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LearningCart Quick Start Guide

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Introduction

The LearningCart Quick Start Guide contains all the information you need to quickly and easily get started with managing your LearningCart site. This document covers common administrative tasks such as adding/editing content, creating discount codes, managing orders and much more.

Accessing Your Admin Area

To access the administrative area of your site simply go to www.YourSiteName.com/Admin (where "YourSiteName" is the domain name of your site. You will then be prompted to login using your admin credentials. If you have login issues or have forgotten your email/password please contact info@learningcart.com for assistance.

Unless otherwise noted all instructions contained in this document assume you have logged into your LearningCart administrative area.

Adding a Product

To add a new product select the **Manage Products** link from the **Storefront** section of the admin left navigation menu. On the **Manage Products** screen select the **Add Product** button (located at the bottom of the list of existing products) to add a new product.

The **Add Product** screen will load which will allow you to specify the following information about your product.

- Product Name: The name of the product you are adding
- Shipping Weight: The weight of this item if you wish to charge shipping. The default value is 0 which will result in no shipping being added.
- Taxable Item: If your site has been configured to calculate sales tax checking this box will add the appropriate tax to a user's order when this box is checked. The default state is unchecked.
- Active Product: When checked, a product is available on the site for purchase. When unchecked the product is not available for purchase. The default state is unchecked.
- Short Description: This field is used to display a short description of the product that appears in multiple areas of the site, including lists of products and search engine results.
- Product Details: This field allows you to specify a detailed HTML enabled description of your product. For tips on using the integrated editor please see the Editor Tips section of this document.

Once you have entered the required information, click the **Add** button located at the bottom of the **Add Product** screen.

Please note once you have added a product additional fields will then become available. See the Product Options section of this document for more information about these additional fields.

Editing a Product

To edit a product, select the **Manage Products** link from the **Storefront** section of the admin left navigation menu. Click the **Edit** link next to the product you wish to edit.

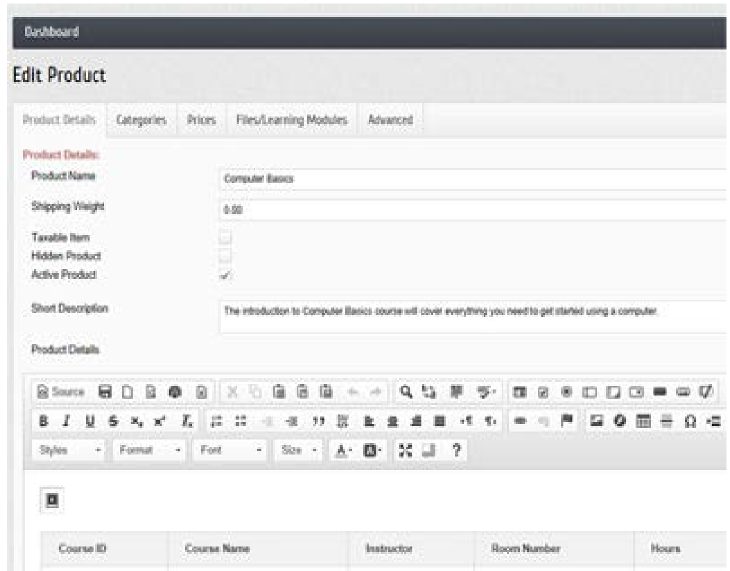
The **Edit Product** screen will load allowing you to specify the following information about your product.

- Product Name: The name of the product you are adding
- Shipping Weight: The weight of this item if you wish to charge shipping. The default value is 0 which will result in no shipping being added.
- Taxable Item: If your site has been configured to calculate sales tax checking this box will add the appropriate tax to a user's order when this box is checked. The default state is unchecked.
- Active Product: When checked, a product is available on the site for purchase. When unchecked the product is not available for purchase. The default state is unchecked.
- Short Description: This field is used to display a short description of the product that appears in multiple areas of the site, including   lists of products and search engine results.
- Product Details: This field allows you to specify a detailed HTML enabled description of your product. For tips on using the integrated editor, please see the Editor Tips section of this document.

Once you have entered the required information, click the **Save** button located at the bottom of the **Edit Product** screen.

Product Options

A variety of options can be specified for each product in LearningCart. These options are accessible when editing a product or immediately after adding a product. Product options are grouped underneath a series of tabs on the **Edit Product** screen. To access the options in any group simply click on the heading tab.



The following options are available:

Product Details Tab

The **Product Details** tab controls general information related to the product. The following fields are editable:

- Product Name: The name of the product you are adding
- Shipping Weight: The weight of this item if you wish to charge shipping. The default value is 0 which will result in no shipping being added.
- Taxable Item: If your site has been configured to calculate sales tax checking this box will add the appropriate tax when this product is purchased by tax qualifying users. The default state is unchecked.
- Active Product: When checked, a product is available on the site for purchase. When unchecked the product is not available for purchase. The default state is unchecked.
- Short Description: This field is used to display a short description of the product that appears in multiple areas of the site, including   lists of products and search engine results.
- Product Details: This field allows you to specify a detailed HTML enabled description of your product. For tips on using the integrated editor, please see the Editor Tips section of this document.

Categories Tab

The **Categories** tab controls what categories/subcategories a product will appear under. Any product in the LearningCart system can be assigned to one or more category/subcategory combinations.

To add a product to a category, simply select the appropriate category from the drop down list and then select the appropriate subcategory. Click the **Add** button to save your changes.

To remove a product from a category, click the **Delete** button next to the category association you want to remove in the **Product Categories** table.

Prices Tab
Any product in LearningCart can have one or more prices associated with it. <u>At least one price must be added in order for a product to be orderable</u>. Multiple prices can be utilized to offer various product options (such as DVD or CD) or to offer different subscription options to users (e.g. 1 month access for $9.99 or 6 months access for $29.99). When a user goes to purchase a product the pricing options you have configured are displayed for the user to select from via a drop down list.

The following fields are editable when adding a new **Product Price**:

- Price Name: The name of the price that will be shown to users. It is recommended you use a descriptive name so users understand the option they are selecting (e.g. 1 month access, 6 months access, CD, DVD, etc.).
- Unit Price: The price that will be charged.
- Generate Registration Codes: If this is a virtual product (e.g. a digital file or SCORM module) setting registration codes to “Yes” will allow the purchaser to purchase multiple seats for their users. Upon completing their purchase the purchaser will get access to a series of registration codes (1 registration code for every seat they purchased) that they can distribute to their users. These registration codes will allow users to visit the LearningCart site, create an account, and access the appropriate content.
- Duration: For virtual products this specifies how many months the user will have access to the content. The default value is 0 which indicates unlimited access.
- Recur (Authorize.net only): This field specifies for how many months the user will automatically be billed the unit price that has been specified. For example, if you wanted to offer a one year subscription that is billed monthly you would specify 12 in the duration field and 12 in the recur field. This would ensure the user has access for 12 months and is billed once a month for 12 months.
- Free Trial (Authorize.net only): For virtual products this field specifies the number of days the user will have to complete a free trial period before their credit card is charged.

After completing the fields located above simply click the **Add Price** button to add the new product price.

To Edit a Product Price click the **Edit** link next to the product price you wish to edit. After making your changes click the **Update** link to save.

To Delete a Product Price click the **Delete** link next to the product price you wish to remove. You will be prompted to confirm, click **OK** to continue or **Cancel** to cancel deletion.

Files/Learning Modules Tab
The **Files/Learning Modules** tab controls what files and learning modules are associated with a product.

This tab is broken into two expandable subsections - **Product Modules** and **Product Files**. Each one of these subsections can be clicked on to reveal additional options.

Learning Modules
The **Learning Modules** tab controls the modules a user has access to when they successfully order the selected product.

To add a module to this product simply click in the **Learning Modules** field and select the appropriate module(s). If the module you see does not exist in this list see the Adding SCORM Modules section of this document for more information on adding new modules to the site. Once you have selected your modules, click the **Save** button to save your changes.

To remove a module click the X located next to the name of the module(s) you wish to remove. Click **Save.**

Courses
The **Courses** tab controls the courses a user has access to when they successfully order the selected product.

To add a module to this product simply click in the **Courses** field and select the appropriate course(s). If the course you see does not exist in this list see the Adding Courses section of this document for more information on adding new courses to the site. Once you have selected your courses, click the **Save** button to save your changes.

To remove a module click the X located next to the name of the course(s) you wish to remove. Click **Save.**

Product Files
The **Product Files** tab controls the files/links that are associated with a product. The following fields are editable:

- File Type: File type specifies the type of file/link that you wish to add. You can select from the following options:
    - Free File: Free files are available to users on the product details screen and do not require purchase. Use this option to easily share additional information about a product such as a product brochure or PDF file.
    - Primary Image: A primary image is the default image file LearningCart will use for this product on the product details screen or in the subcategory view.
    - Product Image: A product image is a supporting image that LearningCart will display to users on the product details screen. Use this option to

add additional images that the users can view when reviewing this product.
    - Purchased File: Purchased files are digital files/links that are only available after a user has successfully purchased this product.
- File Name: The title that will be shown to users when clicking on this file/link.
- File: Use this field to select the file you want to use.
- File Link: Use this field to input the URL of the link you want to use.

If you are adding a new file, click the **Add File** button to save your changes. If you are adding a new link to a file click the **Add Link** button to save your changes.

To remove a product file click the **Delete** link next to the file/link that you want to remove from the Product Files table.

Advanced Tab

The **Advanced** tab is for client specific customizations and allows LearningCart to track additional product information when necessary. No fields in this area should be updated unless you have been instructed otherwise by your LearningCart representative.

Adding Discount Codes

To add a discount code select **Add Discount Codes** from the **Storefront** section of the admin left navigation menu.

The following fields are editable in the **Add Discounts** screen:

- Type of Discount:
    - Discount on Product: Allows you to select a specific product to discount.
    - Discount on Category: Allows you to select an entire category of products to discount.
    - Discount on Price: Allows you to select a specific Product Price to discount.
- Single Use:
    - When set to "True" LearningCart will automatically generate the number of codes specified in the "Number of Codes" field. These codes are unique and can only be used a single time, similar to a gift card. Once you have generated your unique codes you can easily retrieve them by clicking the **List Discount Codes** item in the admin left navigation menu.
    - When set to "False" the code you would like to create can be typed into the "Discount Code" field. This is the default option and great for when you want to generate a multi-use easy to remember discount code (e.g. 5OFF or SUMMERSALE) for use in promotions.
- Amount: The amount of the discount that will be applied to each matching item in an order.
- Start Date: The date the discount code will begin to be valid.
- End Date: The date after which the discount code will no longer be valid.

Once you have completed the required fields click the **Create Discount Codes** button to create your discount code.

Managing Orders

To manage orders select the **Manage Orders** link from the **Storefront** section of the admin left navigation menu.

The **Manage Orders** screen allows you to search for orders via a variety of search criteria including:

- Last Name: The last name of the user placing the order.
- First Name: The first name of the user placing the order.
- Order Status:
    - All: Shows all orders regardless of status
    - Abandoned: Shows orders that the user reach the checkout page but did not complete their order.
    - Cancelled: Shows orders that were cancelled by an Administrator.
    - New: Shows new orders.
    - Pending: Shows orders that have been placed in pending status by an Administrator
    - Processed: Shows orders that have been fulfilled and placed in the processed status by an Administrator.
- Email: The email address of the user placing the order.
- Customer ID: The unique LearningCart ID of the user.

After you have selected your filter criteria click the **Search** button to view your results. By default orders are shown in the order of newest to oldest. You can click the **Details** link next to any order in order to view more information.

The **Order Details** screen allows you to review the details of an order such as payment information, customer details, general order information and order details. Additionally, the **Order Details** screen allows Administrators to update an order status.

Cancelling an Order

Marking an order as cancelled will remove it from all purchase reports and automatically suspend any user access that was based off of that order.

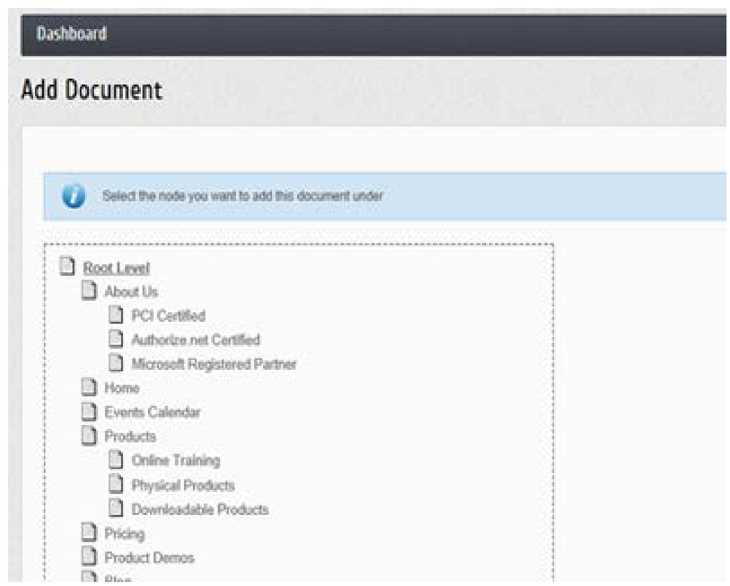
To cancel an order select the **Manage Orders** link from the **Storefront** section of the admin left navigation menu. In the **Manage Orders** screen you can use the filters to more easily identify your order or simply browse the orders list. Find the order you want to cancel and click the corresponding **Details** link.

The **Order Details** screen will then load. Near the top of the **Order Details** screen is an **Order Status** drop down that will display the current order status. Select "Cancelled" from the **Order Status** drop down and then click the **Update** button to save your changes.

If you need to also issue a refund for the order that must be done separately via your payment gateway. Both Authorize.net and Paypal allow you to easily login to your account, select a transaction, and issue a refund.

Adding Content

To add a new piece of content select **Add Content** from the **Site Content** section of the admin left navigation menu. The **Add Document** screen will then load. Content in the LearningCart system can be arranged hierarchically which allows easy classification and helps drive the navigation that users see when browsing the website. To add a new root level piece of content select the **Root Level** link at the top of the hierarchy. To put your new piece of content under an existing node click the existing node you want your new content to be placed underneath.



Once you have selected where you want to place your content the **Edit Content** screen will load.

The following fields are editable:

- Document Type: The document type drop down specifies what type of content this document is.
    - Document: A traditional content document. This is the default value.
    - Link: A link to a different page. When this option is selected, two additional fields (Redirect and Redirect URL) are shown on the page. These allow you to specify where the link should redirect to and if the link should open in the current or a new window.
    - Page Fragment: Page fragments are small pieces of content that can be used at various places in your sites template. Page Fragments are generally configured by LearningCart

to allow you to easily update specific pieces of your site's template. If your site uses page fragments these will be discussed in your LearningCart user training.

- Document Title: The title of your document.
- Template: The content template you would like to use.
- Description: A short description of what this content is about. This field is used by search engines to give users a brief synopsis of your content.
- Show in Table of Contents: For templates that automatically build their site navigation, checking this box will ensure the page you are adding will show up in your site's navigation menu.
- Active. When checked this document is available to the public. When unchecked the document is inactive. The default state is unchecked.
- Document URL: The URL you want to use for your content. LearningCart will automatically create a URL based on the title you enter, but you can override that by changing this field if desired.
- Editor Content: This is where you can specific your content using the integrated editor. For more information on using the editor see the Editor Tips section of this document.

Once you have entered the required information, click the **Add** button located at the bottom of the **Content** screen.

Editing Content

To edit a piece of content, select **Edit Content** from the **Site Content** section of the admin left navigation menu. The **Edit Document** screen will then load. Click on the piece of content you want to edit.

Once you have selected the content you want to edit, the **Edit Content** screen will load.

The following fields are editable:

- Document Type: The document type drop down specifies what type of content this document is.
  - Document: A traditional content document. This is the default value.
  - Link: A link to a different page. When this option is selected, two additional fields (Redirect and Redirect URL) are shown on the page. These allow you to specify where the link should redirect to and if the link should open in the current or a new window.
  - Page Fragment: Page fragments are small pieces of content that can be used at various places in your sites template. Page Fragments are generally configured by LearningCart to allow you to easily update specific pieces of your site's template. If your site uses page fragments these will be discussed in your LearningCart user training.
- Document Title: The title of your document.
- Template: The content template you would like to use.

- Description: A short description of what this content is about. This field is used by search engines to give users a brief synopsis of your content.
- Show in Table of Contents: For templates that automatically build their site navigation, checking this box will ensure the page you are adding will show up in your site's navigation menu.
- Active. When checked this document is available to the public. When unchecked the document is inactive. The default state is unchecked.
- Document URL: The URL you want to use for your content. LearningCart will automatically create a URL based on the title you enter, but you can override that by changing this field if desired.
- Editor Content: This is where you can specific your content using the integrated editor. For more information on using the editor see the Editor Tips section of this document.

Once you have entered the required information, click the **Update** button located at the bottom of the **Content** screen to save your changes.

Content Versions

Every time you update a content page in LearningCart the system automatically saves the previous version in case you ever need to roll back to a previous version.

To restore to a previous version click the **Edit Content** link from the admin left navigation menu and then click the document that you want to roll back to a previous version.

The Content screen will load and a **Versions** tab will be available. Click **the Versions** tab and a drop down list will be displayed showing the date and time of the most previous edits to this document. Select the date and time you would like to roll back to.

You will notice there are two buttons available on this page. **Complete Restore** and **Restore Content.**

Clicking **Complete Restore** will immediately restore all information related to this document to the previous version. This includes the URL, Description, Title, Document Type, Template and Status. As such **Complete Restore** should only be used in situations where you need to restore more than just the content of the page.

Clicking **Restore Content** will restore the editor window to the selected version of the content and allow you to make additional edits. Your changes will not be saved until you click the **Save** button (just like if you were editing a standard piece of content).

Reordering Content

As you add new content items they will automatically be inserted after existing content. If LearningCart is automatically generating your site navigation menu this may result in items not appearing in the desired order.

To change the order content items appear in select **Reorder Content** from the **Site Content** section of the admin left navigation menu.

The **Reorder Content** screen will then load and display the hierarchy of your site content. Select the node whose content you want to reorder. . For example if you want to reorder your top level items select **Root Level**.

After you select the node the **Reorder Documents** screen will load. You can then click on a document and click the **Move Up** or **Move Down** buttons to change the the document order. Once you have ordered your documents as desired click **Save**.

Adding Courses

To add a course, select the **Manage Courses** link from the **Manage Courses** section of the left navigation menu. On the **Manage Courses** screen select the **Add Course** button located at the bottom of the list of existing courses.

The **Add Course** screen will load which will allow you to specify the following information about your course.

- Title: The name of the course.
- CEUs, Event Level, Event Location, Learning Codes: These fields are utilized to customize the certificate of completion with additional information about the course.
- Complete In Order: When checked users are required to complete all objects associated with this course in the order they are presented.
- Certificate Enabled: When checked this field will allow users to generate a certificate of completion upon completing the course. The default status of this field is unchecked.
- Description: The course description that will appear below the course title when a user goes to view a course. The description field supports HTML and can be customized with images, links and text depending on your requirements.

Once you have entered the required information, click the **Add** button located at the bottom of the **Add Course** screen to create your new course. Once you have created your course you can assign SCORM modules, Feedback forms, and Quizzes to it. See the Managing Course Objects section of this document for more information.

Editing Courses

To edit a course select the **Manage Courses** link from the **Manage Courses** section of the left navigation menu. On the **Manage Courses** screen click the **Edit Course** link next to the course you wish to edit. The **Edit Course** screen will load which will allow you to specify the following information about your course.

- Title: The name of the course.
- CEUs, Event Level, Event Location, Learning Codes: These fields are utilized to customize the certificate of completion with additional information about the course.
- Complete In Order: When checked users are required to complete all objects associated with this course in the order they are presented.
- Certificate Enabled: When checked this field will allow users to generate a certificate of completion upon completing the course. The default status of this field is unchecked.
- Description: The course description that will appear below the course title when a user goes to view a course. The description field supports HTML and can be customized with images, links and text depending on your requirements.

Once you have entered the required information, click the **Update** button located at the bottom of the **Edit Course** screen to create your new course.

Managing Course Objects

Each course can have a variety of objects associated with it and can be a collection of SCORM modules, feedback forms, and quizzes. To manage the objects associated with a Course select the **Manage Courses** link from the **Manage Courses** section of the left navigation menu. On the **Manage Courses** screen click the **Manage Course Objects** link next to the course you wish to edit. The **Manage Course Objects** screen will then load.

Adding Course Objects

At the top of the screen the **Add Course Objects** section allows you to associate any module, quiz, or form with a course. Simply select the item you wish to associate with the course from the drop down lists and then click the **Add** button.

Editing/Removing Course Objects

As you add objects to your course they will appear in the **Course Objects** table.

To edit a course object, simply click the **Edit** link that appears next to it. When editing a course object you can change if that object counts towards completing the course. When this option is set to true the object must be completed by the user in order to successfully complete the course. When set to false the object is option and will not affect the user’s completion status. To save your changes click the **Update** link next to the course object.

To delete a course object, simply click the **Delete** link that appears next to it. . You will be prompted to confirm, click **OK** to continue or **Cancel** to cancel deletion.

The order that objects appear in the **Course Objects** table is the same order they are presented to users. To reorder course objects simply click on any row in the **Course Objects** table and drag it to the position you want it to appear in. Reorder any additional items you want to move and then click the **Save Order** button to save your changes.

Adding SCORM Modules

To add a new module select the **Manage Modules** link from the **Manage Courses** section of the left navigation menu. On the manage modules screen select the **Add Module** button located at the bottom of the list of existing modules.

The **Add Module** screen will load which will allow you to specify the following information about your module.

- Title: The name of the module.
- Launch File/Upload: Clicking **Upload** will allow you to upload your zipped SCORM package directly from your computer. Either drag/drop your zip file to the drag and drop area, or click the **Browse** button to browse your computer for the zip file. Once you select the file you wish to upload the upload will automatically begin and display a progress bar. Once completed LearningCart will automatically detect the name of the course and the launch file it should utilize.
- Launch File/Browse: Modules can be uploaded via FTP utilizing the credentials that were provided to you by your LearningCart representative. For large courses (100 megs or greater) FTP is the preferred method of loading your course into LearningCart. Once loaded via FTP click the **Browse** button and navigate to the location of the module you want to use. After you select the folder that contains your module LearningCart will automatically detect the name of the course and the launch file it should utilize.
- Image: The image you want to associate with this course. This field is optional and is supported by only specific LearningCart templates.
- Description: The description of the course. This information will be shown on the module launch page.
- CEUs, Event Level, Event Location, Learning Codes: These fields are utilized to customize the certificate of completion with additional information about the course.
- Free Module: When checked, this module will be available to any registered user on the site. The default status of this field is unchecked.
- Certificate Enabled: When checked this field will allow users to generate a certificate of completion upon completing the course. The default status of this field is unchecked.

Once you have entered the required information, click the **Add** button located at the bottom of the **Add Module** screen to create your new module.

Editing SCORM Modules

To edit a module select **Manage Modules** link from the admin left navigation menu. On the manage modules click the **Edit Module** link next to the module you wish to edit.

The **Edit Module** screen will load which will allow you to specify the following information about your module.

- Title: The name of the module.
- Launch File/Upload: Clicking **Upload** will allow you to upload your zipped SCORM package directly from your computer. Either drag/drop your zip file to the drag and drop area, or click the **Browse** button to browse your computer for the zip file. Once you select the file you wish to upload the upload will automatically begin and display a progress bar. Once completed LearningCart will automatically detect the name of the course and the launch file it should utilize.
- Launch File/Browse: Modules can be uploaded via FTP utilizing the credentials that were provided to you by your LearningCart representative. For large courses (100 megs or greater) FTP is the preferred method of loading your course into LearningCart. Once loaded via FTP click the **Browse** button and navigate to the location of the module you want to use. After you select the folder that contains your module LearningCart will automatically detect the name of the course and the launch file it should utilize.
- Image: The image you want to associate with this course. This field is optional and is supported by only specific LearningCart templates.
- Description: The description of the course. This information will be shown on the launch page when user's go to launch the module.
- CEUs, Event Level, Event Location, Learning Codes: These fields are utilized to customize the certificate of completion with additional information about the course.
- Free Module: When checked this module will be available to any registered user on the site. The default status of this field is unchecked.
- Certificate Enabled: When checked this field will allow users to generate a certificate of completion upon completing the course. The default status of this field is unchecked.

Once you have entered the required information, click the **Update** button located at the bottom of the **Edit Module** screen to save your changes.

Managing Administrators

To Add an ***Administrator***, Select the **Manage Administrators** link from the **Manage Users** section of the admin left navigation menu. Select **Add User.**

After specifying basic User Information including first name, last name, email address and password you can also specify the specific level of access the Administrator will have.

Access Levels:

- Add Content
- Add Discount Codes
- Approve Comments
- Completion Report
- Dashboard
- Delete Documents
- Delete Product
- Edit Content
- External Resources
- File Manager
- List Discount Codes
- Manage Admins
- Manage Blogs
- Manage Calendar
- Manage Courses
- Manage Customers
- Manage Modules
- Manage Orders
- Manage Products
- Manage Slide Shows
- Move Content
- Place Customer Order
- Purchase Report
- Reorder Content
- Reorder Slide Shows
- Report Builder
- Site Utilities
- Store Categories

Click the **Add** button to save your changes and grant this user administrator access.

Managing Customers

To edit/view a ***Customer***, select the **Manage Customers** link from the **Manage Users** section of the admin left navigation menu. The **Site Customers** screen will then load. A variety of filters are located at the top of the screen to assist you in locating the desired customer.

Once you have located the entry for the customer you want to view/edit click the **Details** link.

The **Customer Details** screen will then load. Located near the top of this screen is an **Edit Customer Info** link that can be clicked on to edit any of the user's profile information, including resetting their email address and password.

Further down on the **Customer Details** screen is a **User Status** drop down that can be used to update a user's status.

The available User Status options are:

- Active: an active user that has access to the site.
- Inactive: a user whose account has been deactivated by an administrator.
- Locked: a user whose account has automatically be locked due to suspicious activity.

To update a user's status, select the appropriate value from the drop down list and then click the **Update Status** button.

If a user has purchased access to any files/modules further down on the **Customers Details** screen the **User Access** table will list the user's current product access including their access' start and end date. To manually lengthen or shorten or a user's access click the **Edit** link next to the appropriate entry. The Start Date and End Date will then become editable, update them as needed and click the **Update** link to save your changes.

Reporting

Out of the box LearningCart provides several ways to generate reports. The default reporting features have been developed to address our customer's most common reporting needs. These reports are broken into 3 main types.

Purchase Report

The purchase report provides a quick CSV export of the profile information and details of your users' orders. This report is accessible from 3 different places and will return different results depending on how it is launched.

The Purchase Report is accessible from:

- The **Reports** section of the admin left navigation menu. When the **Purchase Report** link is clicked in this location is will return all orders that have been placed on the site.
- The **Manage Products** screen which can be accessed from the **Storefront** section of the admin left navigation menu. When the **Purchase Report** link is clicked in this location it will return all the orders for the product the link appears next to.
- The **Prices** tab on the **Product Details** screen. When the Purchase report link is clicked in this location is will return all the orders for the specific price the link appears next to.

Completion Report
The **Completion Report** allows you to easily view and export reports that show users' course progress. This report is accessible by clicking **Completion Report** from the **Reports** section of the admin left navigation area.

The following filters are available:

- Report Type: Select **Course Completion Report** to build a report based on users' completion of Courses. Select **SCORM Completion Report** to build a report based on users' completion of specific SCORM modules.
- SCORM Module Name: The name of the module(s) that you want to report on. To report on all modules leave this field blank. This field is only shown if you have selected to build a **SCORM Completion Report.**
- Course: The name of the course(s) that you want to report on.
- Status: The status the user must have achieved in order to show on your report. The default value is "All".
- Start Date Between: The dates between which a user must have started the course in order to show on your report. This field is only shown if you have selected to build a **SCORM Completion Report.**
- Completion Date Between: The dates between which the user must have completed the course in order to show on your report.

Once you have entered your filter criteria click the **Search** button to see your results. A summary **Results** table will show below with all your matching records. An **Export to Excel** link will also show that will allow you to export your results, including additional customer profile data, to the Excel/CSV format.

Report Builder
The **Report Builder** allows you to build custom reports based on a variety of criteria. This report is accessible by clicking **Report Builder** from the **Reports** section of the admin left navigation area.

The Report Builder allows you to search for matching users using information in the following categories:

- User Information

- Billing Address Information
- Shipping Address Information
- Product Information
- Order Information

Each one of these areas can be clicked on, at which time it will expand to reveal additional search filters.

Once you have entered your filter criteria click the **Search** button to see your results. A summary **Results** table will show below with all your matching records. An **Export to Excel** link will also show that will allow you to export your results, including additional customer profile data, to the Excel/CSV format.

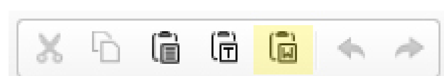
Editor Tips

The LearningCart editor is based on the open source CKEditor project. For a complete user guide, please see http://docs.cksource.com/CKEditor_3.x/Users_Guide.

The editor is designed to work very similar to a standard word processing program. The editor makes a variety of formatting options very accessible and contains scores of features. In depth coverage of this portion of the system is out of scope of this Quick Start Guide, but we do want to cover a few common questions. If you run into specific issues, or have questions regarding use of the editor area, please contact your LearningCart representative and we will be more than happy to assist you.

Pasting content from Microsoft Word

It is often convenient to write and review content in Microsoft Word and then copy/paste that content into the LearningCart editor. Unfortunately when you copy content out of Microsoft Word it often includes additional formatting information that does not translate well to other programs. To automatically remove this formatting and ensure your content is formatted consistently with the rest of your LearningCart site use the **Paste from Word** feature.



To utilize this feature simply select the content from Microsoft Word that you want to copy and hit ctrl+c or click the copy button in Word. Navigate to the LearningCart editor and click within the editor where you want to place your content. Click the **Paste from Word** button from the editor toolbar. This button appears in the toolbar as a clipboard with a capital W and is show in the attached screen shot highlighted in yellow. Your content will then automatically be imported into the editor screen.

Depending on your browser settings you may be prompted to allow the browser access to your clipboard. If this message appears click **Allow Access** to allow LearningCart to access the information you have copied and then follow the on screen instructions.

Adding Links

Adding links from the editor to other areas within the LearningCart system can easily be done using the **Link** button. The **Link** button appears in the editor toolbar as several links of change and is shown in the attached screen shot highlighted in yellow.

To add a link, simply highlight the text in the editor that you want to turn into a link. Then click the **Link** button. A dialog window will open up that allows you to specify the URL you want this link to point to.

To link to a resource on another site enter your URL and then click the **OK** button.

To link to a new file or a resource within LearningCart click the **Browse Server** button.

The **Add Link** window will then appear and you can select the type of content you want to add a link to. Using this tool makes it easy to add links to LearningCart content, blogs, uploaded files, or products. Once you have found the item you want to create a link to, simply click on it and you will automatically be returned to the Link dialog window with the URL field automatically populated based on your select. Click the **OK** button to then add your link to the page.

Additional Configuration & Administrative Options

If there is a topic not covered in this document or if you have additional questions please don't hesitate to contact your LearningCart representative. Let us help you take advantage of all the features LearningCart has to offer!