Create your elearning catalogue with DOKEOS Shop
Why use DOKEOS Shop?

- Want to leverage your existing training programs by offering them to new customers?
- Are you a training organisation that would like to reach a wider audience?
-Want to offer your employees a catalogue of training that complements their mandatory courses?

The Dokeos SHOP tool lets you arrange your courses into one or more catalogues and easily manage online sales using credit cards.

What are your benefits?

- **Monetise your knowledge:**
  DOKEOS Shop allows you to create a custom e-commerce platform, with all your training modules.

- **Adapt your offer to demand:**
  DOKEOS Shop sorts your training, in different formats, across several catalogues, whether it’s visible or not to your target learners.

- **Create product sheets:**
  DOKEOS Shop harmonises the presentation of your content. It’s all very simple: just fill in the required fields.
Take control with DOKEOS Shop
The DOKEOS Shop tool

In the courses list, the DOKEOS Shop tool lets you describe and present your course to future learners.

**Popup Description**
Fill in this field to briefly describe the content of your training. It appears in the title of your course, in the catalogue.

**Description Course**
Fill in this field to describe the training content in more detail. It appears as a new window when the learner clicks 'Learn more'.

Click 'SUBMIT'.
How is the catalogue presented?

The catalogue is presented as an **elearning training list**. This is the window the learner sees when they connect to the platform.

1. In the **Courses** tab, the learner sees the course(s) they have registered for.
2. In the **Catalogue** tab, meanwhile, they have access to all available courses from your catalogue.
3. The left column allows you to **filter courses** based on how they are categorised.
The ‘Add to cart’ button allows the user to order the training. A confirmation window opens.

If the visitor clicks ‘Yes’, a basket button is automatically added to the window. Now click 'Checkout' to make the payment.

Administration interface

Use the ‘Administration’ button to list your training in different catalogues.

At the bottom of the page, the ‘Shop box’ allows you to change the settings of your courses to make them accessible, free or paid, monolingual or multilingual, etc.
Click 'Settings' to configure your account information.

A new page opens and gives you access to a secondary horizontal navigation. As such you don’t need to go back to access the catalogue pages, products, invoices and payment. However, make sure you always save your data before clicking a new tab.

On this page you can choose the type of catalogue you would like to create:
- **Course:** a sole, individual course
- **Session:** a multi-course programme

On this page you also configure the content **that will appear on your invoices:**
- Logo: JPEG or PNG
- Address of the company: postal address of the company
- Bank information: corporate account information
- Additional information: other information you would like to appear on the invoice.

These fields must be completed in order to define the invoice template.

Click 'SUBMIT' to save your data.
Include your course in one or multiple catalogues
Organise your course as part of a catalogue

Click the 'Catalogue' tab.

This page lets you create a new catalogue.

Please note! You will need to assign the categories of training when creating a course, using the Manager tool. Click 'Administration', then 'Course', and 'Categories'. Click 'Add category'.

For details, refer to the DOKEOS Manager trainer’s manual.

Make sure you display the catalogue to your learners by clicking 'Yes' after 'Show the catalogue'.

Please note that it is not possible to manage multiple languages in the French version of DOKEOS Shop. Please use the English version to offer a catalogue in multiple languages.

Click 'SUBMIT' to save your data.
Include your course in one or multiple catalogues

Filter your courses in your catalogue

Click on the ‘Products’ tab.

The page displays a list of all your courses. Here you can choose the courses to appear in the catalogue, set the price and duration of access.

Click on the eye icon if you do not want your training to be visible to learners in the catalogue.

Click the red cross to delete a training.

Use the left arrow to arrange the courses in the order you want.

Then click on the pencil to configure the data for each training. A new page opens.
Include your course in one or multiple catalogues

Choose between 'paid' or 'free' access options. When you click the Pay option, two fields automatically open with different prices to integrate. Please note the free option is enabled by default.

In the 'Access' field specify how many days, weeks or months your training will be available.

**DOKEOS TIP:**
Offer at least one free training in your catalogue alongside your paid courses. Learners will be motivated to try a free module and, if satisfied, interested in buying the other modules.

Please note the FreeNoRegistration field displays the course in the catalogue but does not allow the learner to either purchase or register for them. Instead, they should contact the site administrator. This feature allows you to enhance a training by limiting registrations.

Repeat for each course and organise your course catalogue in this way.
Secure the payment
Secure the payment

Sell your course

Click the **Payment** tab.

On this page you can choose the currency, taxation and American or European decimal display.

It also indicates **your terms and conditions** of sale in the appropriate field.

Please note that DOKEOS supports many online payment systems. Atos covers most payment methods used by French banks.

If you have any special requests, **please contact DOKEOS**.

Click **Apply** to ensure your data is properly saved.

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Send your invoices

The **‘Invoices’ tab** allows you to view your bills online directly from the DOKEOS Shop tool.
DOKEOS Shop: monetise your know-how!

You’re an expert in elearning and distance education and you’ve decided to sell your elearning modules using DOKEOS Shop – thank you! In just a few clicks, your training skills will be promoted in an attractive and ready-to-use catalogue.

With DOKEOS Shop, enjoy these benefits:

- **Very easy to use**: DOKEOS Shop is quick and easy to master. With a few clicks you can set the parameters of your course, create catalogues and offer these for sale.
  
  In addition, your learners will also benefit from an intuitive and simple tool that quickly becomes familiar.

- **A secure system**: Online payment is assured by major banks on the Internet in order to gain the full trust of your learners. The system is compatible with the majority of payment methods currently available.
  
  In addition, DOKEOS Shop helps promote your training thanks to product sheets and by optimising the portal for purchasing.

- **Tools that adapt to your needs**: Whatever your goals, DOKEOS Shop is a flexible tool that responds individually to each client. It can be easily changed at a moment’s notice.
  
  In addition, it simultaneously allows you to sell in-class training, promote elearning

If you have any questions or a would like advice about implementing your training catalogue, contact the DOKEOS team.
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