Training Program
Quick Reference
Guide



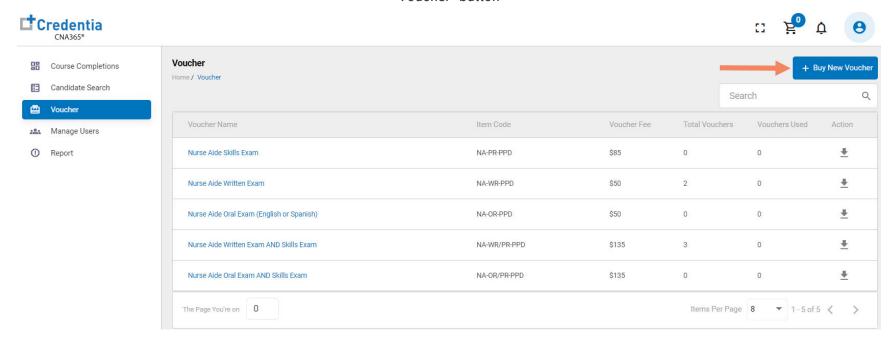
# **Training Program Voucher Management Guide**



Step 1 – Select Buy New Voucher

STEP 1

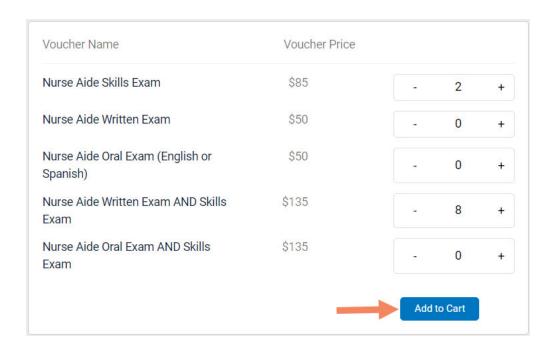
Select "Voucher" on the navigation menu and the select the "Buy New Voucher" button



Step 2 – Specify Voucher Quantities

STEP 2

Specify the quantity desired for each voucher type and select the "Add to Cart" button

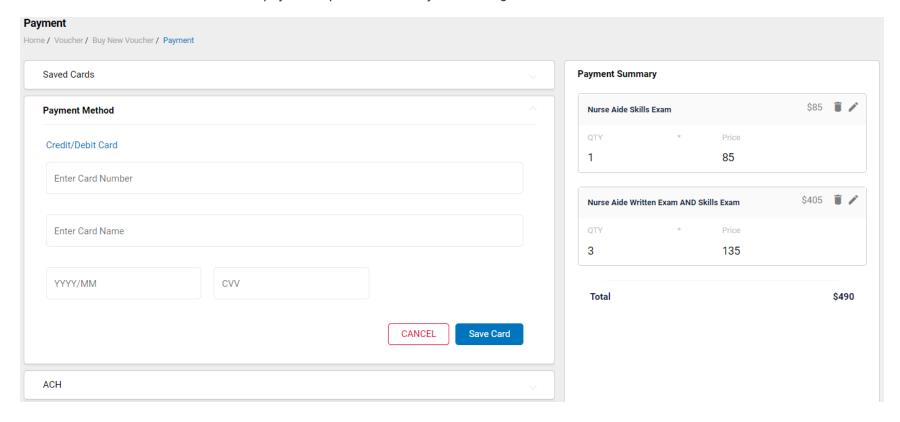


Step 3 – Enter Payment Information in Shopping Cart

STEP 3

### **Select payment method:**

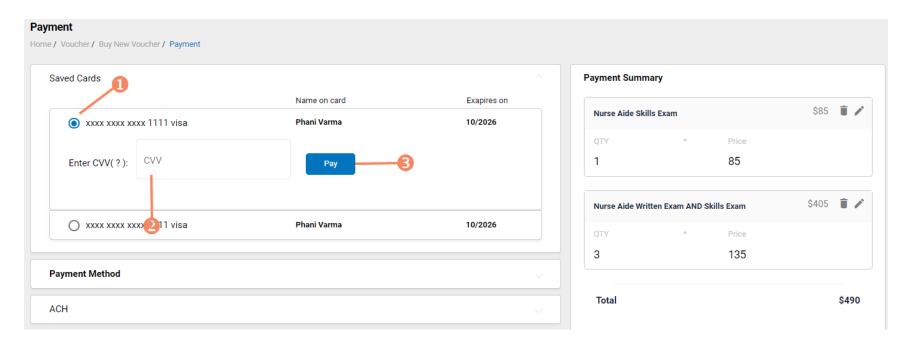
- 1. Add credit/debit card information and save card to your account by selecting "Save Card" button
- 2. Or select ACH payment option and enter your banking account information



Step 4 – Make Payment

STEP 4

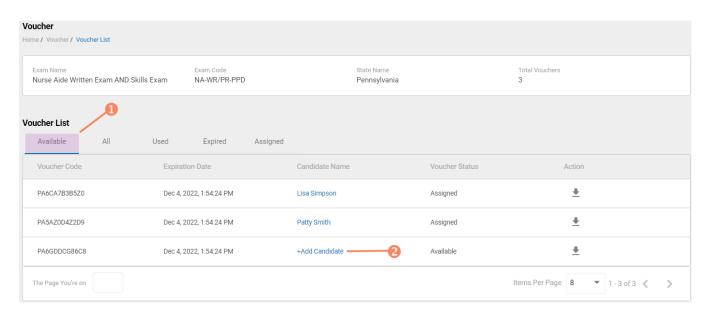
If paying by credit/debit card, select the card you entered from your "Saved Cards" button, enter the CVV code, and select the "Pay" button



Assigning Vouchers to Candidates in CNA365®

### **VOUCHER LIST PAGE - "AVAILABLE" VOUCHERS**

- Click on a voucher type on the voucher summary page to access the voucher detail page
- Select the "Available" voucher list
- Click the "Add Candidate" link for the voucher you would like to assign
- 3 Start typing the candidate name in the search box
- Click on the desired candidate name from your search results
- **5** Click the "Assign" link next to the candidate name



#### **VOUCHER ASSIGNMENT**



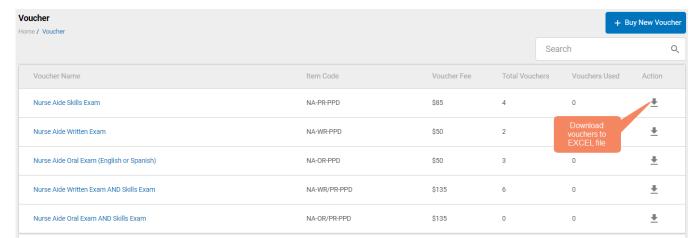
### Distributing Vouchers to Candidates OUTSIDE of CNA365®

### The voucher summary page displays the number of vouchers purchased and the number of vouchers used by type

- Select the download icon for the desired voucher type to download an EXCEL file of purchased vouchers
- For each voucher, download file includes voucher number, expiration date, and status (available, used, or expired)

The Page You're on 0

Instruct your candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)



## **VOUCHER SUMMARY PAGE**

#### **EXCEL VOUCHER DOWNLOAD FILE**

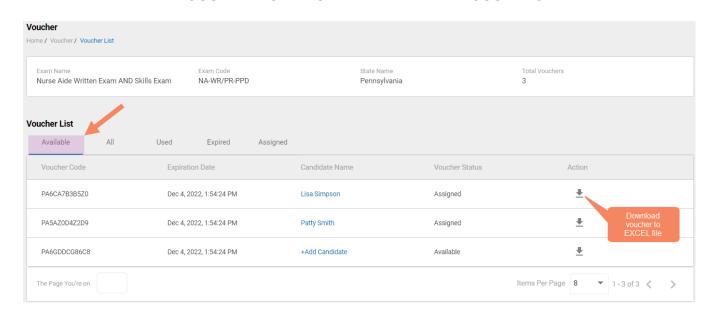
	A	В	С
1	VoucherCode	Expiration Date	VoucherStatus <b>▼</b>
2	PA8DDA8VBEMF	12/09/2022	Available
3	PANN37EF97D4	12/09/2022	Available
4	PAF4CD1FE8Q6	12/09/2022	Available

Items Per Page 8 ▼ 1-5 of 5 < >

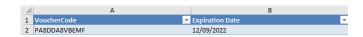
### Voucher List Page - "Available" Vouchers

### **VOUCHER LIST PAGE - "AVAILABLE" VOUCHERS**

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Available" voucher list, the following is displayed for each voucher:
  - Voucher code
  - · Expiration date
  - Candidate name (if assigned)
- Select the download icon for the desired voucher to download an EXCEL file
- Instruct candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)



#### **EXCEL VOUCHER DOWNLOAD FILE**

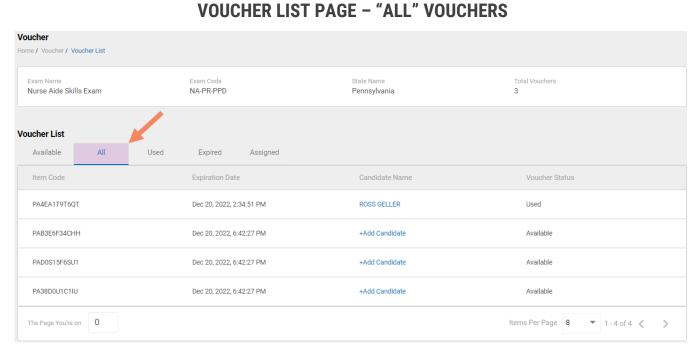


## Voucher List Page - "All" Vouchers

### Click on a voucher type on the voucher summary page to access the voucher detail

page

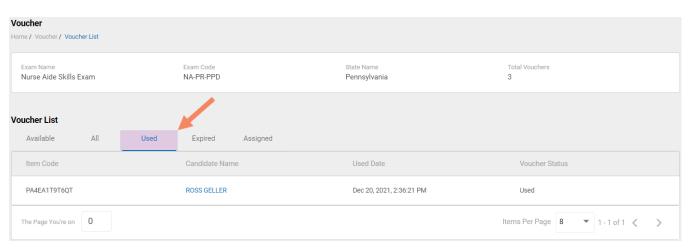
- For the "All" voucher list, the following is displayed for each voucher:
  - Voucher code
  - Expiration date
  - Candidate name (if assigned or used)
  - Status (available, assigned, used, or expired)



Voucher List Page – "Used" Vouchers

### **VOUCHER LIST PAGE - "USED" VOUCHERS**

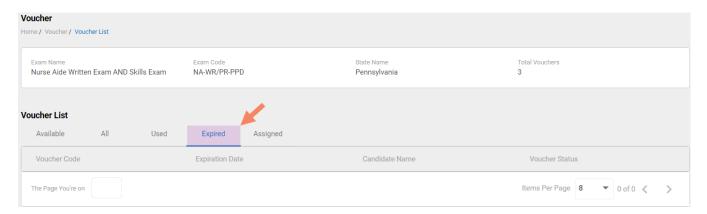
- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Used" voucher list, the following is displayed for each voucher:
  - Voucher code
  - Expiration date
  - · Candidate name
  - Date Used



### Voucher List Page - "Expired" Vouchers

#### **VOUCHER LIST PAGE - "EXPIRED" VOUCHERS**

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Expired" voucher list, the following is displayed for each voucher:
  - Voucher code
  - Expiration date
  - Candidate name (if assigned)



### Voucher List Page - "Assigned" Vouchers

#### **VOUCHER LIST PAGE - "ASSIGNED" VOUCHERS**

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Assigned" voucher list, the following is displayed for each voucher:
  - Voucher code
  - · Expiration date
  - · Candidate name

