

How to Make an Online Purchase

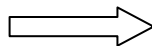


After creating your account visit www.CARQUEST.com/CTI and login by clicking [CTI Online Login](#).

The “License Manager” will show you what courses are currently available to you. When you choose to securely purchase courses, you will need to click on the “Course Library” to do so. Once you have purchased your courses they can also be viewed under the “License Manager”.

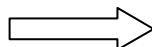
Course Library:

To purchase courses, click on a category and choose the courses you are interested in.



This is an example on how to accomplish this:

If you are interested in an “ASE Test C1: Service Advisor Skills” course, click on the category “ASE Study Guides”, then click on “ASE Test C1: Service Advisor Skills”.



ASE Study Guides Course(s)	Price
ASE Test C1: Service Advisor Skills	\$9.99
ASE Test A1: Engine Repair	\$9.99
ASE Test A2: Automatic Transmissions and Transaxle	\$9.99
ASE Test A3: Manual Drivetrains and Axles	\$9.99
ASE Test A4: Steering and Suspension	\$9.99
ASE Test A5: Brakes	\$9.99
ASE Test A6: Electrical and Electronic System	\$9.99
ASE Test A7: Heating and Air-Conditioning	\$9.99
ASE Test A8: Engine Performance	\$9.99
ASE Test L1: Advance Engine Performance Specialist	\$9.99
ASE Test P2: Parts Specialist	\$9.99

You will then see the “Course Details” screen. From here you can view the name, category, provider, description and price of the course.

The screenshot shows the 'Course Details' page for 'ASE Test C1: Service Advisor Skills'. The page includes a search bar, a 'Return to License Manager' link, and a 'Categories' sidebar. The main content area displays the course name, category ('ASE Study Guides'), provider ('CARQUEST'), and a detailed description. Below the description is a 'Purchase Options' section with a table showing the course type as 'Seat License', a price of '\$9.99', and a total of '\$0.00'. An 'Add to Cart' button is visible at the bottom of the purchase options.

Purchase Options	
Type:	Seat License
Price:	\$9.99
Qty:	<input type="text"/>
Total:	\$0.00

To add the course to your “Shopping Cart”, you will need to enter a quantity (number of seats you wish to purchase). After entering your quantity, click on “Add to Cart”.

The screenshot shows the 'Shopping Cart' page. The cart contains one item: 'ASE Test C1: Service Advisor Skills' for \$59.94. The page includes a 'Checkout' button, 'Update Cart', and 'Empty Cart' buttons. A summary table is displayed at the bottom right of the cart area.

Cart Item(s)	Category	Type	Price	Qty	Total
ASE Test C1: Service Advisor Skills	ASE Study Guides	Seat License	\$9.99	6	\$59.94

Summary	
Subtotal:	\$59.94
Discount:	-\$0.00
Credits Applied:	-\$0.00
Amount Due:	\$59.94

On the checkout screen, you can:

- ✓ Update your cart
- ✓ Empty your cart
- ✓ Check out
- ✓ Click a course category and continue to shop

After purchasing your courses, you will be taken back to the “License Manager”.

Reporting

To run a report, choose the *Report, On, During, and View as* options you would like to see, and then click on “Run Report”.

Reports

Report...

- Courses Completed ?
- Courses NOT Completed ?
- Course Breakdown ?
- User Breakdown ?

On...

- Groups
- Users

Hold Ctrl to select more than one user

- All Users
- Buckridge, Mike (Ungrouped)
- Aberdeen, Derrion (STS Tire)
- Albano, Stephanie (CTI Corporate)
- Alexander, Derrick (STS Tire)

During...

- May 2008
- 2008
- Between [] and []

View as...

- HTML ?
- CSV ?
- XML ?
- TAB ?

Run Report

Settings

The “Account Settings” allow you to change the accounts contact information, change passwords, and adjust test score settings from 80% to 100% (in 5% increments).

Account Settings

[Edit Account Contact Information](#)

[Edit Test Settings](#)

Order History

The “Order History” shows the pending course purchase invoices and any paid receipts for past purchases. You can reprint any pending or paid invoices for your records.

To exit the admin site, click on “Return to Training” in the menu bar on the left.

Order History

Pending Invoice(s)	Ordered By (Group)	Amount	Payment Due
No transactions were found			
Paid Receipt(s)	Ordered By (Group)	Amount	Order Posted
9avSlrk5t7	Chris Chesney	\$0.00	March 23, 2008
IzAgzyw3yy	Chris Chesney	\$0.00	March 20, 2008
csucUGaQ3O	Chris Chesney	\$0.00	March 11, 2008
Q6GjYRihbf	Chris Chesney	\$0.00	January 18, 2008
5gztzY1RL5	Chris Chesney	\$0.00	December 28, 2007
INNzUSDfcx	Chris Chesney	\$0.00	December 26, 2007
Q2S2OzyoEz	Chris Chesney	\$0.00	December 26, 2007
zPRRX9Z16	Chris Chesney	\$0.00	December 26, 2007
UxlHfVm0M	Chris Chesney	\$0.00	December 19, 2007
Gxa6k52cYm	Chris Chesney	\$0.00	December 19, 2007
2h6d8k3a41	Chris Chesney	\$0.00	February 01, 2007