



**docebo®**  
**E-COMMERCE**

[www.docebo.com](http://www.docebo.com)

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## How to Activate the E-Commerce APP

This guide will help you activate the E-Commerce APP in order to sell your courses online.

The E-Commerce APP enables activation or de-activation of additional functions such as: Course Catalog, E-Commerce, and SSO.

To view and set-up the APP click the **APPS** button in the upper right-hand corner of the page.



The APPS are divided into:

- **My APPS:** where APPS have been previously activated.
- **Free APPS:** where APPS can be activated for free.
- **APPS:** where free and testable APPS are located.

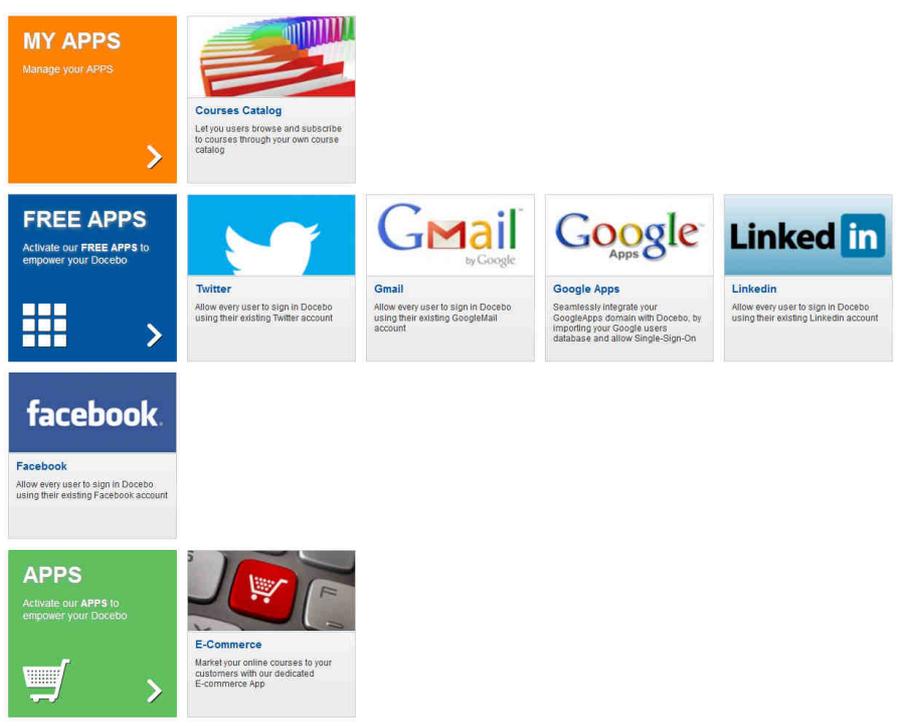
The last category includes the **E-Commerce** APP.

The next step is to select the **Courses Catalog** APP. This APP is free and allows the user to take advantage of the "divide your courses into catalogs" function.

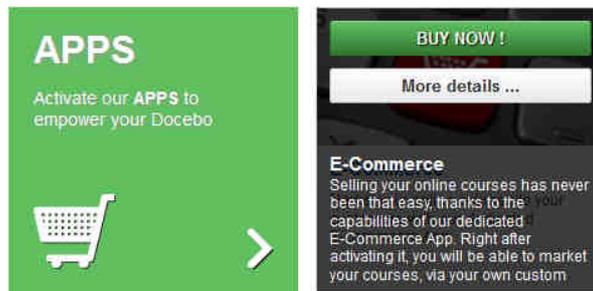
How to activate the **E-Commerce** APP:

First, select the orange **APPS** button.

The following screen will show you all the available APPS. Once you have activated a specific APP, you will find it in **My APPS**. Scroll your mouse over the APP you want to activate (in this case **E-Commerce** and the **Courses Catalog** APP).



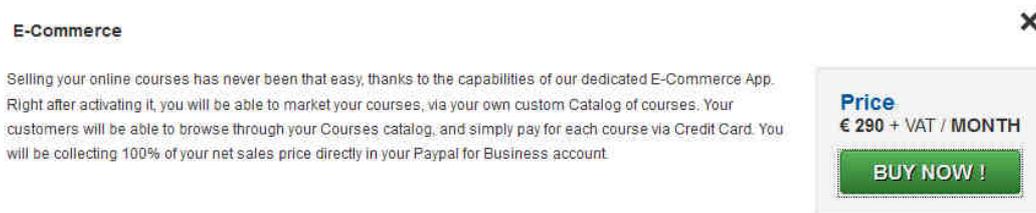
Click the 'Buy Now!' button.



Then click confirm.

All the information about the APP will be shown in the confirmation page.

To **activate** the E-Commerce APP, click the 'Buy Now!' button a second time.



After the activation is complete, the **Course Catalog** and **E-Commerce** Apps will be located in the **My APPS** category.



The next step will be to set-up your APPS:

Scroll the mouse over the APP and click **Set-Up**.

Now fill out the following information: Paypal currency code, Currency symbol, and your Paypal Account number.

**Settings**

Paypal currency code

Currency symbol (will be displayed at user side)

Paypal Account

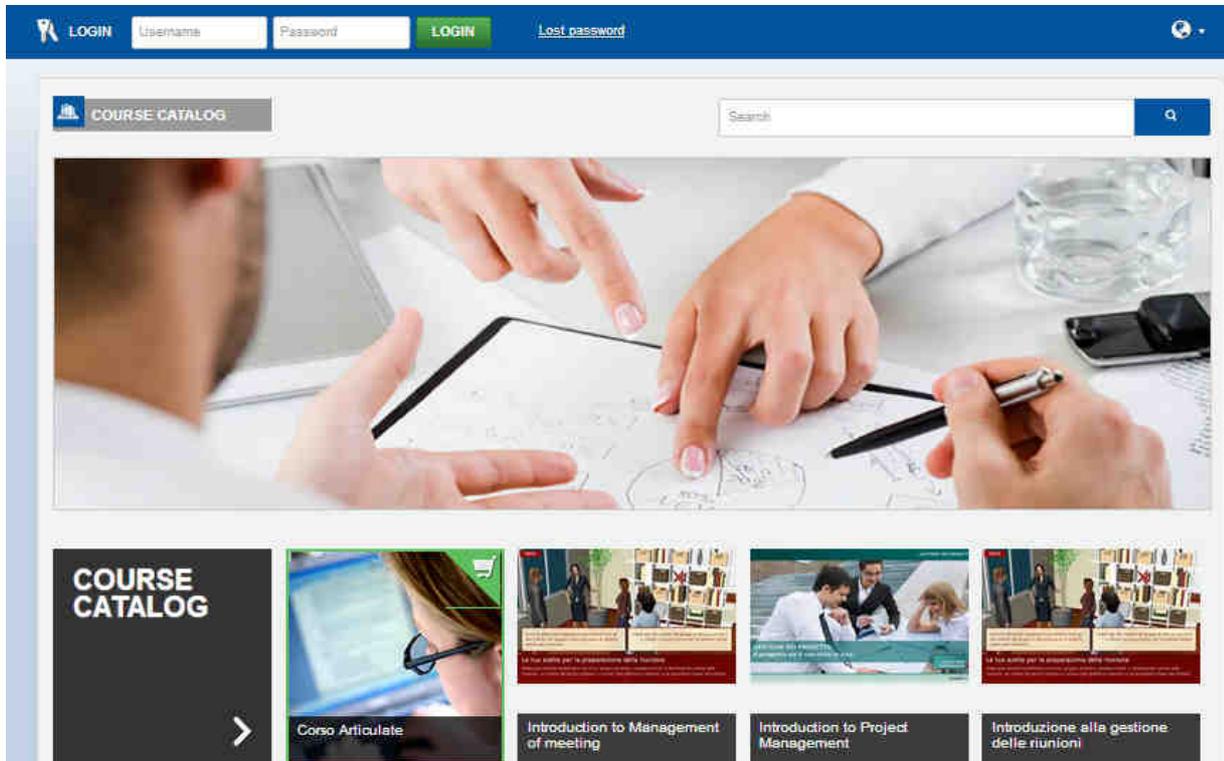
Use paypal sandbox instead of the real environment (this is a debug and testing option)

Show the CATALOG also to non authenticated users

Finally, you have two more reviewable option boxes. The first option box is to use 'Paypal sandbox,' this is a debug and testing option.

The second option box, 'Show the CATALOG to non authenticated users,' allows you to show your course catalog in the main login page.

After filling out your settings click the 'Save changes' button. Once all changes have been saved, your homepage should resemble the image below:



## Sell a Course Online

Once you have completed the **E-Commerce** APP activation process, you can then decide which courses you would like to sell:

The image below shows a course list that details the first three courses for sale and their individual prices.

CODE	LANGUAGE	MARKETPLACE	NAME	TYPE	STUDENTS	PRICE	WAITING							
	IT		Corso Articolate	E-Learning	0	500 €	1							
	EN		Health and safety in the office	E-Learning	3	500 €	6							
	EN		Introduction to Leadership	E-Learning	2	500 €	3							
	EN		Introduction to Management of meeting	E-Learning	2	<a href="#">Sell course</a>	3							
	EN		Introduction to Project Management	E-Learning	0	<a href="#">Sell course</a>	1							
	IT		Introduzione alla gestione delle riunioni	E-Learning	1	<a href="#">Sell course</a>	2							
	IT		Introduzione alla gestione progetti	E-Learning	0	<a href="#">Sell course</a>	1							

To access this feature, click **E-Learning**, choose **Courses** and click the **Edit** icon.

Note that the **E-Commerce** function will only be revealed if you have already activated the **APP**.

Course > Edit: Introduction to Management of meeting

general

Details

Course subscription

e-commerce

Display mode options

Time options

Special options

Documents upload

[Save changes](#) [Undo](#)

Click on the box '**Sell course**' and select the price.

e-commerce

Sell course

Price  €

Now your course is on sale.

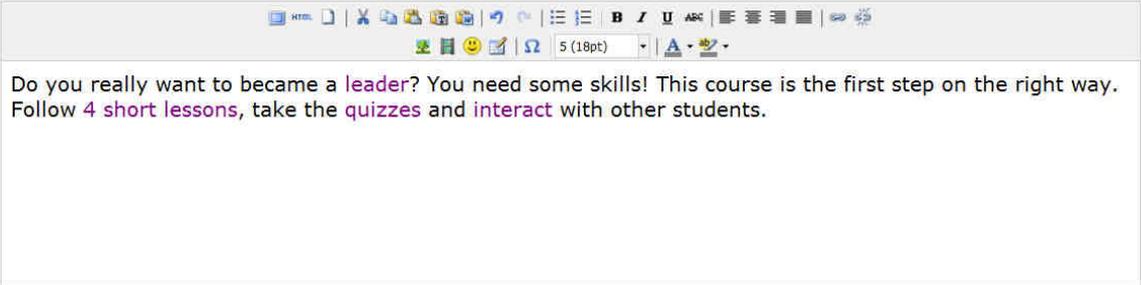
Remember to add a description to your course so that the end user can gain insight into what the course is offering during the buyer confirmation page.

You can also add a description during the course creation set-up (this description can be edited anytime after the course is created).

Directly play the first learning object in the player

Results

Description



The screenshot shows a rich text editor with a toolbar at the top containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help. Below the toolbar is a text area containing the following text: "Do you really want to become a leader? You need some skills! This course is the first step on the right way. Follow 4 short lessons, take the quizzes and interact with other students." The words "leader", "quizzes", and "interact" are highlighted in purple. The text area is bordered and has a white background.

Do you really want to become a leader? You need some skills! This course is the first step on the right way. Follow 4 short lessons, take the quizzes and interact with other students.

## How the User Can Buy a Course

The courses on sale will be marked with a green **shopping cart icon** in the upper right-hand corner.



If the user scrolls over the icon they will see the course description and its price.



The user can then click the '**Buy Now!**' icon if they are interested in purchasing the course.

### Introduction to Leadership ×



 **Language**  
English

 **Duration**  
0 m

€ 500 [BUY NOW !](#)

Do you really want to become a **leader**? You need some skills! This course is the first step on the right way.  
Follow **4 short lessons**, take the **quizzes** and **interact** with other students.

To confirm a purchase order, the user will proceed to the billing and information screen. The billing information screen includes their full name, email, company name (if available), vat number, address, and an agreement to the terms and conditions of the service.

**COMPLETE YOUR ORDER**

**BILLING INFORMATION** [EDIT](#)

Fullname  
Email  
Company name  
Vat number  
Address 1  
Address 2  
City  
State  
Zipcode  
Country

**PAYMENT METHOD**

PayPal  
VISA MASTERCARD AMERICAN EXPRESS DISCOVER BANK

Corso Articolate € 500.00

Total: € 500.00

I agree with the [terms and Conditions of the service.](#)

CONTINUE SHOPPING BUY NOW!

Note that if the user accesses the course without their login information, the learning management system will ask them to insert a username and password, as illustrated below:

LOGIN Username Password LOGIN Lost password

COURSE CATALOG

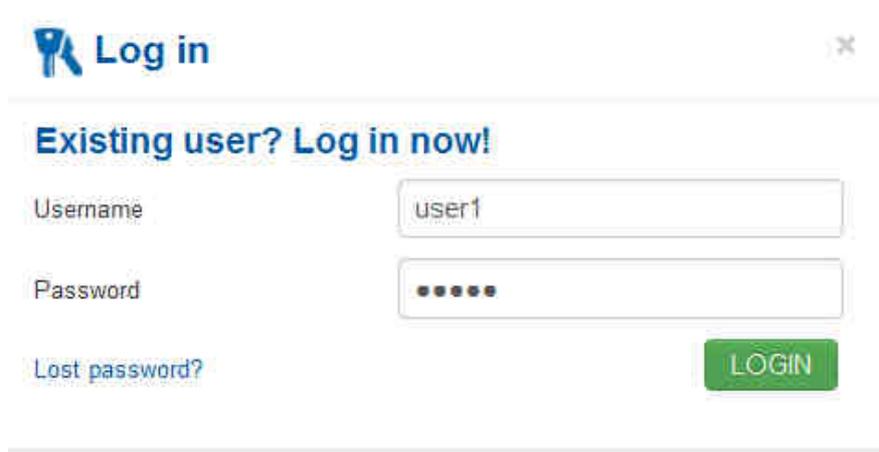
Corso Articolate

Introduction to Management of meeting

Introduction to Project Management

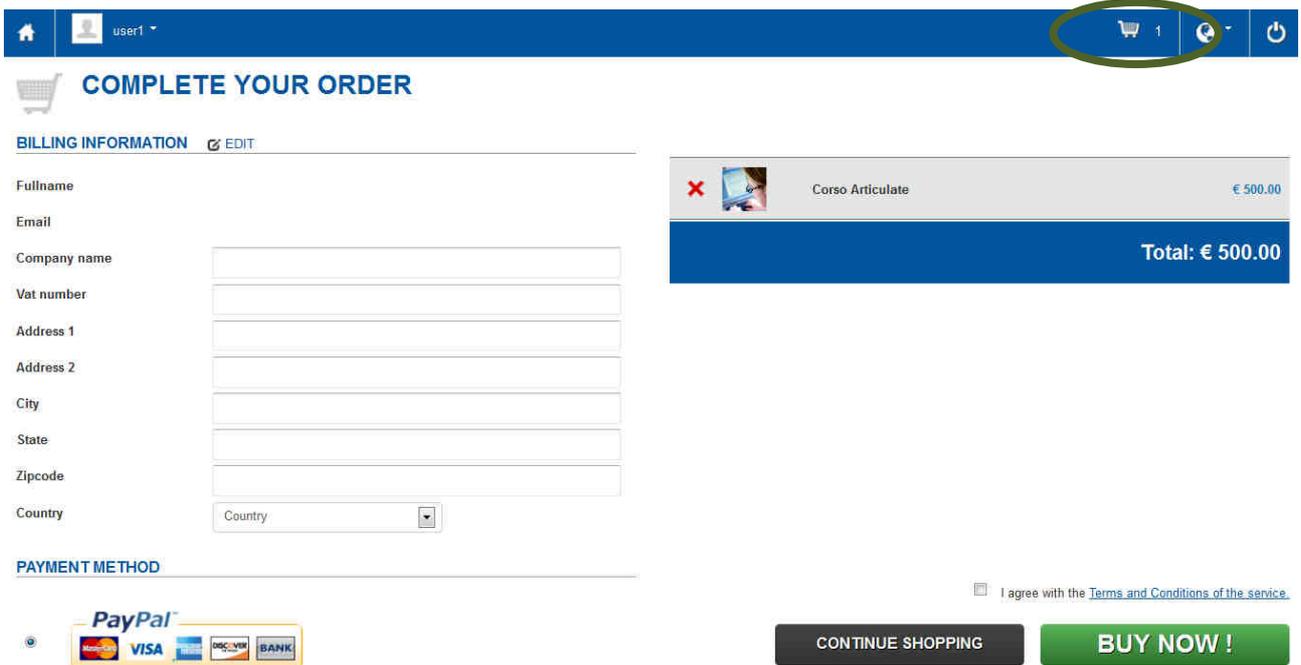
Introduzione alla gestione delle riunioni

Here is an example of the login window where the user will be asked to input their Username and Password:



The screenshot shows a 'Log in' window with a blue header and a close button. Below the header, it says 'Existing user? Log in now!'. There are two input fields: 'Username' with the text 'user1' and 'Password' with six dots. A green 'LOGIN' button is positioned to the right of the password field. A link for 'Lost password?' is located below the password field.

Now that the course is on-sale, and has been automatically added to the users cart, they can complete their order:

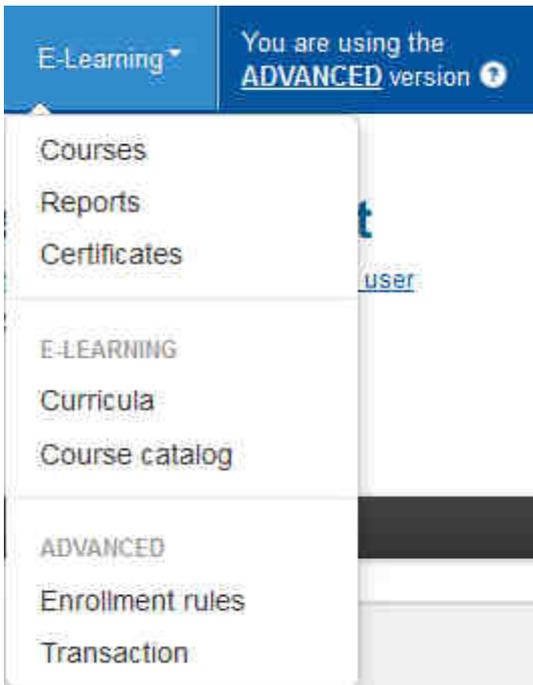


The screenshot shows the 'COMPLETE YOUR ORDER' page. At the top, a blue navigation bar contains a home icon, a user profile icon labeled 'user1', a shopping cart icon with a '1' (circled in green), a refresh icon, and a power icon. Below the navigation bar, the page title 'COMPLETE YOUR ORDER' is displayed. The 'BILLING INFORMATION' section includes fields for Fullname, Email, Company name, Vat number, Address 1, Address 2, City, State, Zipcode, and Country. To the right, a cart summary shows 'Corso Articulate' for € 500.00, with a total of € 500.00. The 'PAYMENT METHOD' section features the PayPal logo and icons for VISA, DISCOVER, and BANK. At the bottom right, there is a checkbox for 'I agree with the Terms and Conditions of the service', a 'CONTINUE SHOPPING' button, and a green 'BUY NOW!' button.

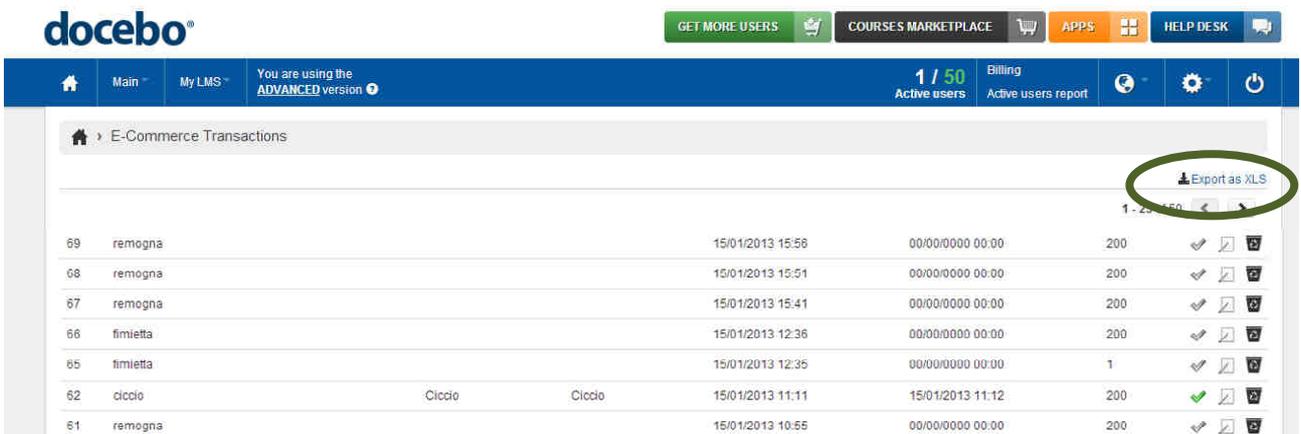
## Check the Transactions

Docebo also offers users a **Transaction** tool to track payments.

To access this tool, click **E-Learning** and then under the heading **ADVANCED** click **Transaction**.



Here you will see a list of all user transactions, available to be exported as a Microsoft Excel file.

A screenshot of the Docebo 'E-Commerce Transactions' page. The page features a navigation bar with 'docebo' logo, 'GET MORE USERS', 'COURSES MARKETPLACE', 'APPS', and 'HELP DESK'. Below the navigation bar, there is a sub-header with 'Main', 'My LMS', and 'You are using the ADVANCED version'. The main content area shows a table of transactions with columns for ID, user name, date, time, duration, and status. A green checkmark indicates a completed transaction. An 'Export as XLS' button is circled in red in the top right corner of the table area.

ID	User	Date	Time	Duration	Status
69	remogna	15/01/2013	15:56	00:00/0000 00:00	200
68	remogna	15/01/2013	15:51	00:00/0000 00:00	200
67	remogna	15/01/2013	15:41	00:00/0000 00:00	200
66	fimiotta	15/01/2013	12:36	00:00/0000 00:00	200
65	fimiotta	15/01/2013	12:35	00:00/0000 00:00	1
62	ciccio	15/01/2013	11:11	15/01/2013 11:12	200
61	remogna	15/01/2013	10:55	00:00/0000 00:00	200

The **E-Commerce Transaction** page also allows you to track which users have completed a purchase order. The users that have completed a purchase order will be denoted with a green check mark. However, those who have not completed their order will remain grey until completed.

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