, and then

eaP		HOME	COURSES USERS	USER GROUPS	TRAINING PATHS QUIZ RESU	ULTS FORUM REPO	RTS ECOMMERCE		Parks P
ne Economerce G Promotiona									
COMMERCE COURSES	YOUR ECATALOG	SALES REPORT	COMPLETION REPORT	REFERRERS	REFERRERS PERFORMANCE	PROMOTIONAL CODE	s		
dit Promotio	nal Code								
omotional Code	test								
count Type	Valu	Je	~						
ue of Discount	100. S off sta	00 Indard price							
antity	lisave e	mpty for unlimited							
biration Date	05-3	1-2012	(2)						
ave promotional code	× cancel								
. 🗌 Promotional Cod	le .		Discount		Quantity Ex	piration Date	losert Date	Active	O add new
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D newcode			100.00 % off price			05-31-2012	05-15-2012	0	8
□ 50 L × delete selected	Loodes		50.00 % off price		(0 / 127)	06-30-2012	05-17-2012	٥	2
tal Codes: 3									C back to eComm

#### **Deleting a Promotional Code**

Selecting the check box for a Promotional Code on the **Promotional Codes** list and clicking the **delete selected codes** link, as shown in the following illustration, will remove a Promotional Code from the system.

COMMERCE COURSES	YOUR ECATALOG	SALES REPORT	COMPLETION REPORT	REFERRERS	REFERRERS PERFORMANCE PRO	DMOTIONAL CODES		
lo. 🗌 Promotional C	ode		Discount	Quantity	Expiration Date	Insert Date	Active	O add new cod
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. 🗆 newcode			100.00 % off price		05-31-2012	05-15-2012	٥	Ø ed
L	ted codes		50.00 % off price	(0 / 127)	06-30-2012	05-17-2012	0	Cf edi

As shown in the following illustration, the system displays a warning message before proceeding with



to cancel the deletion process.

Cancel



# Support/Help Center and eLeaP<sup>™</sup> Knowledgebase

eLeaP<sup>™</sup> has an incredibly helpful online support center. To access support and help 24 hours a day, go to <u>http://support.eleapsoftware.com</u>.

At the Support Center, you can:

- Access our eLeaP Knowledgebase: This is a specialized library of articles and reports and powerful how-to tips on how to maximize your eLeaP learning and training system.
- **Submit-a-Ticket**: Do you have a particular question or need help with a feature in eLeaP? Submit a ticket to our helpful staff and you will receive answers. This is an incredibly useful feature. We encourage you to make good use of it.
- **Downloads**: If you need special reports, White Papers or even user guides or manuals, access our Downloads section to get this material.
- Troubleshooter: Step-by-step tour to find help for your problems.
- News: Visit our news section to learn about latest happenings in eLeaP and our parent company Telania, LLC. You can also access our blog at <u>www.eleapsoftware.com/blog</u> to learn more about the world of eLeaP<sup>™</sup>.