docebo®
E-COMMERCE

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Index

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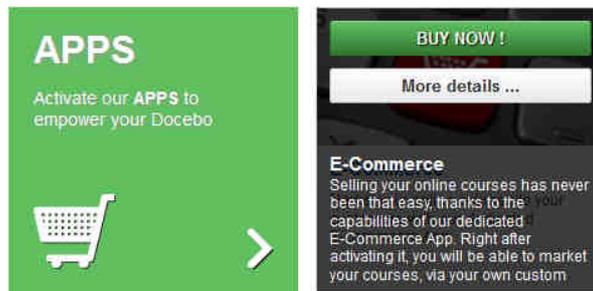
How to activate the **E-Commerce** APP:

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)**.**
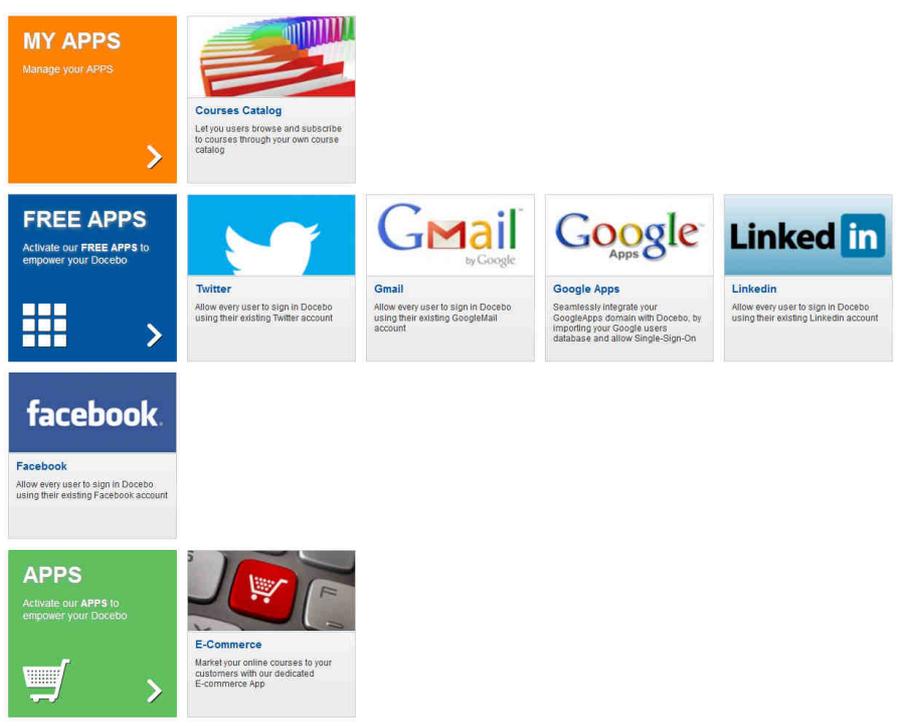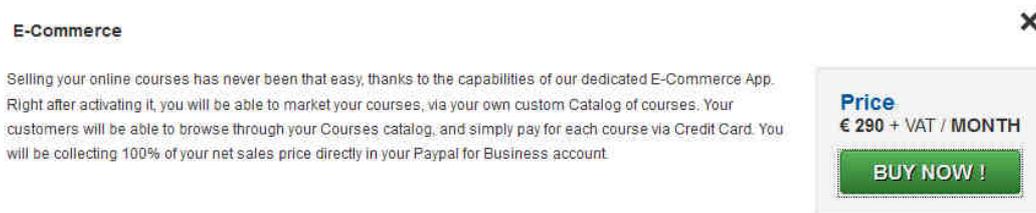
Click the '**Buy Now!**' button.

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.

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:
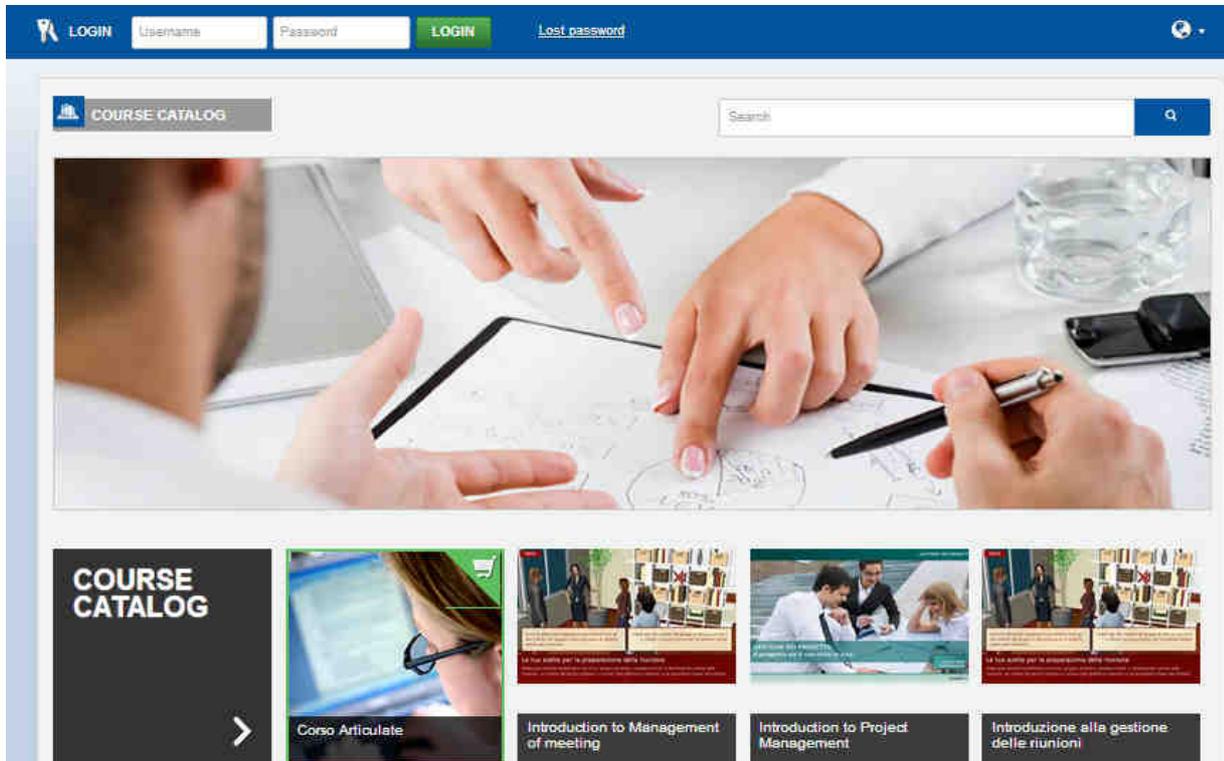
Sell a Course Online

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.

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**.

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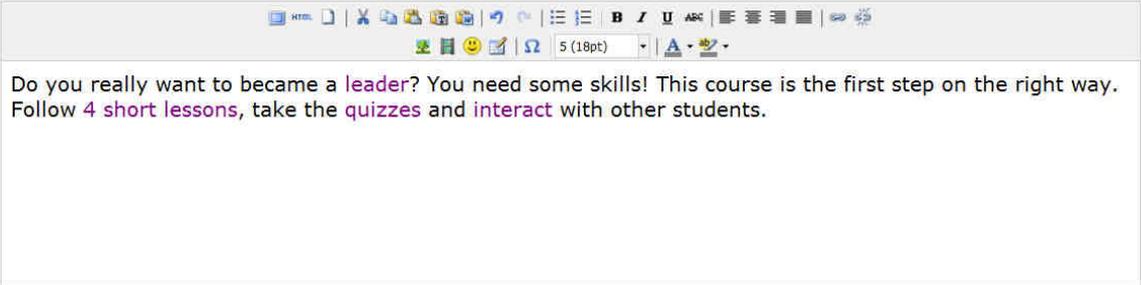
Do you really want to became a leader? You need some skills! This course is the first step on the right way. Follow 4 short lessons, take the quizzes and interact with other students.

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.

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.

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:

Here is an example of the login window where the user will be asked to input their Username and Password:
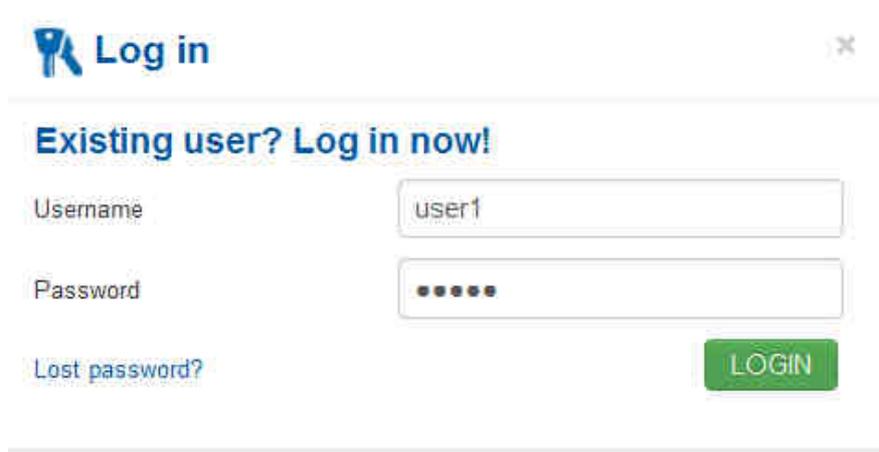
Now that the course is on-sale, and has been automatically added to the users cart, they can complete their order:

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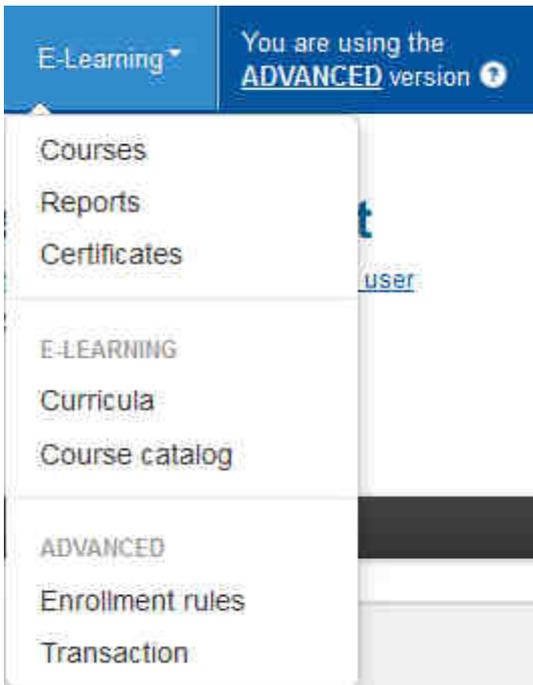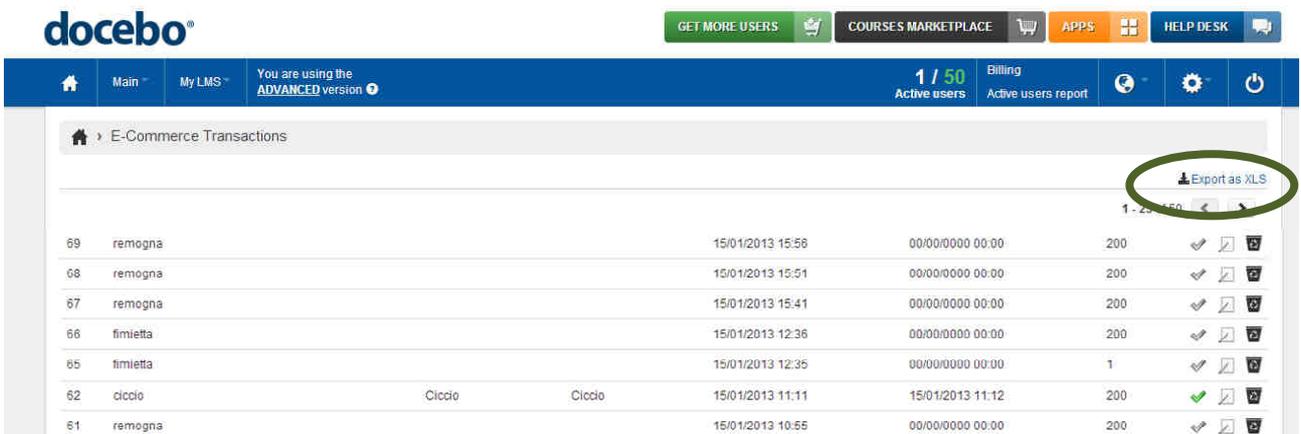
Docebo also offers users a **Transaction** tool to track payments.

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.

The **E-Commernce 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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