

eLeaP

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.

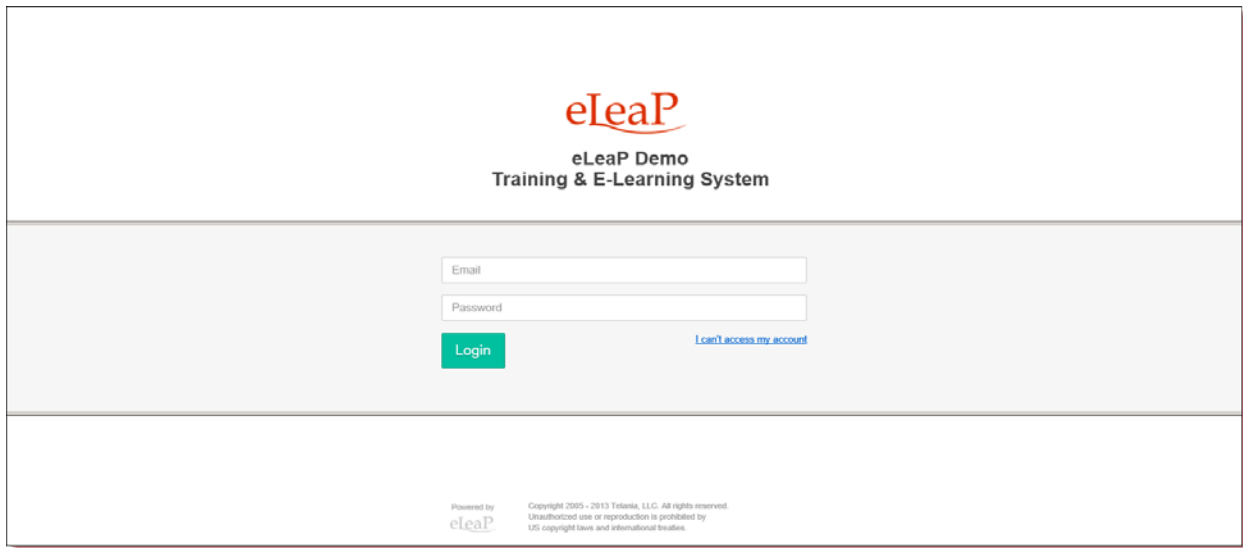
With eLeaP online learning software, you can incorporate PowerPoint, PDF, pictures, audio, video, Microsoft Office, SCORM and many more file types into your own personalized courses. Or if you find that your busy schedule leaves you unable to find the time to create your courses, you can even send us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

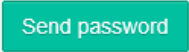
The eLeaP learning management system can save you a vast amount of both time and money, while enabling you to create sophisticated training packages custom-built for the precise needs of your organization.

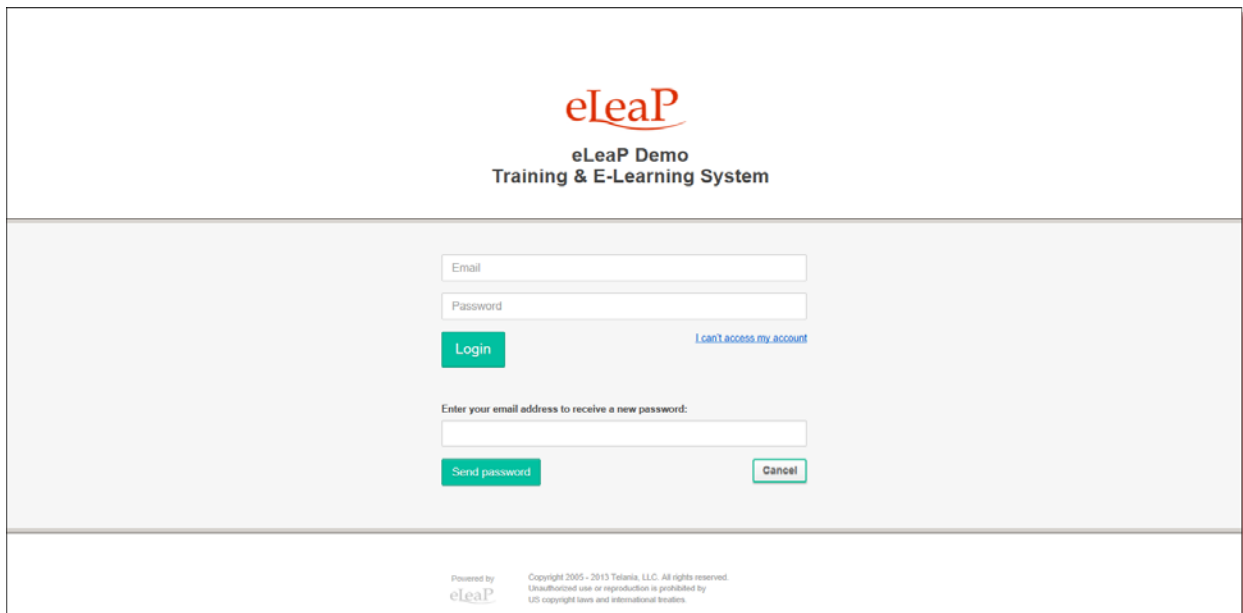
The purpose of this document is to describe all of the functionality within the eLeaP system that an administrator has access to and how the administrator can easily configure this functionality to have the system up and running quickly and efficiently.

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  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.

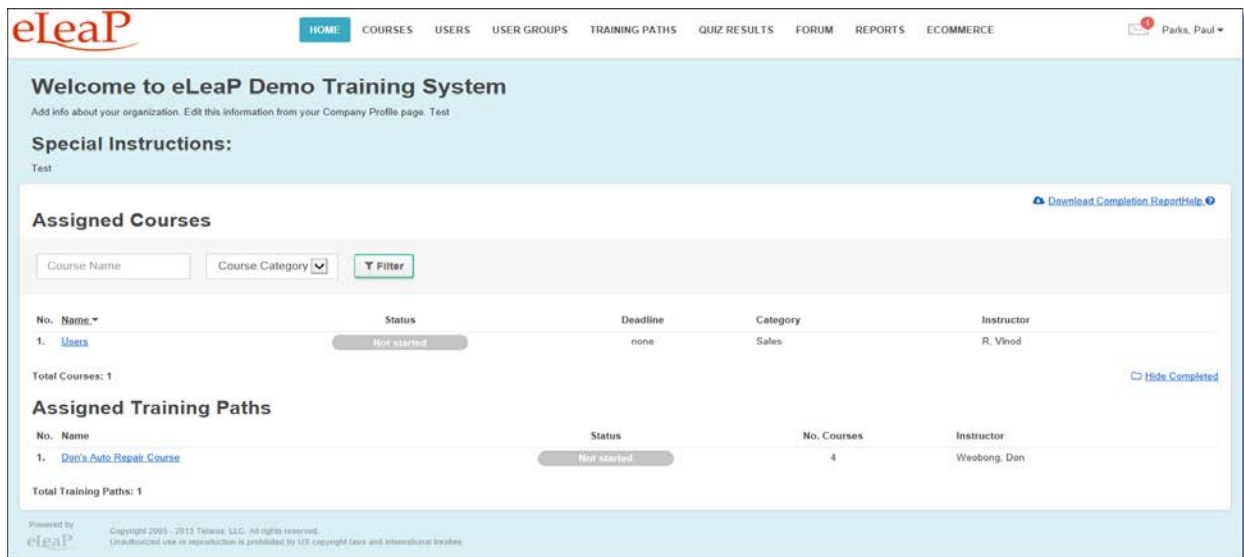


Click the **I can't access my account** link if you forget your password. The **Login** screen expands, displaying a field into which you can enter your email address for retrieval of your password. Once you have entered your password, click . The system will send you your password.



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 . 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.



Assigned Courses

No.	Name	Status	Deadline	Category	Instructor
1.	Users	Not started	none	Sales	R. Vinod

Total Courses: 1

Assigned Training Paths

No.	Name	Status	No. Courses	Instructor
1.	Dan's Auto Repair Course	Not started	4	Weobong, Dan

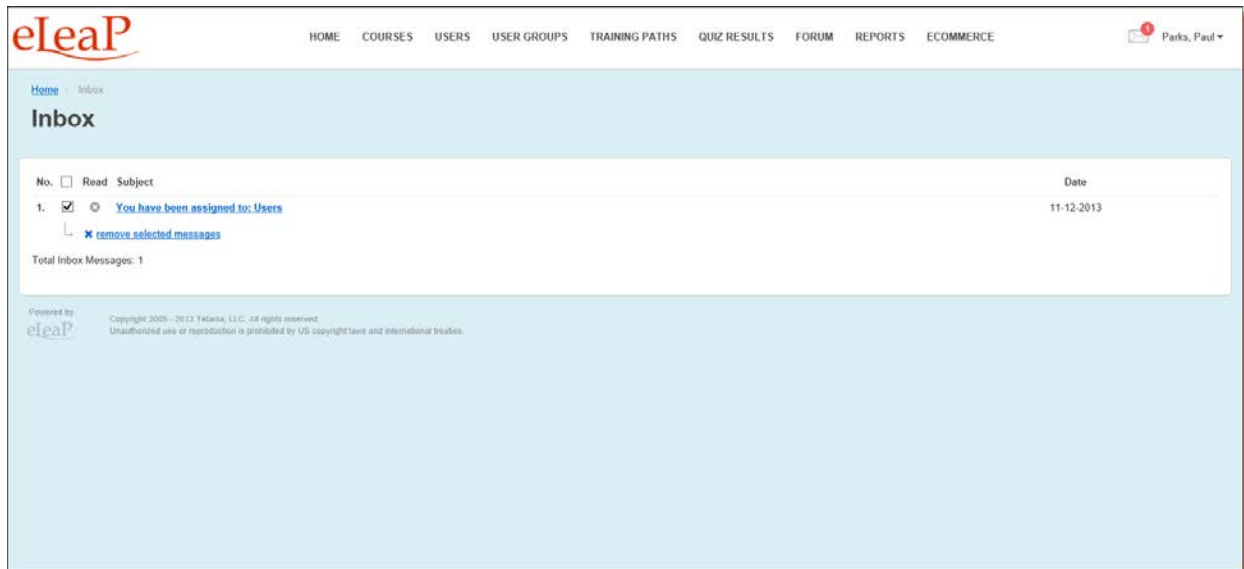
Total Training Paths: 1

eLeaP™ Inbox

With eLeaP™ 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.

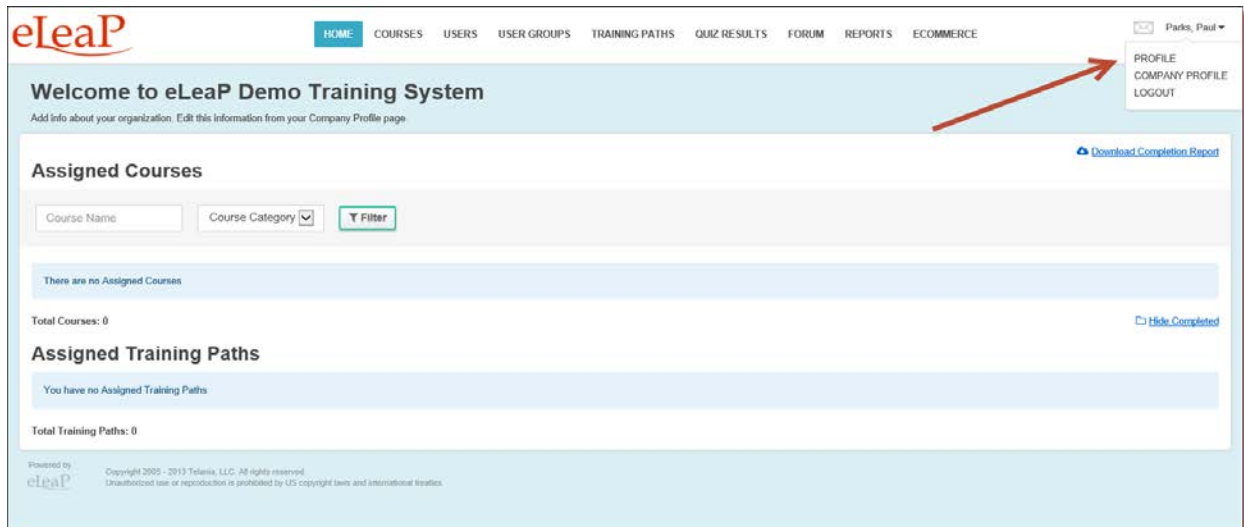
As System Administrator, you can also access your eLeaP™ INBOX to receive updated email notification and communications regarding various activities in your eLeaP account. You can receive Quiz completion notifications, notifications on Course Assignments, Pending Deadline notifications. In short eLeaP™ 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.

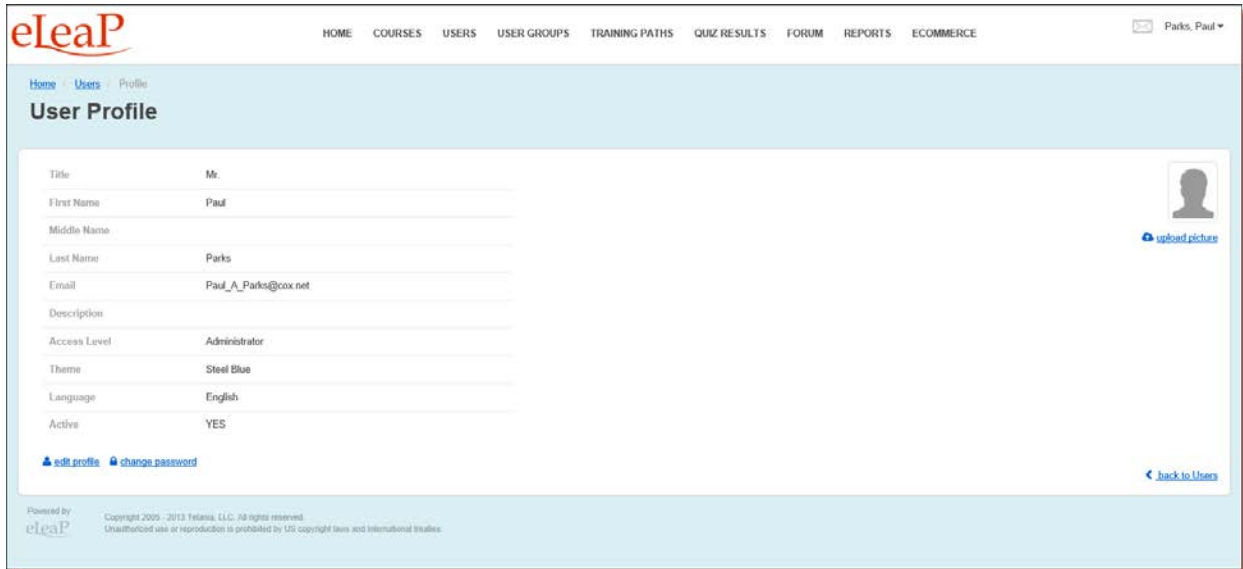


Modifying Your Personal Profile

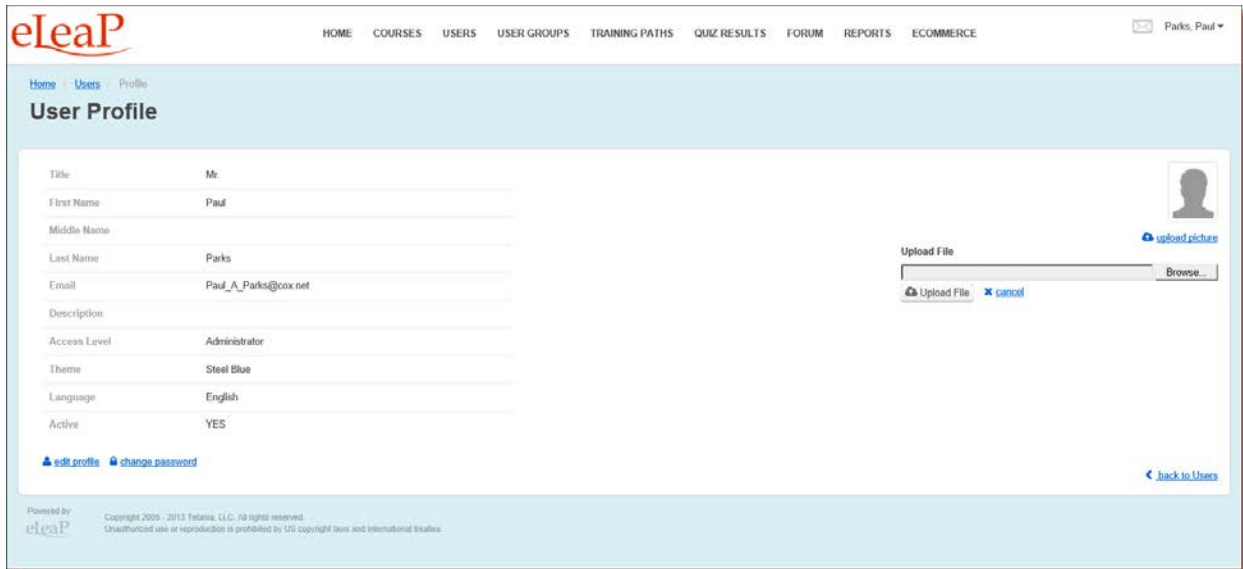
Selecting the **PROFILE** option on the drop-down menu at the upper right-hand corner of the screen, as shown in the following illustration, allows you to modify your Personal Profile information.



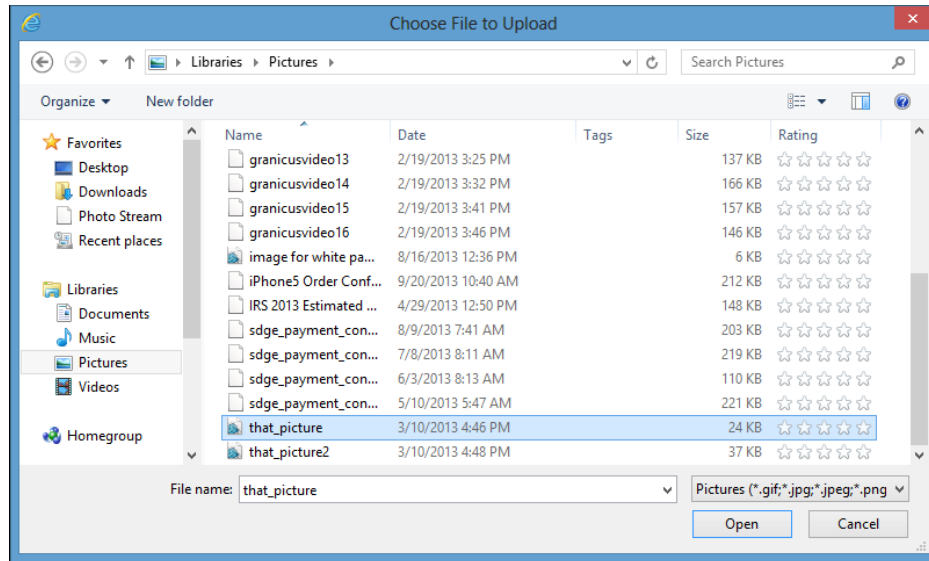
The **User Profile** screen, illustrated below, is displayed. To associate a picture with your Profile, click the **upload picture** link in the upper right-hand corner of the screen, as shown in the illustration.



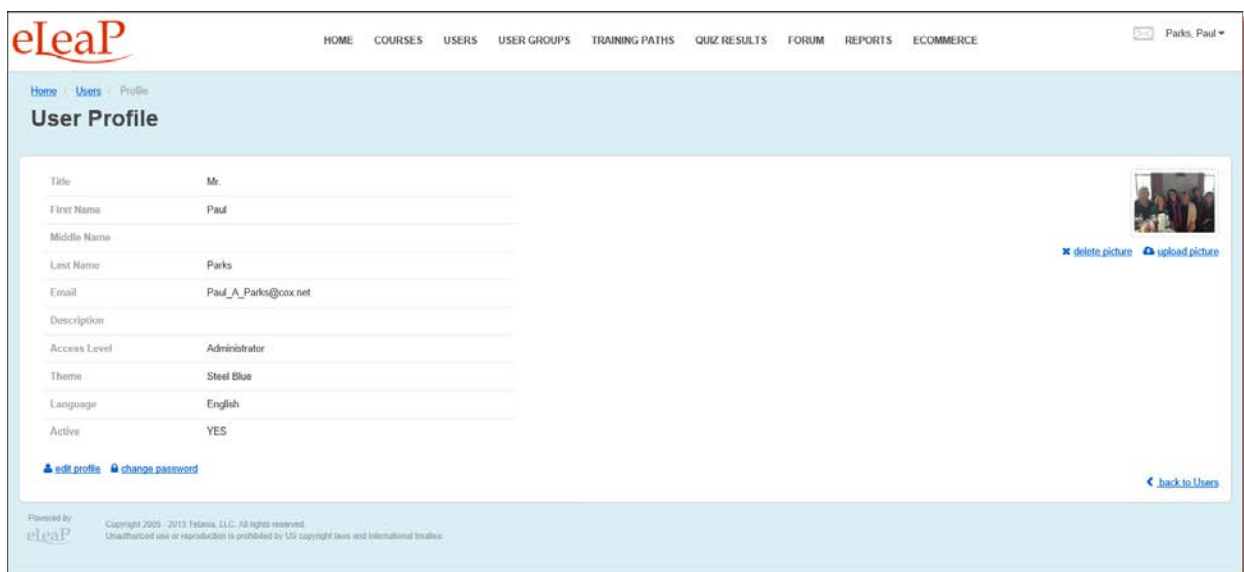
The screen expands, allowing you to navigate to a location on your computer where the picture that you want to associate with your Profile is stored by clicking **Browse...**.



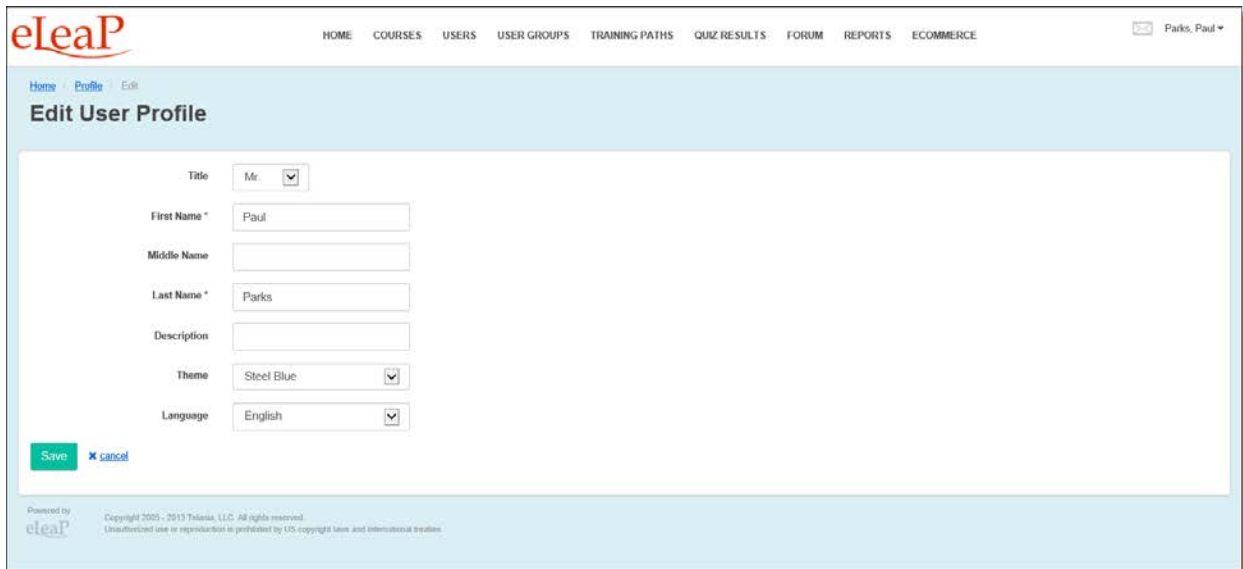
A **Choose File to Upload** dialog, illustrated below, is displayed. Select the file that you would like to associate with your profile and click **Open**.



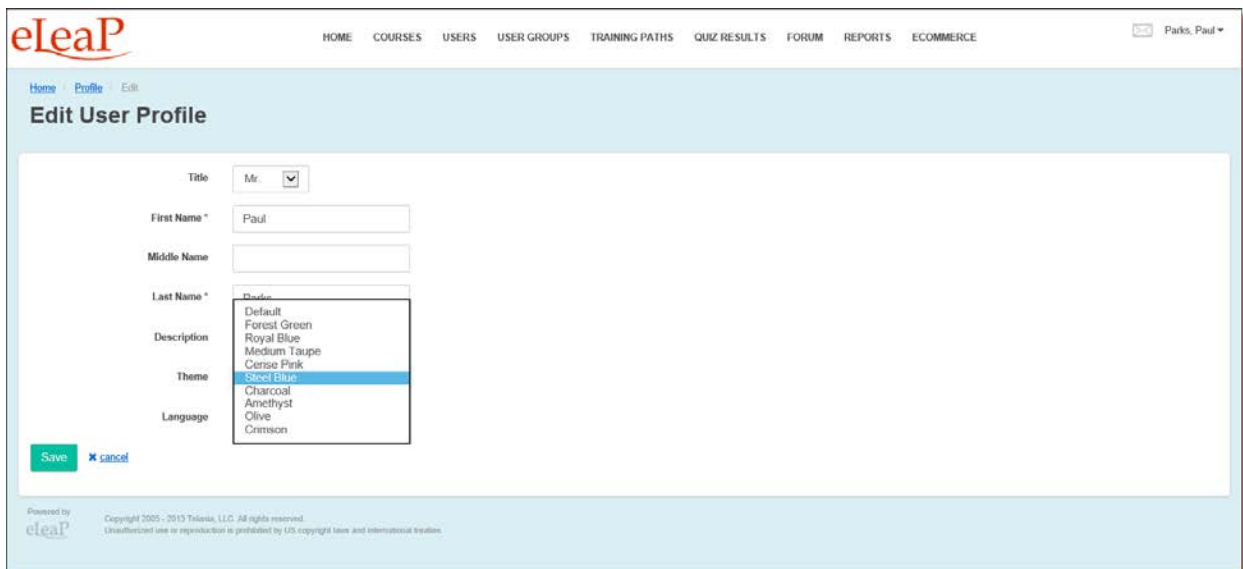
As shown in the following illustration, the image file is added to your Profile.




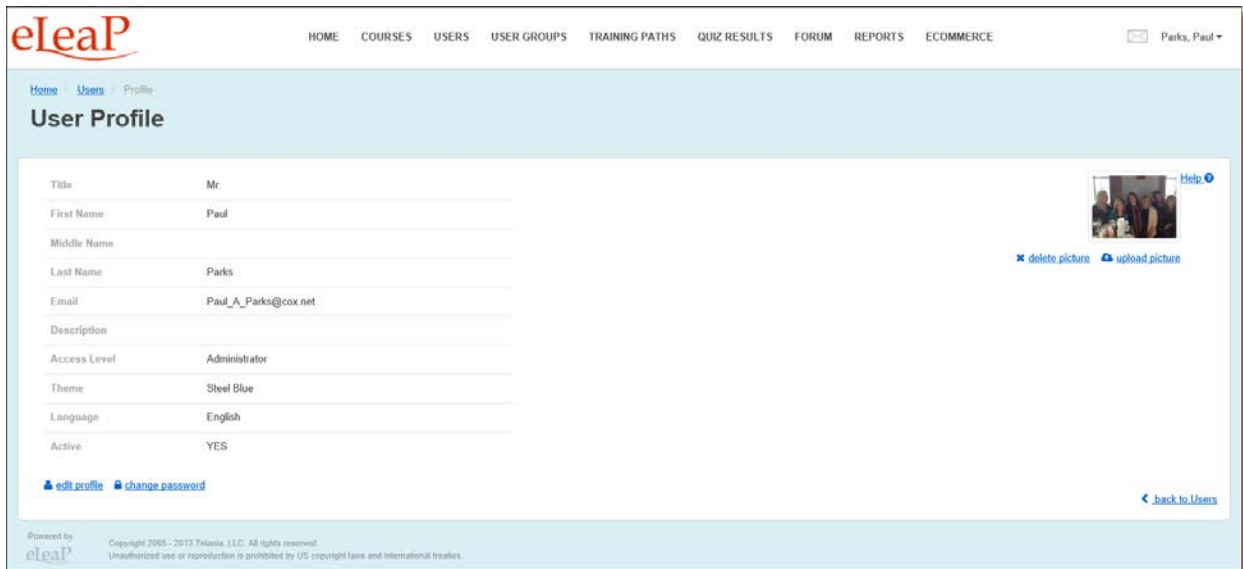
To edit your Profile Details, select the **edit profile** link located in the bottom left-hand corner of the screen. The **Edit User Profile** screen, illustrated below, is displayed. Make any modifications necessary within the **Title, First Name, Middle Name, Email, Description, Access Level, Language**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



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



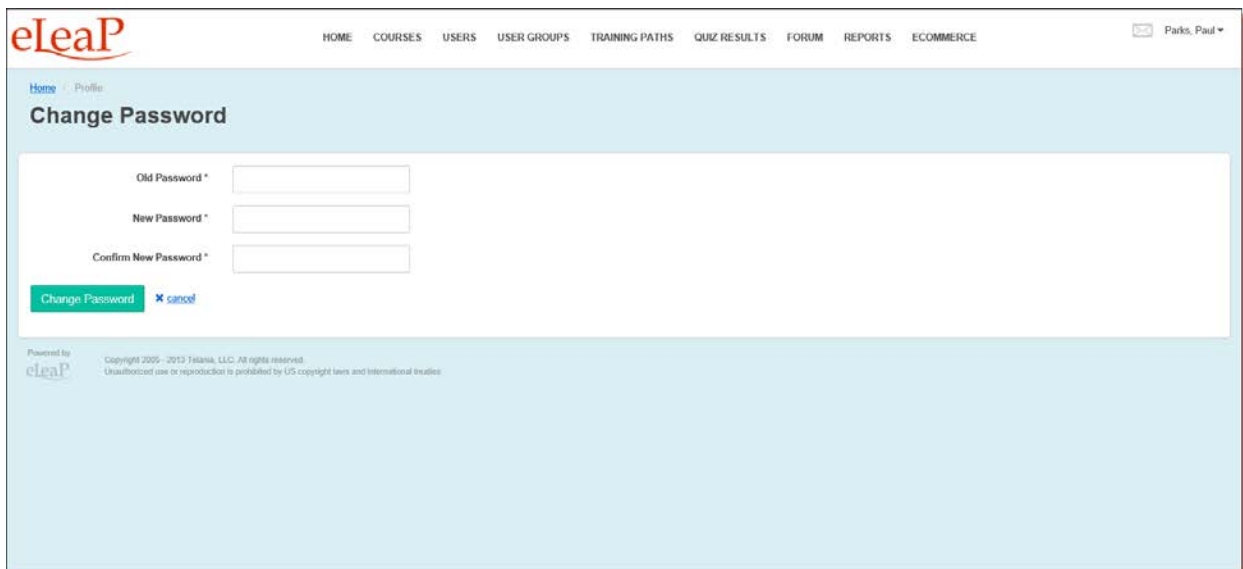
Click  to save any changes to the system. As shown in the following illustration, the changes to your profile have been saved.



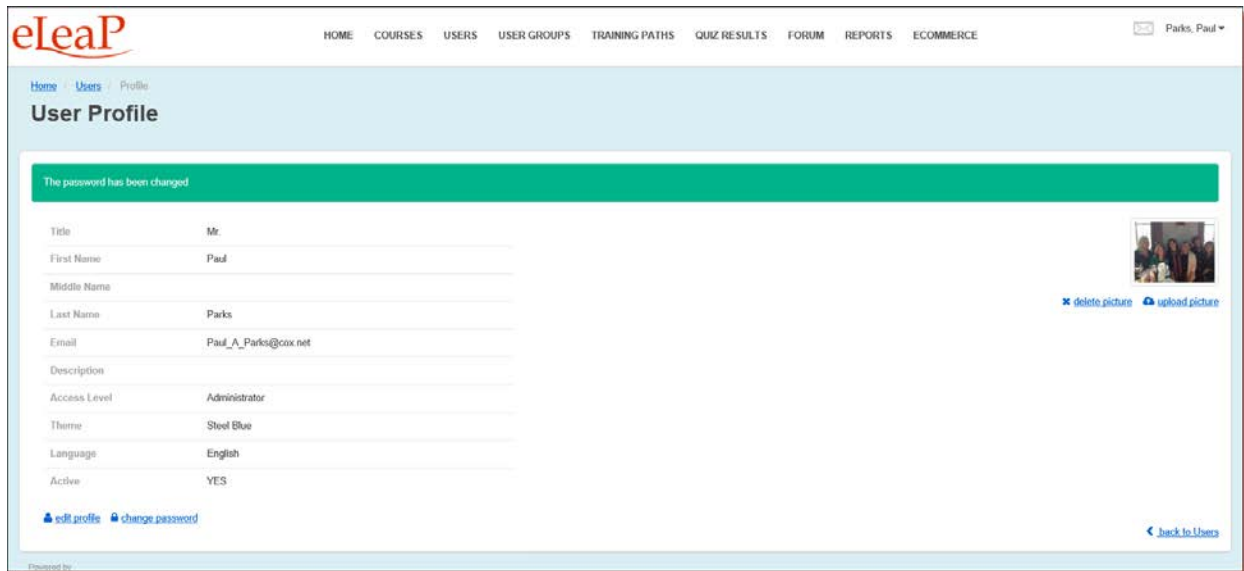
Changing Your Password

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**

New Password field, and then click

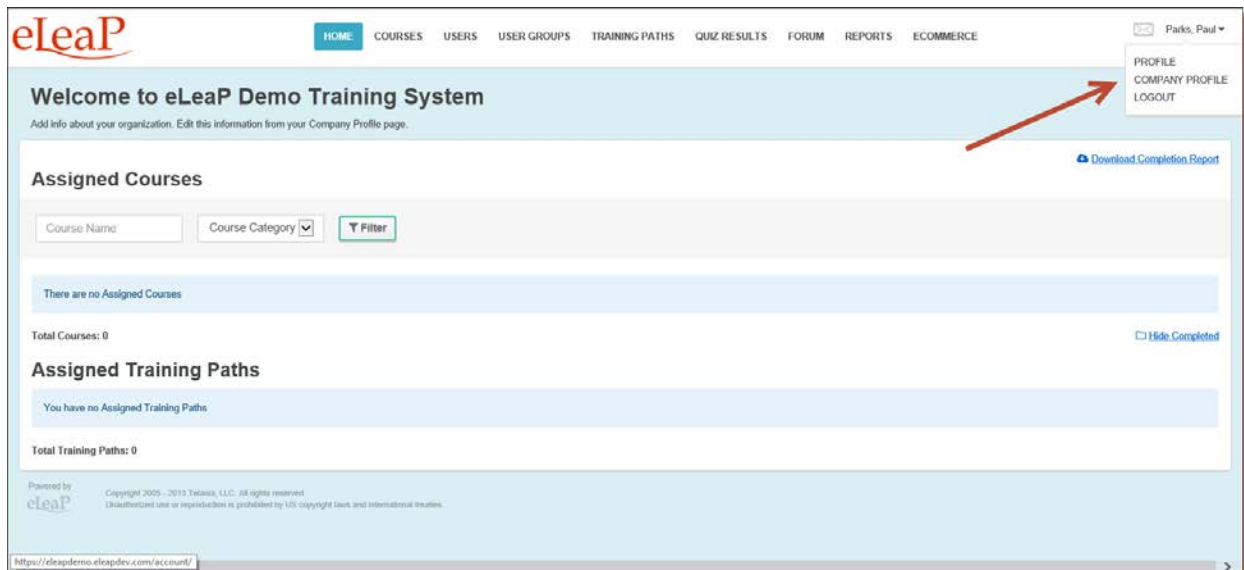


As shown in the following illustration, the system confirms that the password has been changed.

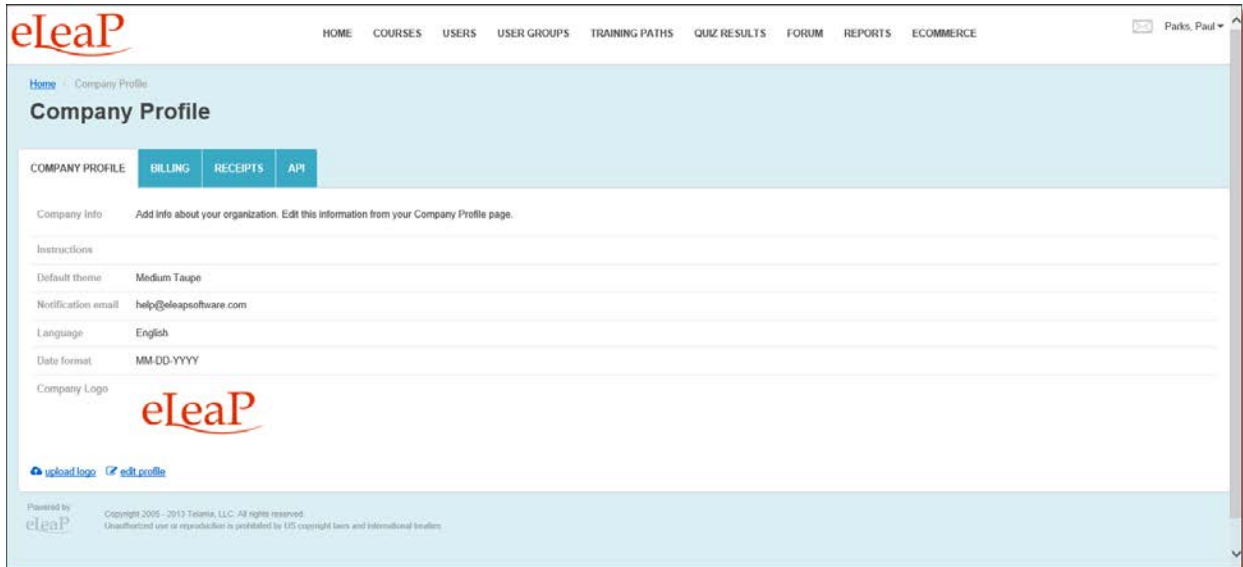


Modifying Your Company Profile

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.

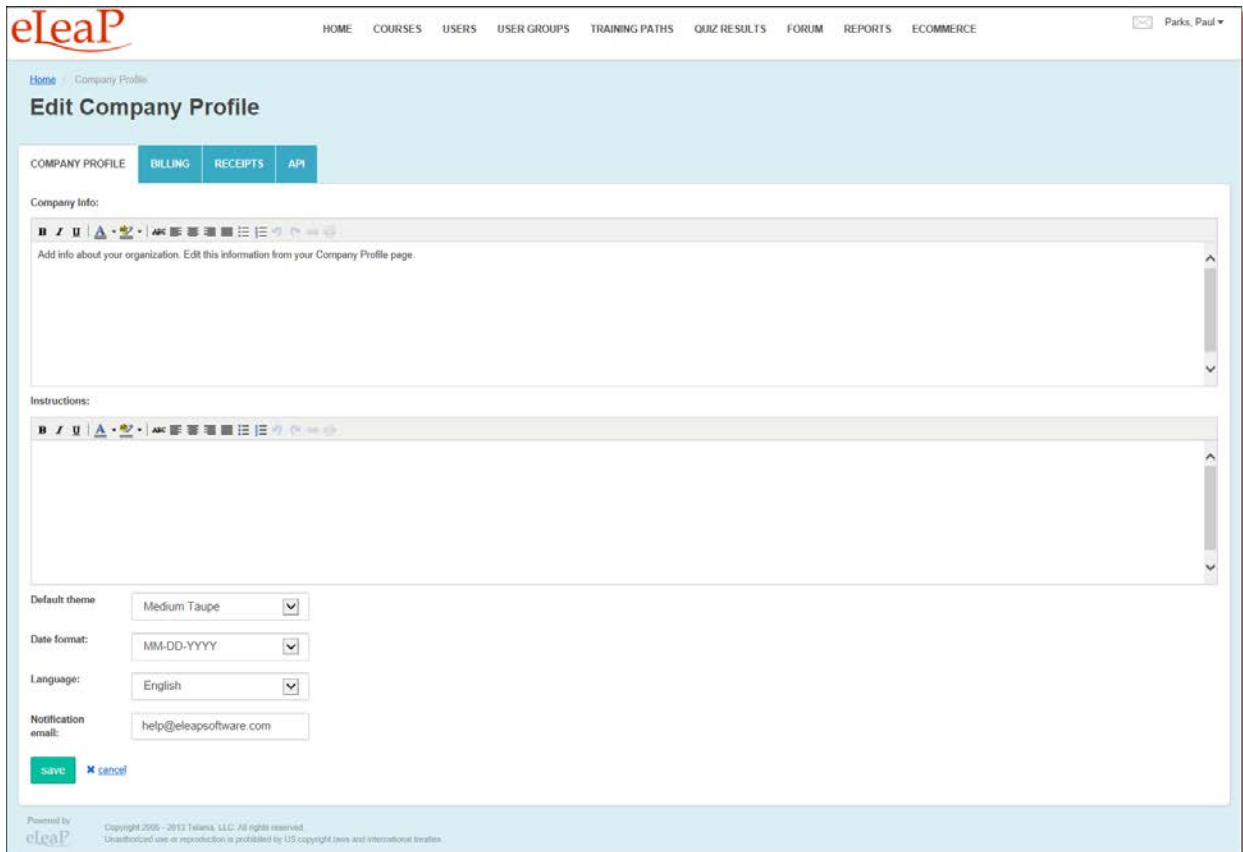



The **Company Profile** screen, illustrated below, is displayed. This screen consists of four tabs: **Company Profile** (displayed by default), **Billing**, **Receipts** and **API**. Clicking the **edit profile** link, located in the bottom left-hand corner of the screen allows you to modify the **Company 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.



Editing Your Profile Fields

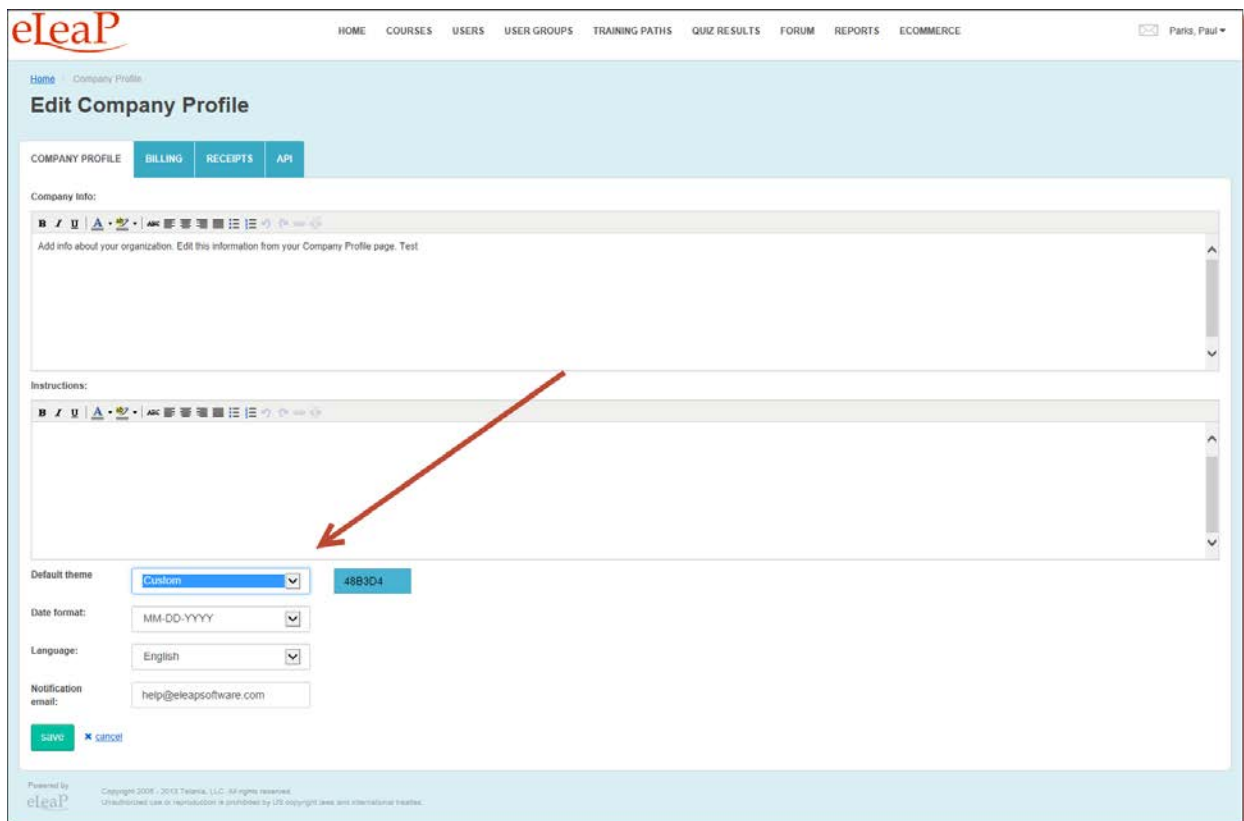
As mentioned above, clicking the **edit profile** link on the **Company Profile** screen allows you to make changes to your Company Profile's settings using the **Edit Company Profile** screen, as shown in the following illustration. Use the steps below to successfully make changes to your Company Profile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



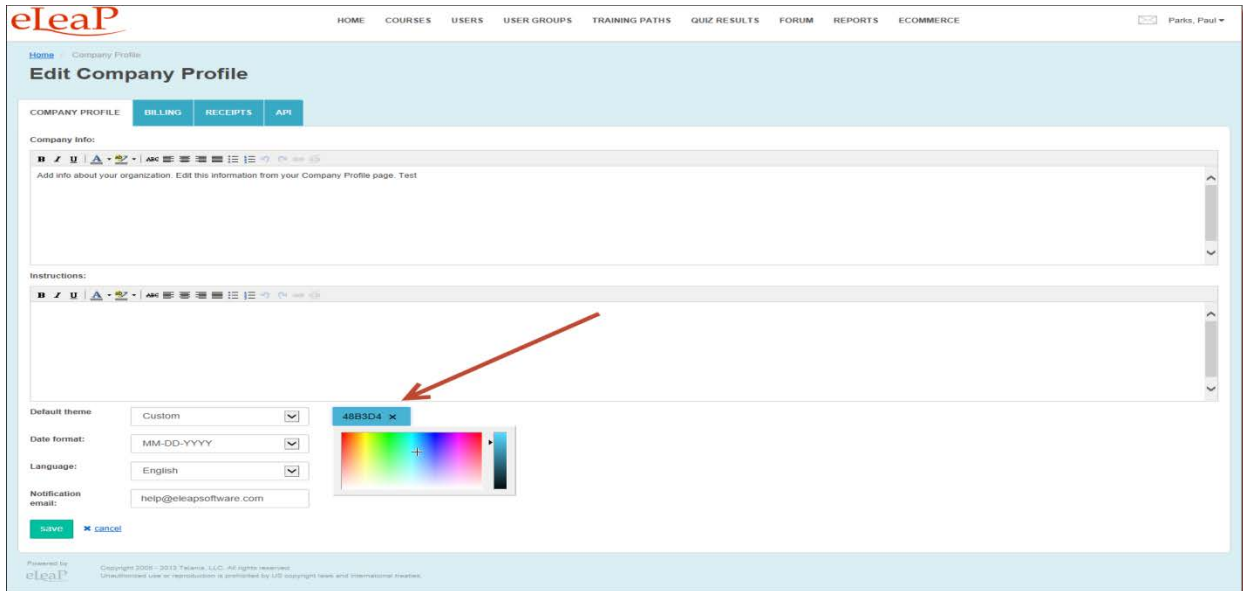
1. Use the **Company Info Editor** to add information about your Company.
2. Use the **Instructions Editor** to add Instructions.
3. Make a different selection on the **Default Theme** list to change the look of your instance of the eLeaP application.
4. Make a different selection on the **Date format** 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

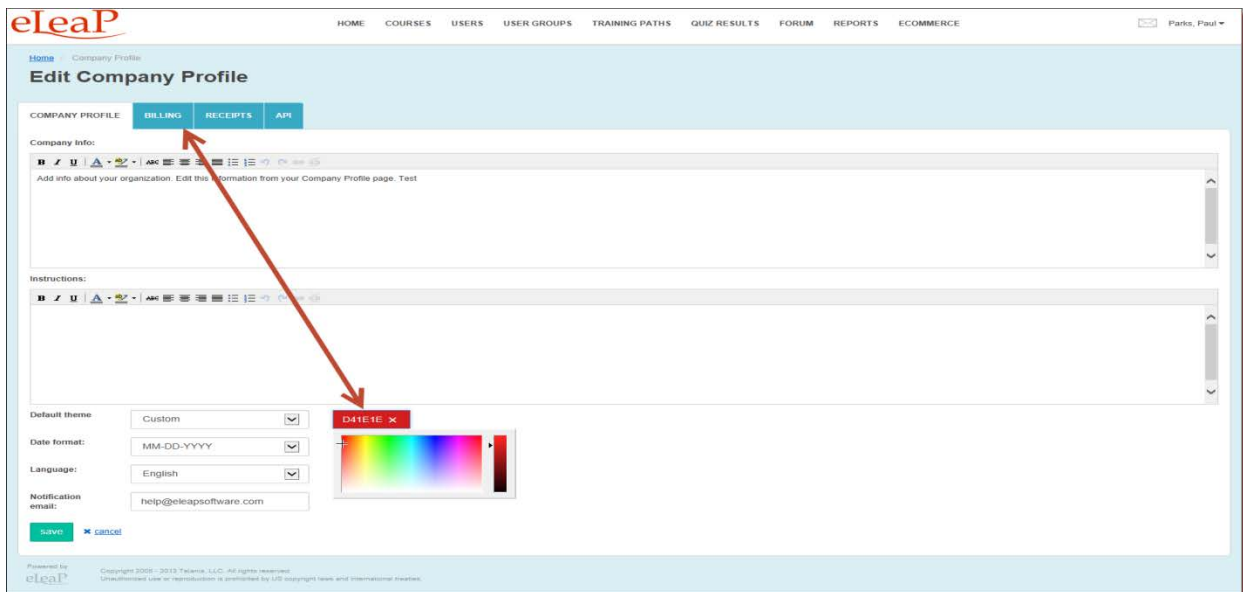
You can use the Custom Theme option to match your organization's color scheme, if desired. Simply select the Custom option on the Theme drop down, as shown in the following illustration.




To change the color scheme for your profile, click **48B3D4 x** to display the color picker, as shown in the following illustration.



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.





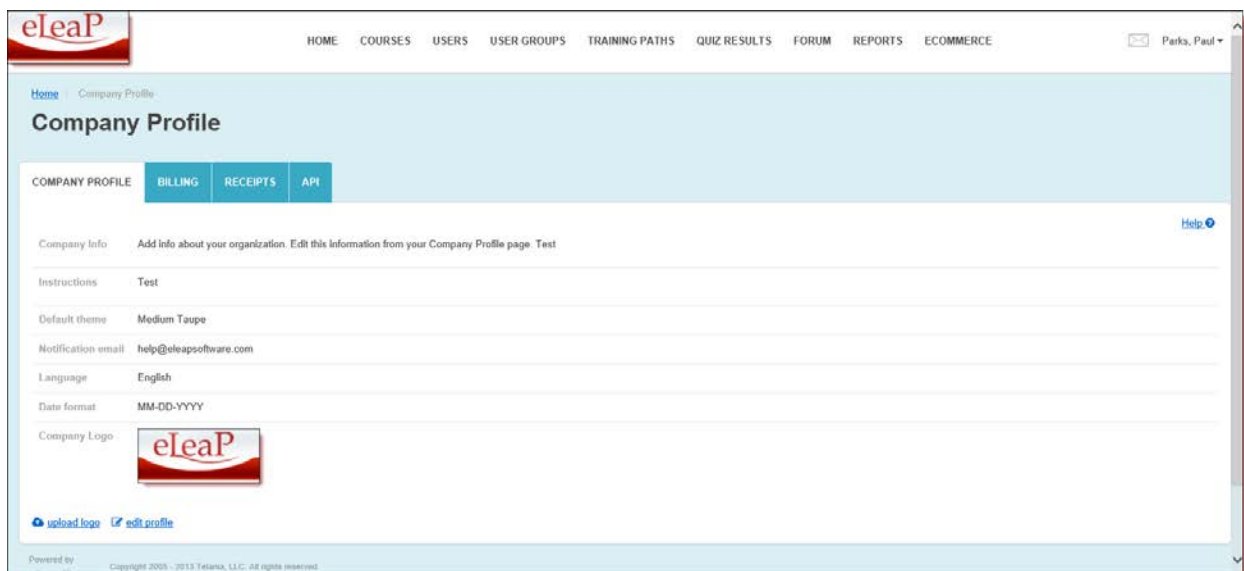
Click . As shown in the following illustration, the tab colors change to the new color.

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.

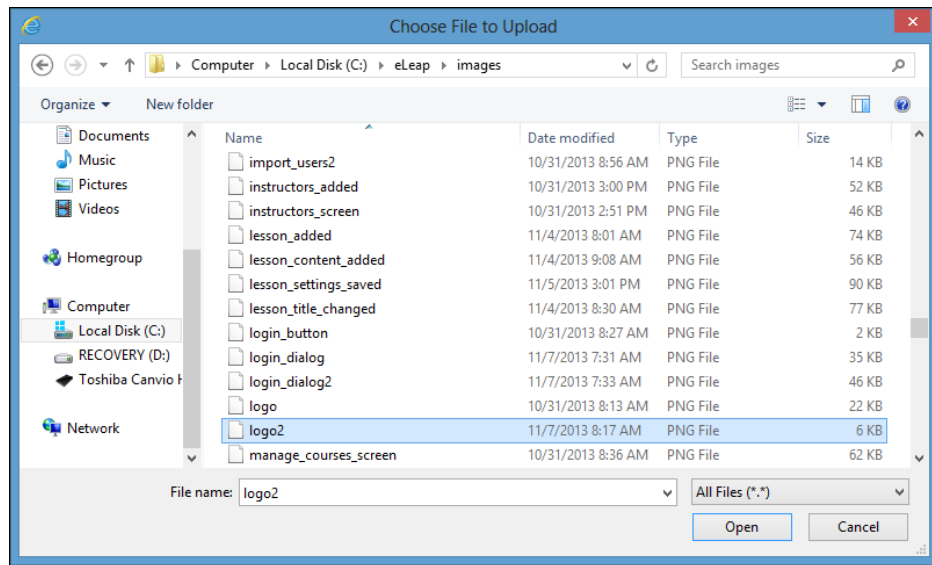
For users who selected a different Theme prior to you customizing the color scheme, they will need to select the **Organization** on their Theme list in order to see and enjoy the organization-wide color Theme.

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.

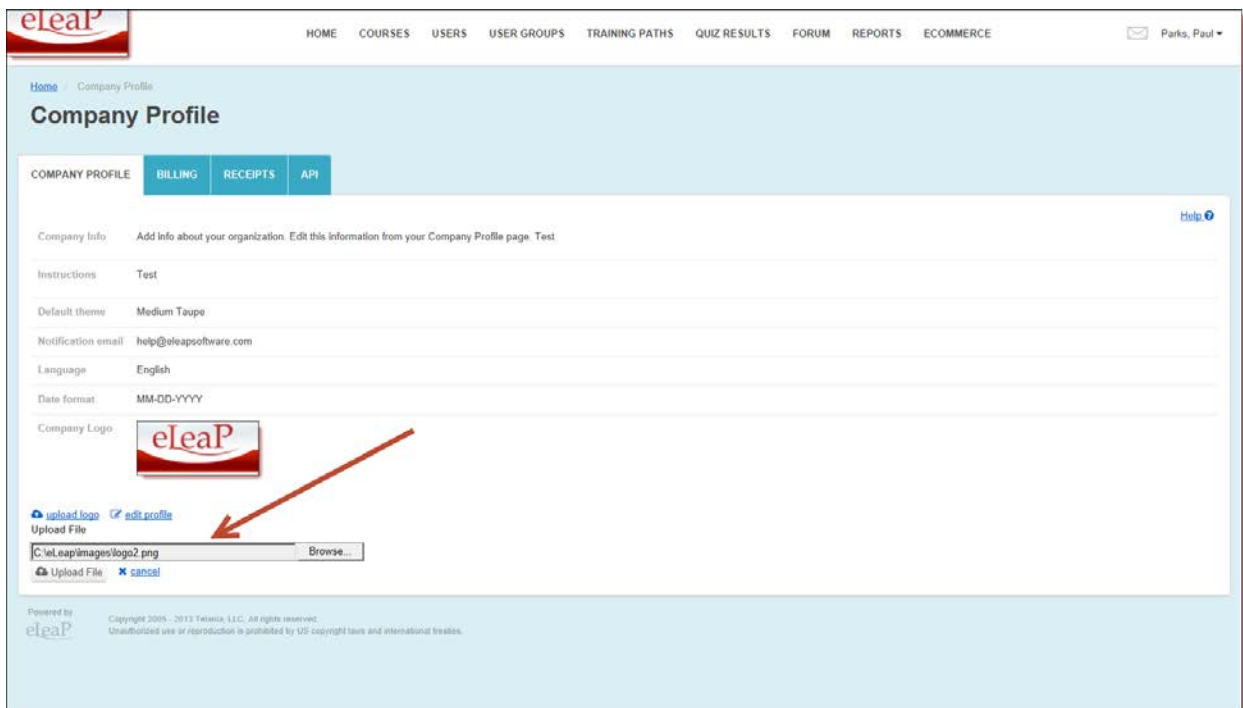


Click **Browse...** to navigate to the location on your computer where your logo file is stored using the **File to Upload** dialog, shown in the following illustration. Select the logo file and click **Open**.

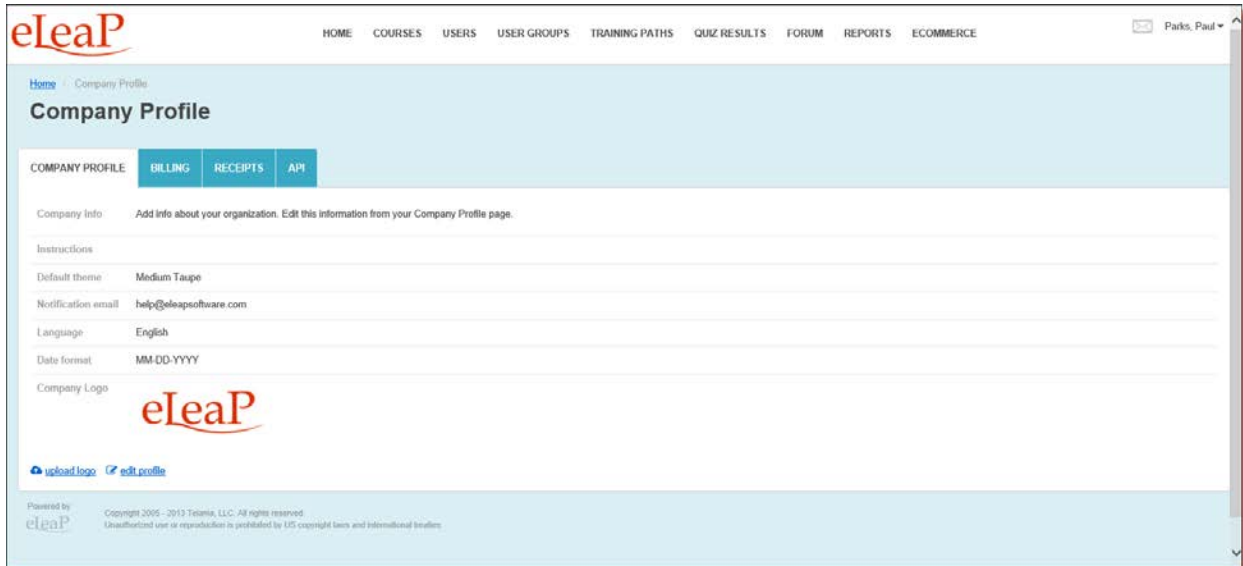


As shown in the following illustration, the file that you've selected now populates the **Upload File** field.

Click **Upload File** to upload the file to the system.

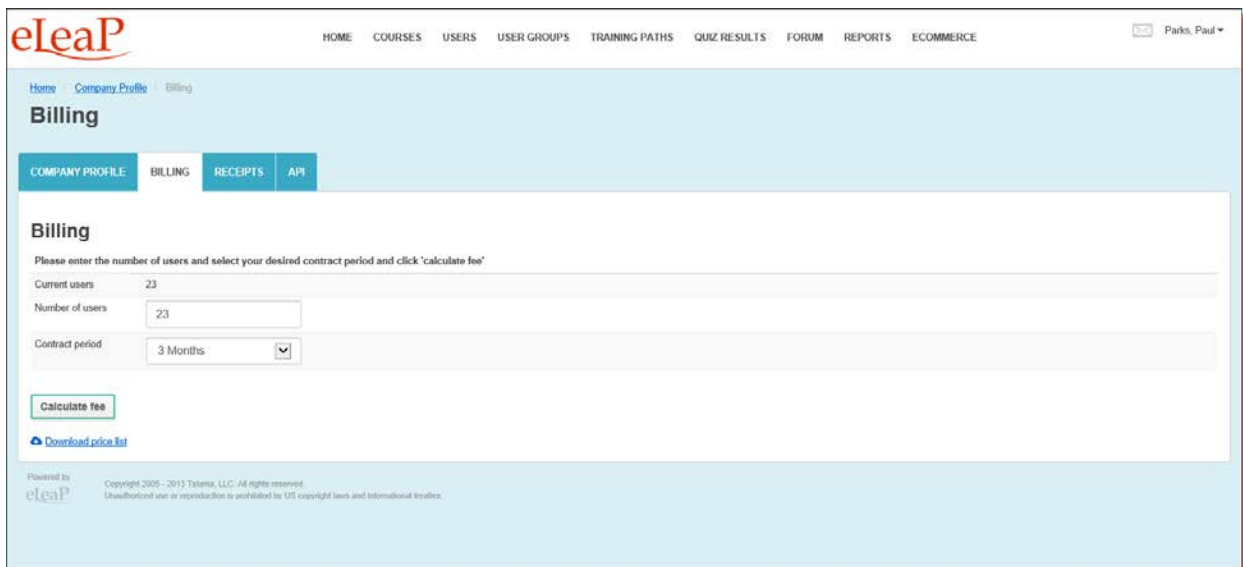


As shown in the following illustration, the logo file is added to the Theme of your instance of the eLeaP application.

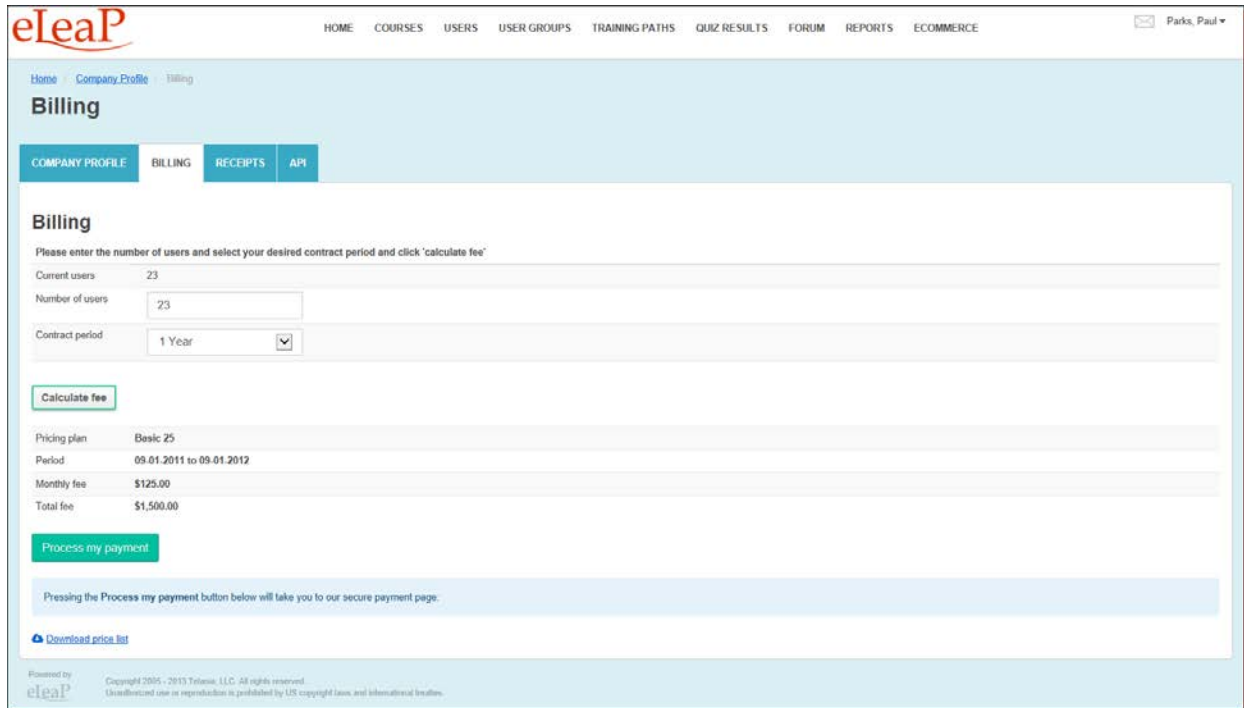


Billing

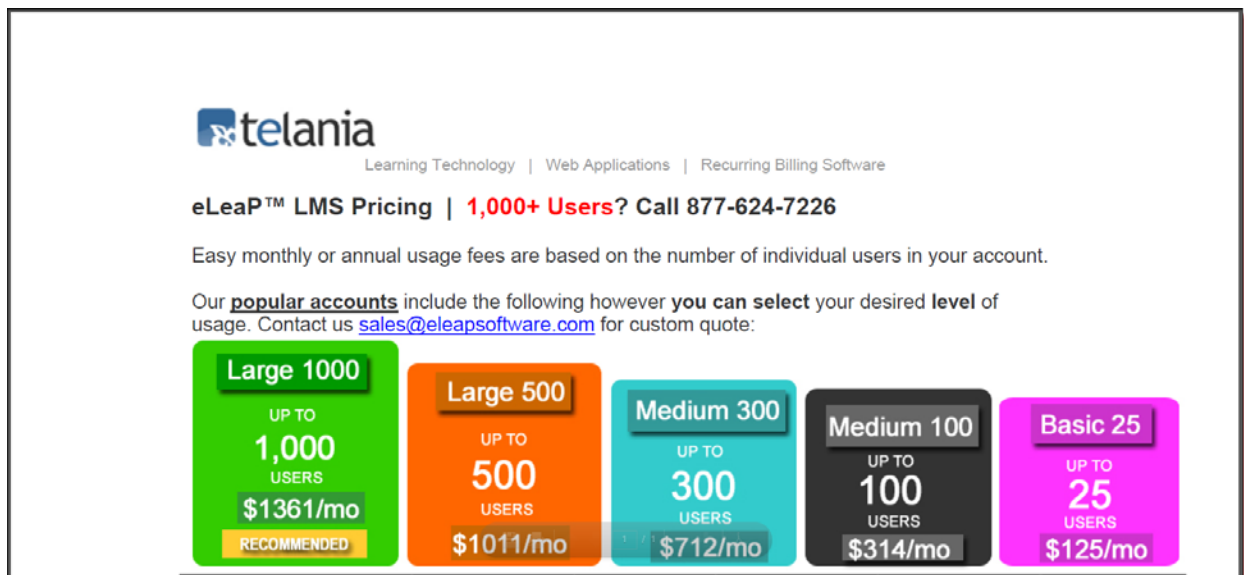
Selecting the **BILLING** tab on the **Company Profile** screen displays the **Billing** screen, as shown in the illustration below. The **Current users** field and the **Number of users** fields are pre-populated based on the Users associated with your account. You can change the Contract Period associated 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.



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 [Process my payment](#) to process your payment, which will take you to eLeaP's **Secure Payment** page.

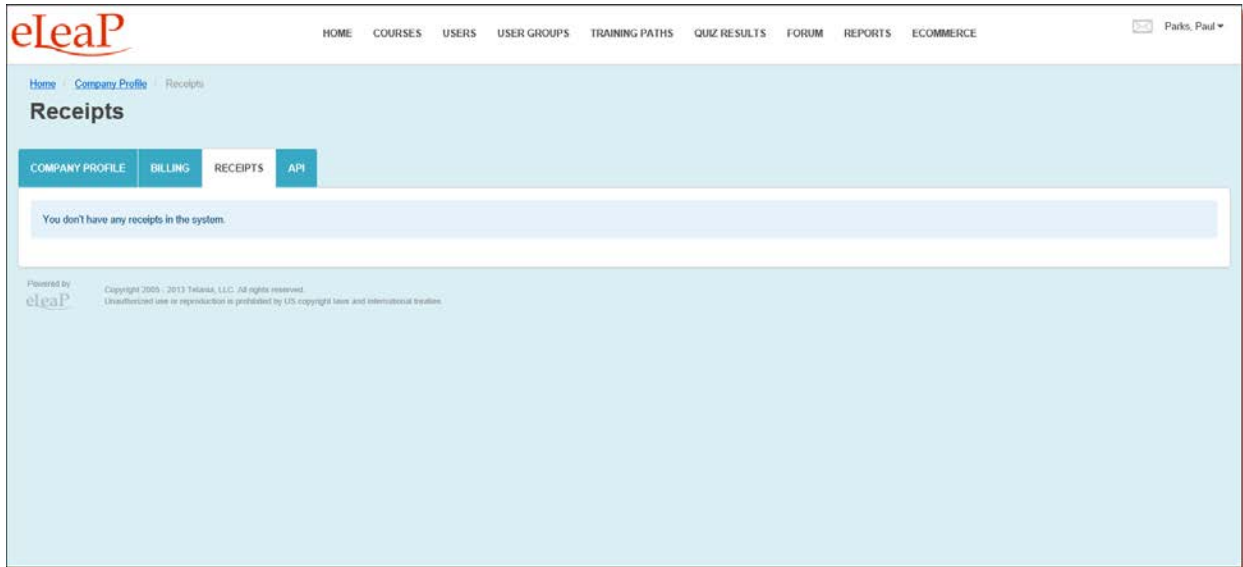


Click the **Download price list** link to download the current price list to a local drive on your computer. As shown in the following illustration, the **price-accounts.pdf** file opens in your browser, where you can use the Bookmark function to always have access to this information.

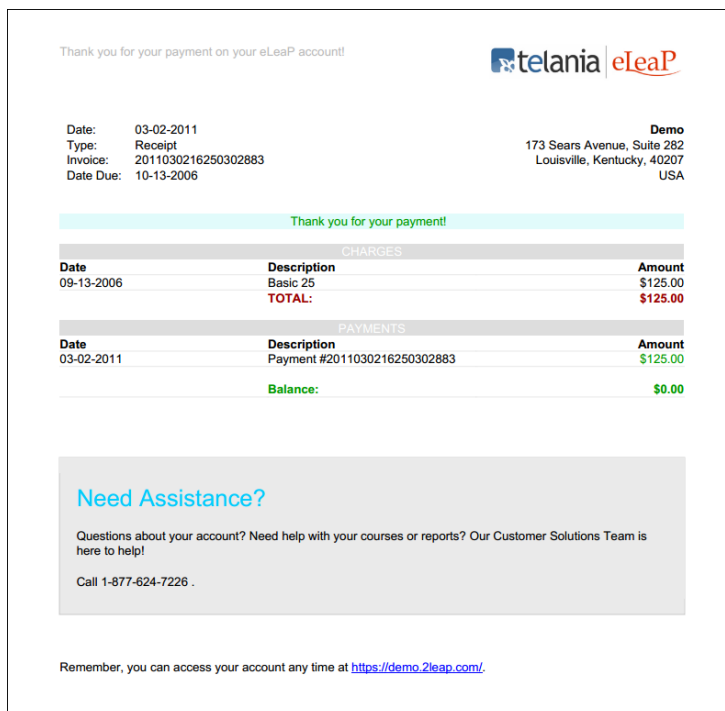


Receipts

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.

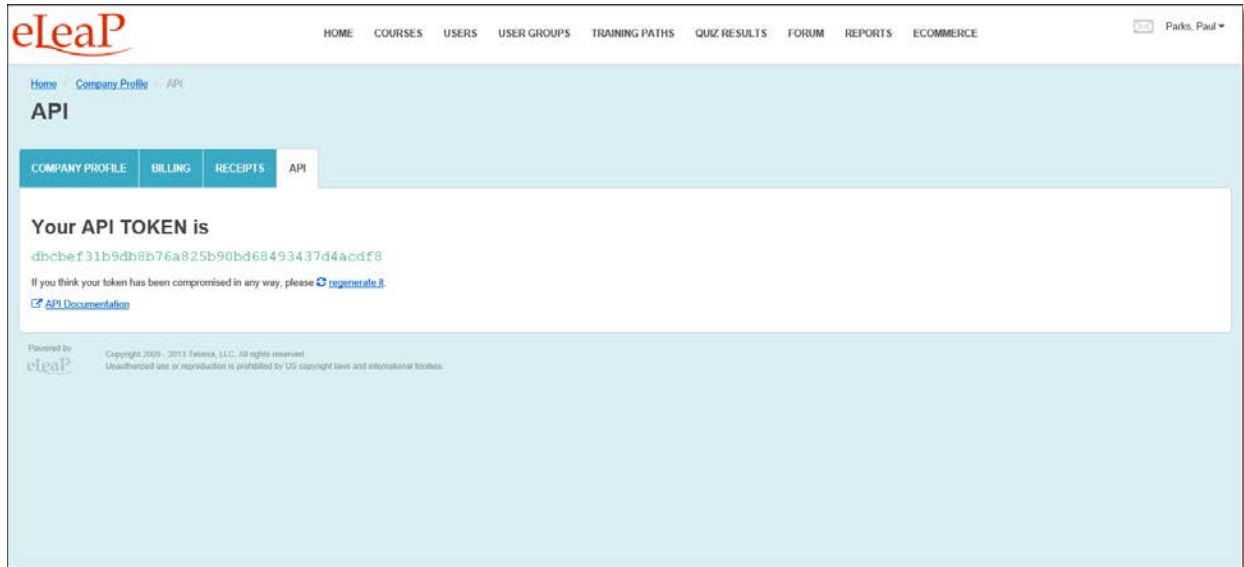


Upon payment, the Customer will receive a Receipt similar to the following example.

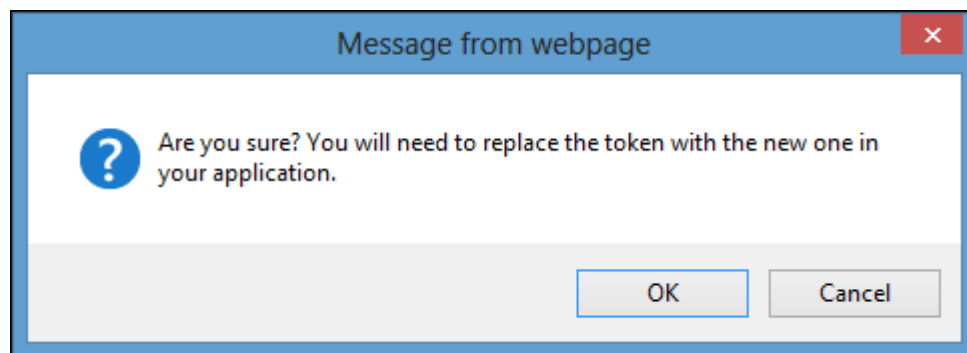


API

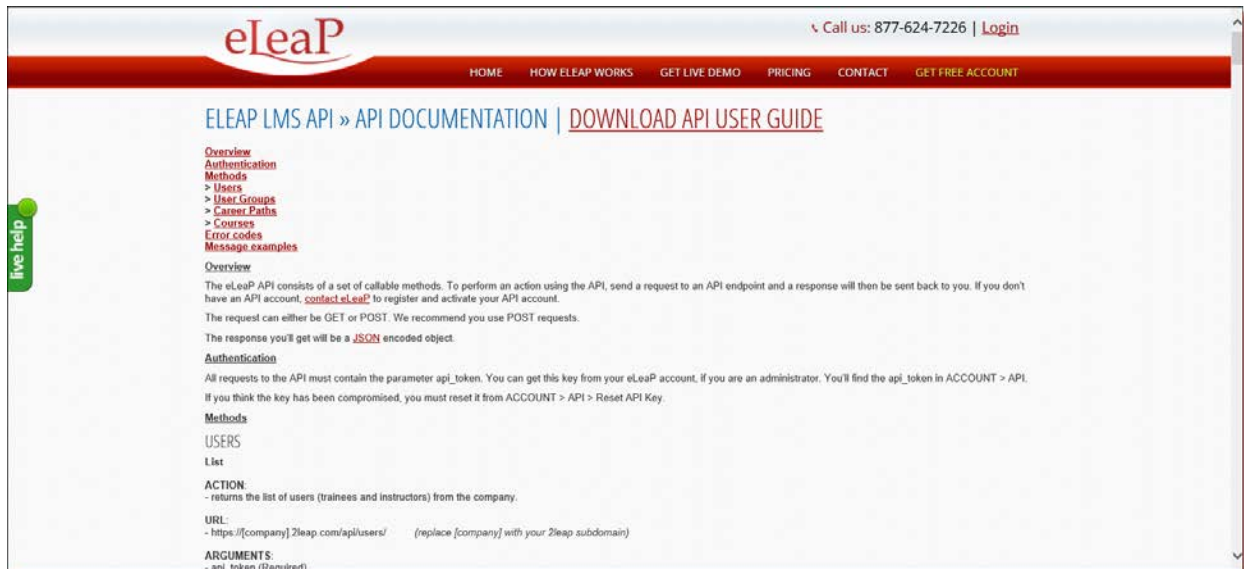
Selecting the **API** tab on the **Company Profile** screen displays the **API** screen, illustrated below. This screen shows the **API Token** associated with your account. If you feel that your account has been compromised in any way, click the **regenerate** link to regenerate this Token.



The system displays a warning message, illustrated below, before performing this action to ensure that is your intention. Click to proceed with the regeneration process or click 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 <http://www.eleapsoftware.com/api/>, 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.

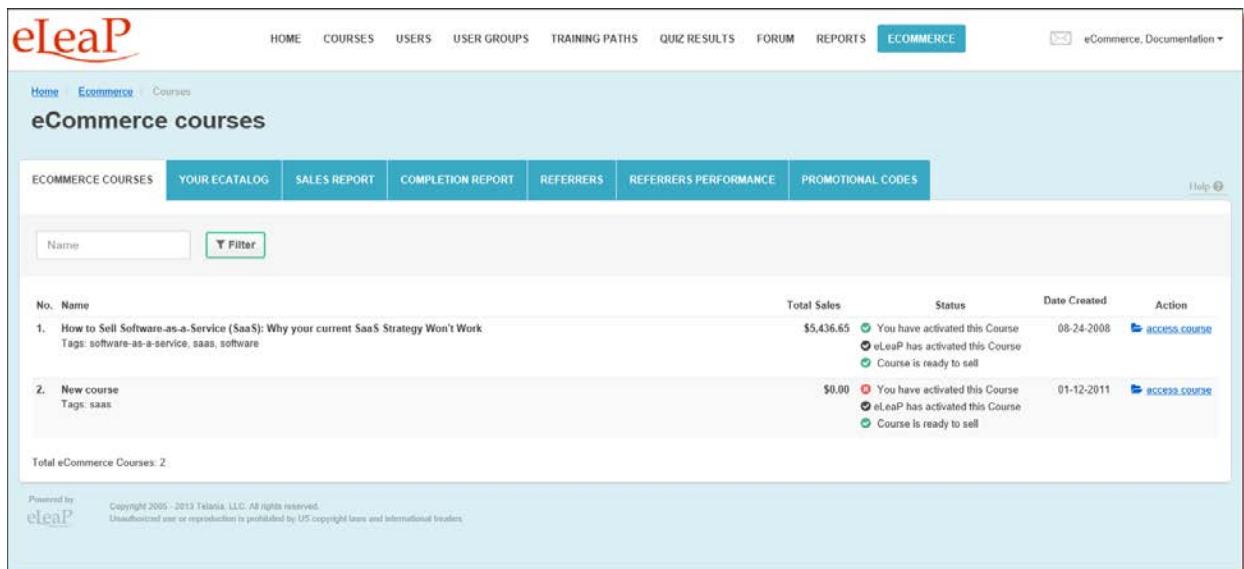


Ecommerce Courses

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



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



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.

The screenshot shows the eLeaP interface for configuring an eCommerce course. The page title is "How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work". The navigation bar includes links for HOME, COURSES, USERS, USER GROUPS, TRAINING PATHS, QUIZ RESULTS, FORUM, REPORTS, and ECOMMERCE. The course title is "How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work". The page is divided into several sections:

- ECOMMERCE DETAIL**: Includes tabs for SALES REPORT, STUDENT USERS, COMPLETION REPORT, QUIZ RESULTS, SCORM RESULTS, and GRADING CENTER.
- Ecommerce**: A checkbox labeled "I want to sell this course on my eLeaP e-catalog" is checked. Below it, a URL is provided: <http://saas.eleapcourses.com/beta/>.
- Category Tags**: A text input field contains "software-as-a-service, saas, software".
- Prices**: The course price for a single user is \$79.95. There are options for multi-license pricing calculation (Tiered or Volume) and upgrade pricing (Sum of previous order and new order total or Only new order total). A form shows "For a total number of users between 1 and 9999999 the price per user is \$ 0.00" with an "add price" button.
- Sample File**: A link to "How_to_Sell_SaaS-Intro.pdf (0 kb)" is shown with "delete file" and "upload sample file" options.
- Extend Your Reach**: Two checkboxes are checked: "Yes, I want this course to be available for purchase on the eLeaP e-learning catalog" and "Yes, I am ready to sell this course".

At the bottom, there is a "Save" button and a "back to Advanced Settings" link. The footer includes the eLeaP logo and copyright information: "Copyright 2005 - 2013 Telania, LLC. All rights reserved. Unauthorized use or reproduction is prohibited by US copyright laws and administrative treaties."

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.

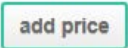
Within the **Category Tags** portion of the screen:

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:

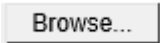
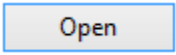

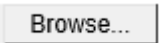
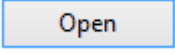


3. Enter the price for a single user to take a Course in the **Course Price for a single user** is field.

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 . The pricing will be added to the Pricing Structure. Once pricing has been added, you 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:


7. 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  to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click  to populate the **Upload File** field, and then click  to upload the File.
8. Select the **Yes, I want this course to be available for purchase on the eLeaP e-learning catalog** <http://www.eleapcourses.com> **(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  to navigate to the location on your computer where your sample file is stored and, using the **File to Upload** dialog, click  to populate the **Upload File** field, and then click  to upload the File.
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.

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.
2. 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 .

No. Course	No. of Licenses	No. of Sales	Total Amount
1. How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work	95	72	\$5,436.65
TOTAL	95	72	\$5,436.65

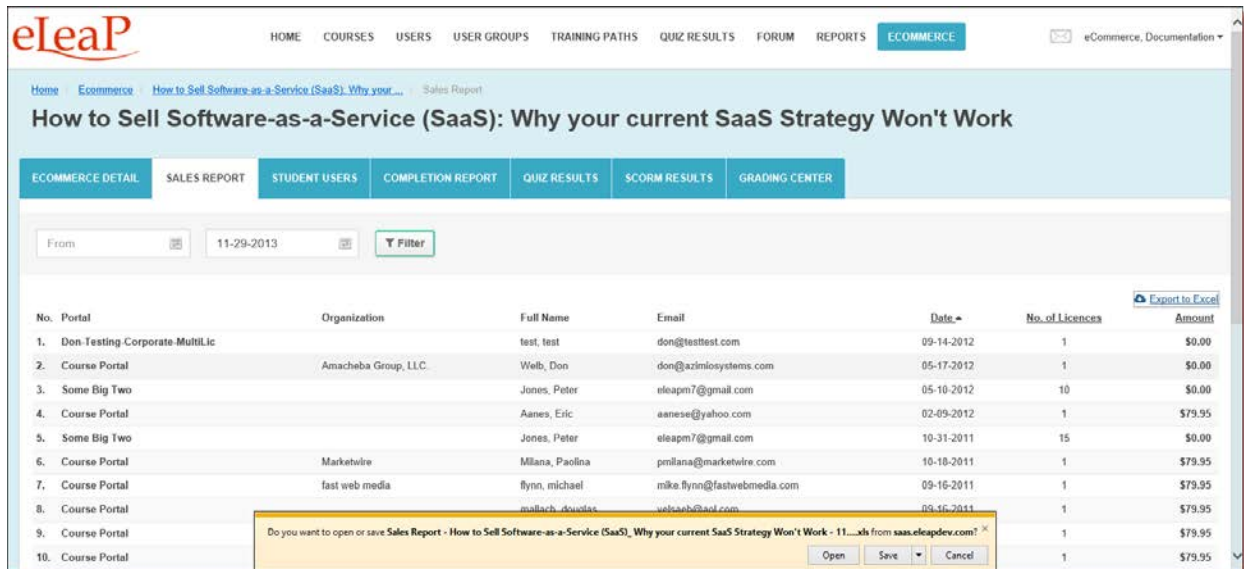
Viewing Course Details

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.

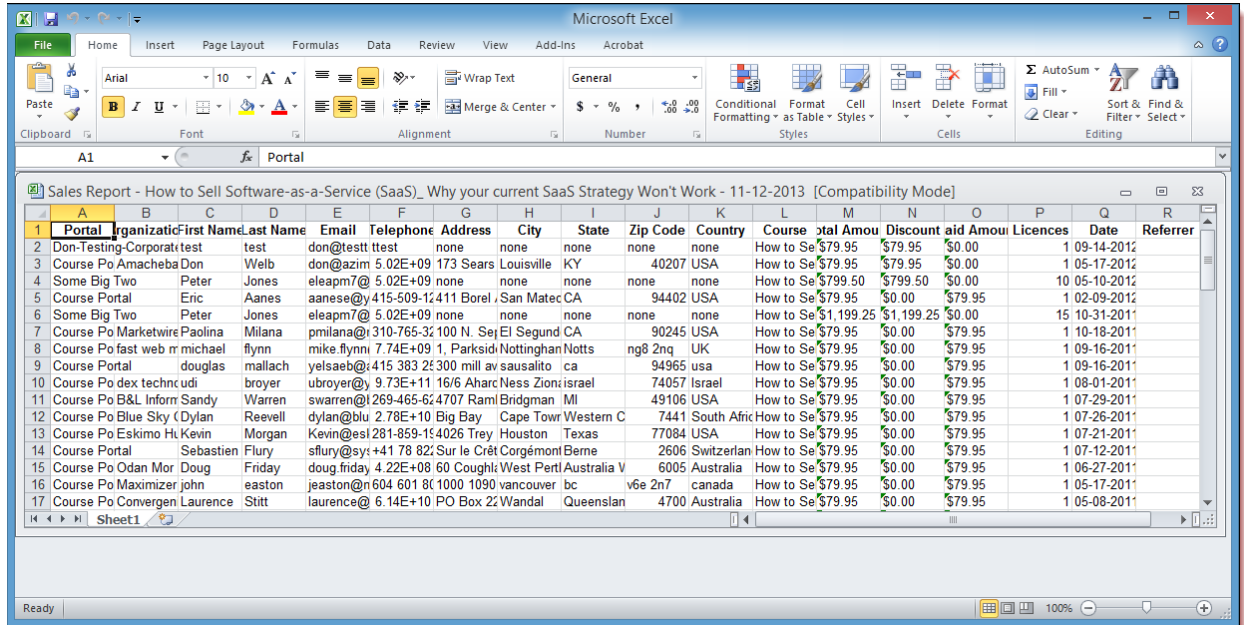
No.	Portal	Organization	Full Name	Email	Date	No. of Licenses	Amount
1.	Course Portal	B&I Information Systems	Warren, Sandy	swarren@bainto.com	07-29-2011	1	\$79.95
2.	Course Portal	Blue Sky Consulting	Reevell, Dylan	dylan@blusky.co.za	07-26-2011	1	\$79.95
3.	Course Portal	Eskimo Hut	Morgan, Kevin	Kevin@eskimohut.com	07-21-2011	1	\$79.95
4.	Course Portal		Flury, Sebastian	sflury@sysco.ch	07-12-2011	1	\$79.95
5.	Course Portal	Odan Mer Pty Ltd	Friday, Doug	doug.friday@odan-mer.com	06-27-2011	1	\$79.95
6.	Course Portal	Maximizer Software Inc.	ewaton, john	jeaton@maximizer.com	05-17-2011	1	\$79.95
7.	Course Portal	Convergenius Pty Ltd	Stitt, Laurence	laurence@convergenius.com	05-08-2011	1	\$79.95
8.	Course Portal	Intellicom	Tomic, Davor	dtomic@intellicom.se	05-04-2011	1	\$79.95
9.	Course Portal	Document Guard	Webster, Dana	dwebster@documentguard.com	04-26-2011	1	\$79.95
10.	Course Portal	Zycus	Nadar, Vijay	vijay.nadar@zycus.com	04-18-2011	1	\$79.95
11.	Course Portal	Syncaida from Visa	Biri, Cedric	cedric.biri@syncaida.com	03-25-2011	1	\$79.95
12.	Course Portal	Ajel Information Systems	Fadil, Mohammed	mohammed.fadil@ajel.com	01-27-2011	1	\$79.95
13.	Course Portal		Rudhakilina, Sanjey	srudhak@hotm.com	01-20-2011	1	\$79.95
14.	Course Portal		eLeaP Test Buyer, Don	testbuyer@eleapsoftware.com	01-19-2011	1	\$0.80
15.	Course Portal		Lyons, Jeff	jlyons@bigtimea.com	01-04-2011	1	\$79.95
16.	Course Portal		Thomas, Justin	Mjstint@gmail.com	12-17-2010	1	\$79.95
17.	Course Portal		Donaldson, Cheryl	cheryl@hrmasap.com	11-19-2010	1	\$79.95
18.	Course Portal		al-jaar, robert	robert_al-jaar@silanis.com	10-24-2010	1	\$79.95
19.	Course Portal		Tasseil, Aaron	aaron@sdjaysystem.com	09-29-2010	1	\$79.95
20.	Course Portal		Overfell, Reed	reed_overfell@hotmail.com	08-29-2010	1	\$79.95
TOTAL (overall)							\$1,519.85

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.



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



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.

No.	Name	Email	Date Purchased	Date Assigned
1.	al-jaar, robert	robert_al-jaar@stlanis.com	10-24-2010	10-24-2010
2.	Barberis, Rolando	rbarberis@gmail.com	03-26-2009	03-26-2009
3.	Baxter, David	dbaxter@comcast.net	04-26-2010	04-26-2010
4.	Begley, Shaom	sbegley@mitcheffumphrey.com	12-08-2008	12-08-2008
5.	Binkhorst, Ode	obinkhorst@hotmail.com	01-24-2010	01-24-2010
6.	Bowman, Keith	keith.bowman@sharfile.com	01-11-2009	01-11-2009
7.	brzyer, wjl	wbrzyer@yahoo.com	08-01-2011	08-01-2011
8.	Bru, Cedric	cedric.bru@syncada.com	03-25-2011	03-25-2011
9.	Burns, Bob	rburns@evergreen-data.com	10-23-2008	10-23-2008
10.	eLeaP Test Buyer, Don	testbuyer@eleapsoftware.com	06-01-2011	01-19-2011
11.	Fury, Sebastian	sfury@syso.ch	07-12-2011	07-12-2011
12.	Jenkins, Brad	bjenkins@docufree.com	03-16-2010	03-16-2010
13.	Schreier, Howard	howard.e.schreier@accenture.com	07-11-2010	07-11-2010
14.	Van den Bergh, Karel	karel.vandenbergh@globis.be	03-09-2010	03-09-2010
15.	van Eerden, Bernie	bernie.van.eerden@logica.com	10-09-2008	10-09-2008
16.	Webster, Dana	dwebster@documentguard.com	04-26-2011	04-26-2011
17.	Wells, Don	dow@aximixsystems.com	05-17-2012	05-17-2012

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.

al-jaar, robert

First Name: robert
 Last Name: al-jaar
 Email: robert_al-jaar@stlanis.com

User Activity
 Last Login: 10-24-2010

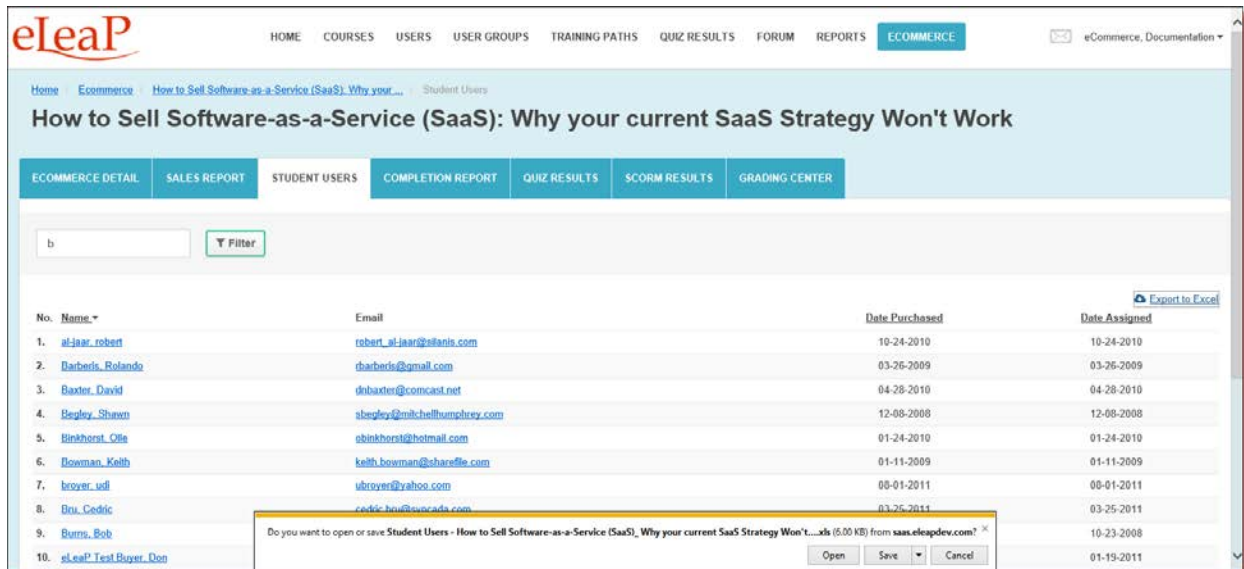
Assigned Courses

No.	Name	Created by	Status	Deadline	Quiz	Quiz Finished	Number of Lessons	Date Assigned
1.	How to Sell Software-as-a-Service (SaaS): Why your current SaaS Strategy Won't Work	al-jaar, robert	50%	none	NO Quiz	-	2	10-24-2010

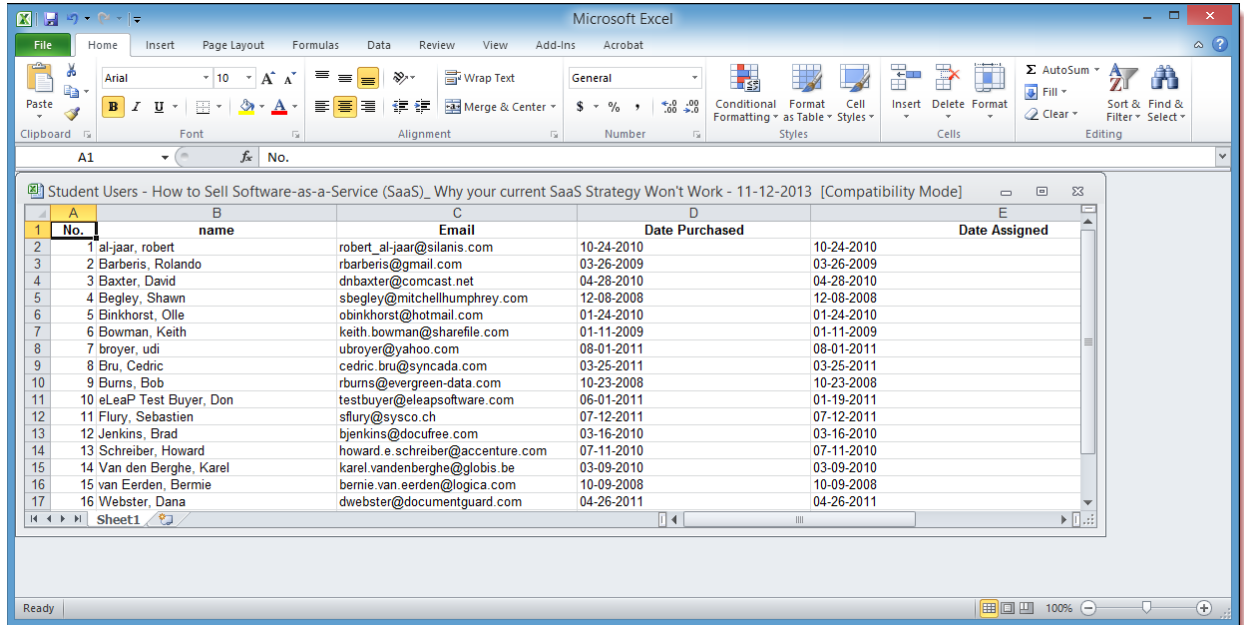
Completed Quizzes
 There are no Completed Quizzes

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.

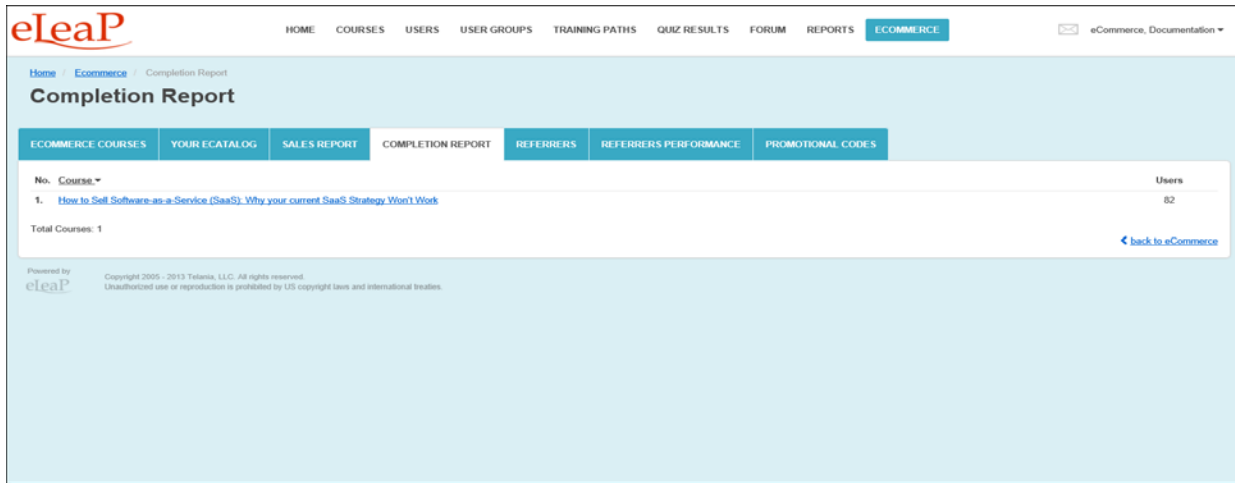


As shown in the following illustration, all of your Student User Details are now available within Excel.

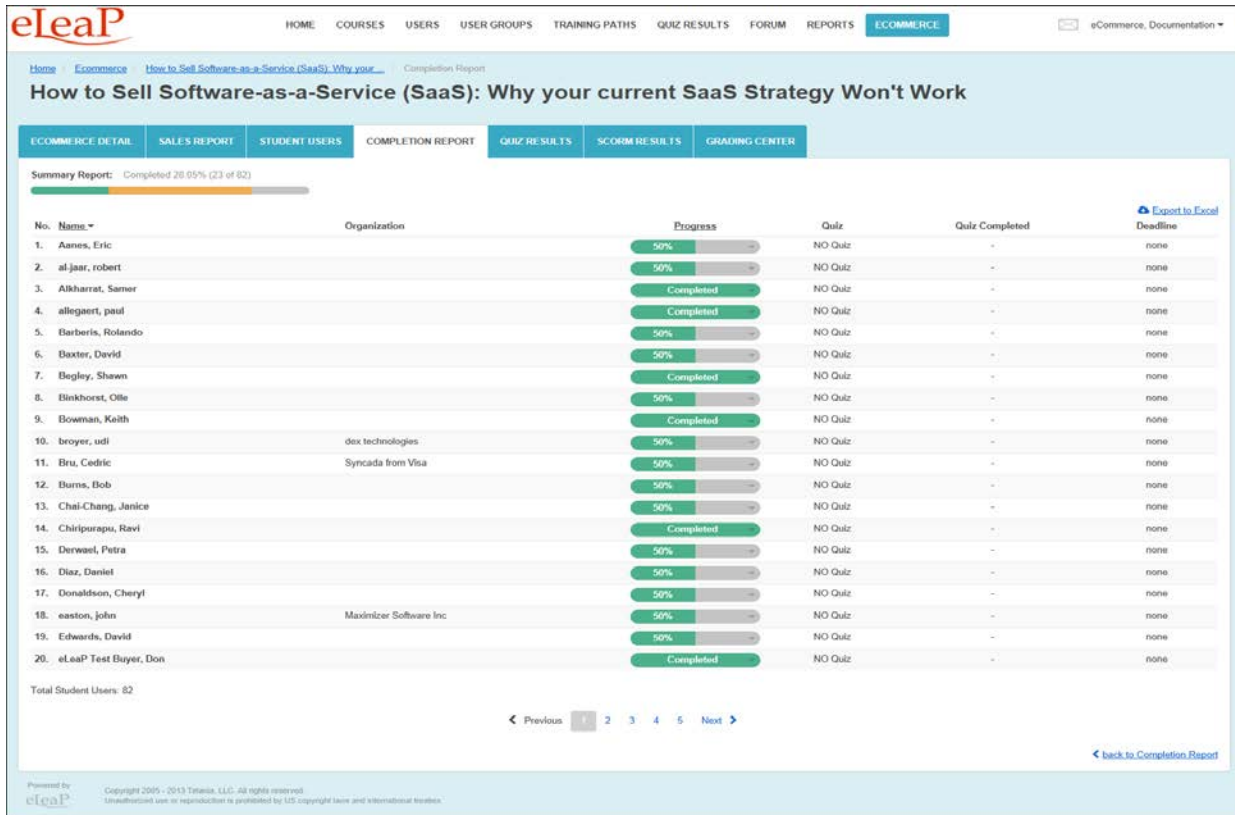


Completion Report

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.

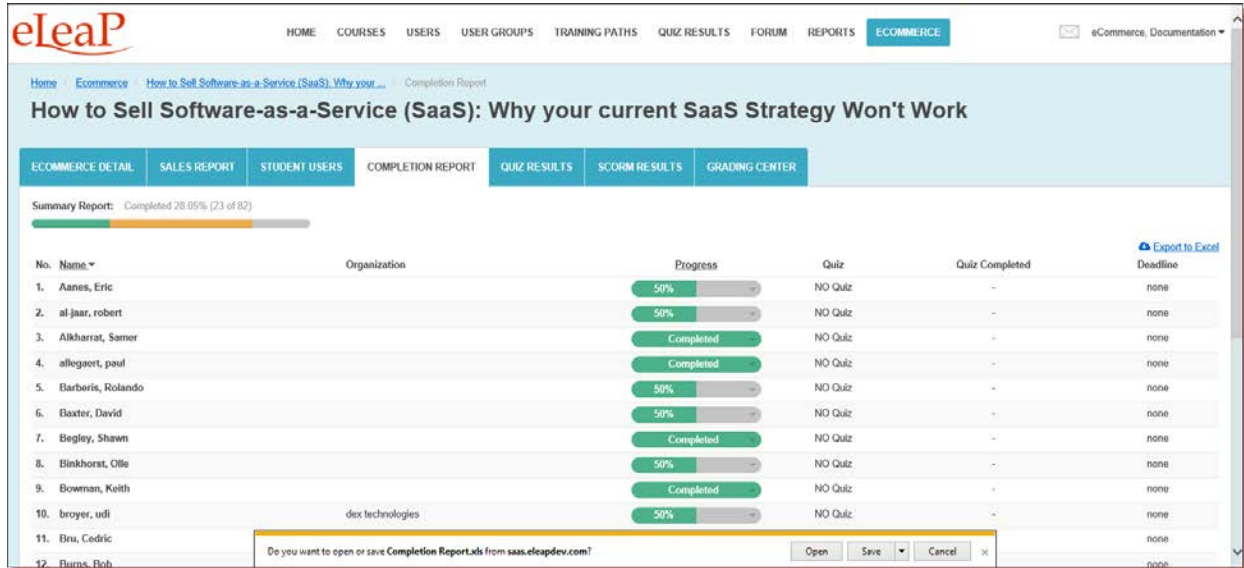


Clicking on the **Completion Report Name** displays the **Completion Report Details** screen, listing each of the Course's registered Students, including the **Name**, **Organization**, **Progress**, **Quiz**, **Quiz Completed** and **Deadline** details for that Student.

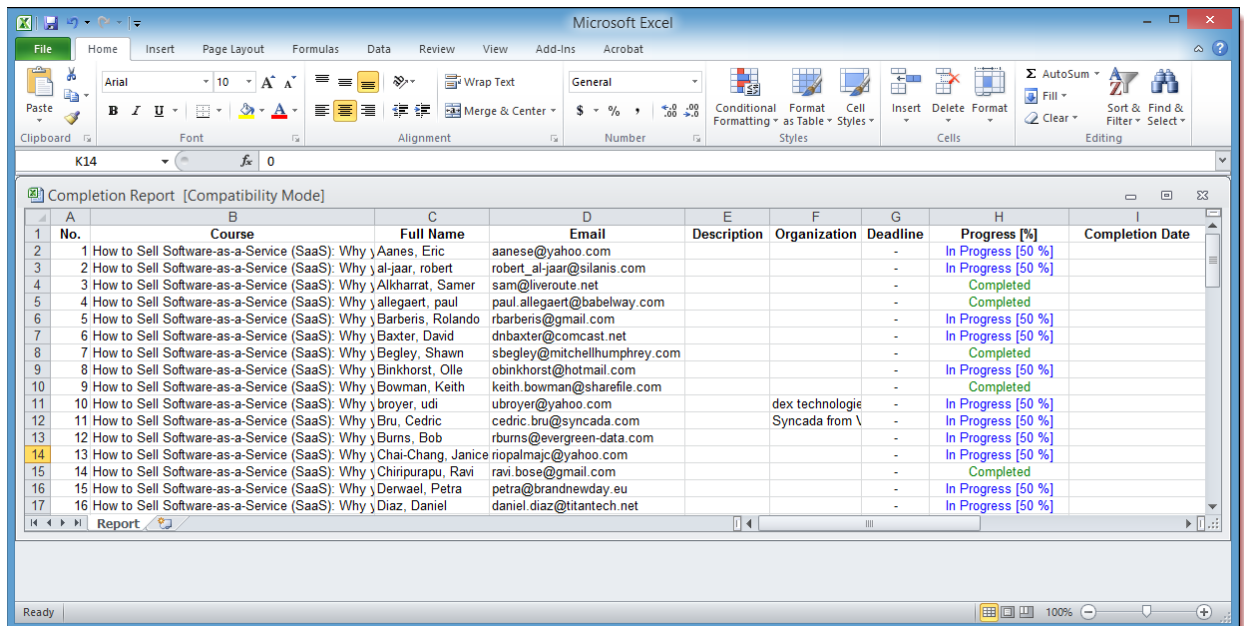


Exporting Completion Reports

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.



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.



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.

No.	Name	Email	Commission	KEY	Date Created	Active
1.	Thomas, Barbara	thomas@thomas.com	15.00 %	gd4r1t0krwee9gozq4k	04-30-2012	✓
2.	Linda, Linda	linda@linda.com	15.00 %	72eRg013rG04SKM05sai	10-20-2010	✓
3.	Bob, Robert	robert@bob.com	30.00 %	6fn43gww2ava2ms7yv61	01-16-2012	✓
4.	Linda, Linda	linda@linda.com	50.00 %	2x10rg5bhjmmddno722	08-11-2011	✓

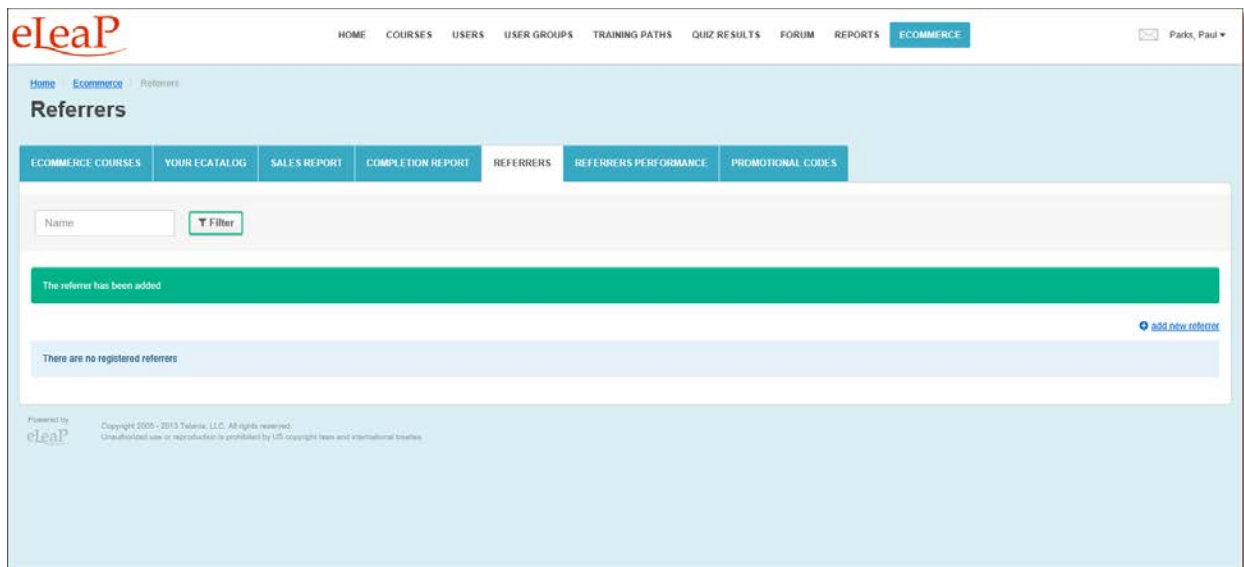
Total Referrers: 4

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.

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  to create the new Referrer.

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



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.

The screenshot shows the 'Referrers' Performance screen. At the top, there are navigation tabs: ECOMMERCE COURSES, YOUR ECATALOG, SALES REPORT, COMPLETION REPORT, REFERRERS, REFERRERS PERFORMANCE (selected), and PROMOTIONAL CODES. Below the tabs is a search bar with a 'Filter' button. A table lists four referrers with columns for No., Name, Email, Commission, Total Amount, and Ref.Com. The total number of referrers is 4. At the bottom, there is a footer with 'Powered by eLeaP' and copyright information for Telania, LLC.

No.	Name	Email	Commission	Total Amount	Ref.Com.
1.	Telania, Telania	telania@telania.com	15.00 %	\$599.00	\$89.85
2.	Telania, Telania	telania@telania.com	15.00 %	\$359.40	\$53.91
3.	Telania, Telania	telania@telania.com	30.00 %	\$29.95	\$8.98
4.	Telania, Telania	telania@telania.com	50.00 %	\$239.60	\$119.80

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

The screenshot shows the 'Referrers > Telania Company' detail screen. At the top, there are navigation tabs: ECOMMERCE COURSES, YOUR ECATALOG, SALES REPORT, COMPLETION REPORT, REFERRERS, REFERRERS PERFORMANCE (selected), and PROMOTIONAL CODES. Below the tabs is a breadcrumb trail: Referrers > Telania Company. The main content area displays a list of fields and their values for the selected referrer. The fields include KEY, First Name, Last Name, Email, Phone, Fax, Country, State/Region, Address, City, ZipCode, Web, and Commission. The Commission is 50%. At the bottom, there are links for 'edit', 'delete Referrer', and 'back to Referrers'. At the very bottom, there is a footer with 'Powered by eLeaP'.

KEY	2c71b938e9e9e9e9e9e9e9e9e9e9e9e9
First Name	Telania
Last Name	Company
Email	telania@telania.com
Phone	562-281-4838
Fax	
Country	-
State/Region	-
Address	-
City	-
ZipCode	-
Web	
Commission	50%

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	B	C	D	E	F
1	No.	Name	Email	Commission percentage	Total Amount	Referrer Commission
2	1	[Blurred Name]	[Blurred Email]	5%	200	10.00
3	2	[Blurred Name]	[Blurred Email]	5%	200	10.00
4	3	[Blurred Name]	[Blurred Email]	5%	200	10.00
5	4	[Blurred Name]	[Blurred Email]	5%	200	10.00
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.

The screenshot shows the eLeaP interface with the 'Promotional Codes' screen active. The navigation bar includes 'HOME', 'COURSES', 'USERS', 'USER GROUPS', 'TRAINING PATHS', 'QUIZ RESULTS', 'FORUM', 'REPORTS', and 'ECOMMERCE'. The breadcrumb trail is 'Home > Ecommerce > Codes'. The main heading is 'Promotional Codes'. Below the heading is a row of tabs: 'ECOMMERCE COURSES', 'YOUR CATALOG', 'SALES REPORT', 'COMPLETION REPORT', 'REFERRERS', 'REFERRERS PERFORMANCE', and 'PROMOTIONAL CODES'. A blue link 'add new code' is in the top right. The main content area contains a table with the following data:

No.	<input type="checkbox"/> Promotional Code	Discount	Quantity	Expiration Date	Insert Date	Active	
1.	<input type="checkbox"/> test	100.00 % off price		05-31-2012	11-03-2011	<input checked="" type="checkbox"/>	edit
2.	<input type="checkbox"/> newcode	100.00 % off price		05-31-2012	05-15-2012	<input checked="" type="checkbox"/>	edit
3.	<input type="checkbox"/> 50	50.00 % off price	(0 / 127)	06-30-2012	05-17-2012	<input checked="" type="checkbox"/>	edit

Below the table is a link 'delete selected codes' and 'Total Codes: 3'. A 'back to eCommerce' link is in the bottom right. The footer contains copyright information for Telania, LLC.

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.

The screenshot shows the 'Add New Promotional Code' form in the eLeaP interface. The navigation and breadcrumb trail are the same as in the previous screenshot. The main heading is 'Add New Promotional Code'. The form fields are:

- Promotional Code:** A text input field.
- Discount Type:** A dropdown menu with 'Percent' selected.
- Value of Discount:** A text input field with the placeholder '% off standard price'.
- Quantity:** A text input field with the placeholder 'leave empty for unlimited'.
- Expiration Date:** A date picker field.

At the bottom of the form are two buttons: 'save promotional code' (in green) and 'cancel'. Below the form is the same table of promotional codes as seen in the previous screenshot, with the 'add new code' link in the top right. The footer contains copyright information for Telania, LLC.

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

click [save promotional code](#) to save your changes to the system.

The screenshot shows the 'Edit Promotional Code' interface. The form fields are as follows:

- Promotional Code:** test
- Discount Type:** Value
- Value of Discount:** 100.00 (\$ off standard price)
- Quantity:** leave empty for unlimited
- Expiration Date:** 05-31-2012

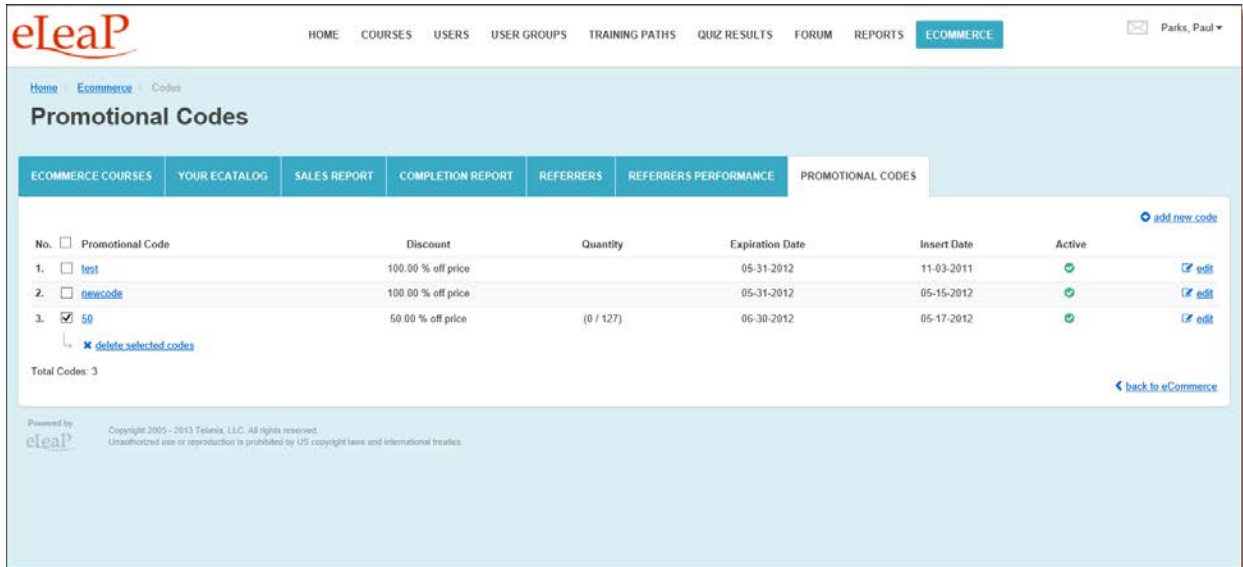
Below the form is a table of existing promotional codes:

No.	Promotional Code	Discount	Quantity	Expiration Date	Insert Date	Active	
1.	<input type="checkbox"/> test	100.00 % off price		05-31-2012	11-03-2011	<input checked="" type="checkbox"/>	edit
2.	<input type="checkbox"/> newcode	100.00 % off price		05-31-2012	05-15-2012	<input checked="" type="checkbox"/>	edit
3.	<input type="checkbox"/> 50	50.00 % off price	(0 / 127)	06-30-2012	05-17-2012	<input checked="" type="checkbox"/>	edit

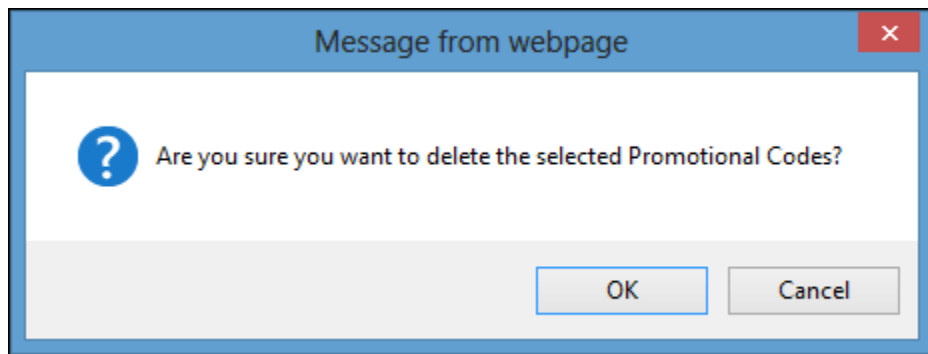
Total Codes: 3

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.



As shown in the following illustration, the system displays a warning message before proceeding with the deletion, to ensure that is your intention. Click to proceed with the deletion or click to cancel the deletion process.



Support/Help Center and eLeaP™ Knowledgebase

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

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 www.eleapsoftware.com/blog to learn more about the world of eLeaP™.