



EDlumina Catalog Training Manual v9.8.2022

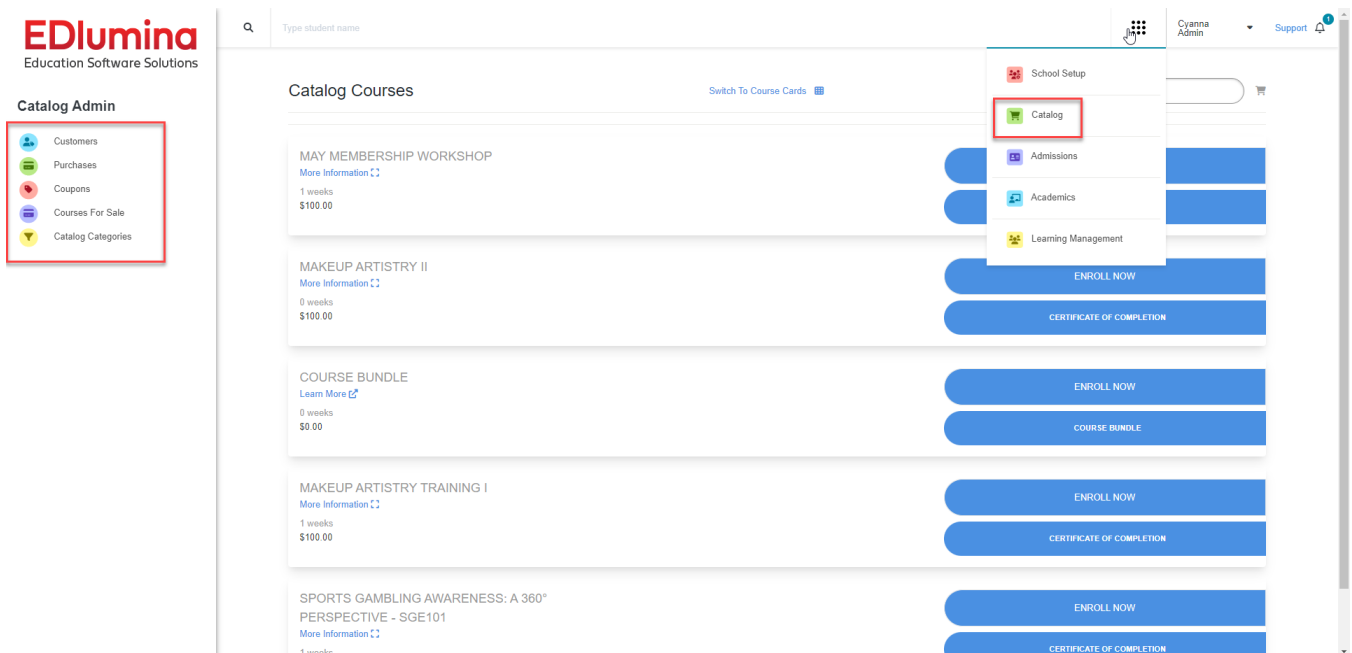
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Home Page

Once in the Catalog portion of EDlumina there will be 5 main subheadings within the catalog you can use:






1. Customers: This is where you can find a detailed list of students/customers within your system
2. Purchases: Any students/customers that have purchased a course will appear here with all their purchasing information
3. Coupons: Any discount codes you want to create will be made here, along with the status of any current/expired codes
4. Courses For Sale: Where all courses you are currently selling will be listed
5. Catalog Categories: Where you can organize your courses in specific categories



Adding a Course

1. Select the “Courses for Sale” tag on the left hand side of the catalog screen
 - a. If any previous courses have been created for sale they will appear here as well
2. Select “Add Course for Sale”

Catalog Admin

-  Customers
-  Purchases
-  Coupons
-  **Courses For Sale**
-  Catalog Categories

Q Type student name

Cyanna Admin

Support

Manage Courses For Sale

[ADD COURSE FOR SALE](#)

COURSE +	CATALOG +	PRICE +	DURATION
May Membership Workshop	elearn	100	1 weeks
Makeup Artistry II	elearn	100	0 weeks
Course Bundle	elearn	0	0 weeks
Makeup Artistry Training I	elearn	100	1 weeks
Sports Gambling Awareness: A 360° Perspective - SGE101	elearn	100	1 weeks

3. Once within the “Add a Course for Sale” page you will have multiple options you can use depending on the specific details of your course
 - a. Avatar Url: Do you want a picture associated with the course when it’s viewed in the catalog
 - b. Bundle of courses: Are you selling one specific course or a bundle of multiple courses
 - c. Course Name (Required): Will be a drop down bar that includes any courses created in Academics (SIS)
 - d. Category: If you chose to create a category those options will appear on the drop down bar
 - e. Catalog Name: What you want the name to appear as on your catalog
 - i. If not filled out this will default to the course name listed in Academics
 - f. Catalog Description: A brief summary of the course so your student/customer can understand the course they are purchasing
 - i. Will also default to the description in Academics if not filled out
 - g. Catalog: A drop down option about the type of course you’re going to list on the catalog, the options are:
 - i. Elearn
 - ii. Continuing Education
 - iii. Professional Development
 - iv. Training
 - v. Webinars
 - h. Duration: How long will students/customers be allowed to have access to the course once they have purchased it?
 - i. Duration Units: Gives you the option to select weeks, months, years, or self-paced for student access length
 - j. Price: How much are you selling the course for (this can be \$0.00)

- k. Order Number: The order in which you want this course to appear on your catalog
 - i. #1 will be shown first, then #2, #3, etc.
4. Once you have filled out the settings to your specific course details you will select save on the bottom right hand side

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Q Type student name

Cyanna Admin Support

Catalog Admin

- Customers
- Purchases
- Coupons
- Courses For Sale
- Catalog Categories

Add a Course for Sale

Avatar URL a
No avatar image uploaded.
[Click here to upload](#)

☐ Bundle of courses? b

Course* c
Course

Category d
Category

Catalog Name (defaults to course name) e
Catalog Name

Catalog Description (defaults to course description) f
Catalog Description

Catalog g
eLearn

Duration

Duration h
0

Duration Unit i
Weeks

Price j
Price

Order Number k
1

Cancel SAVE

Cancel SAVE

Viewing Courses

When you first access your catalog from the grid in the top right you will see all the current courses you are currently selling along with all of the course information available for each course

You can also change the layout of the courses if you'd prefer them to be in a card format or a list format, I will include an image of both below:

List View:

Catalog Admin

- Customers
- Purchases
- Coupons
- Courses For Sale
- Catalog Categories

Search Type student name

Catalog Courses Switch To Course Cards

Search

MAY MEMBERSHIP WORKSHOP More Information 1 weeks \$100.00	ENROLL NOW CERTIFICATE OF COMPLETION
MAKEUP ARTISTRY II More Information 0 weeks \$100.00	ENROLL NOW CERTIFICATE OF COMPLETION
COURSE BUNDLE Learn More 0 weeks \$0.00	ENROLL NOW COURSE BUNDLE
MAKEUP ARTISTRY TRAINING I More Information 1 weeks \$100.00	ENROLL NOW CERTIFICATE OF COMPLETION
SPORTS GAMBLING AWARENESS: A 360° PERSPECTIVE - SGE101 More Information 1 weeks \$100.00	ENROLL NOW CERTIFICATE OF COMPLETION

Card View:

Catalog Admin

- Customers
- Purchases
- Coupons
- Courses For Sale
- Catalog Categories

Search Type student name

Catalog Courses Switch To Course List

Search

MAY MEMBERSHIP WORKSHOP This is your opportunity to register for the May Membership Workshop. You'll receive lots of great information. Register today! 1 weeks \$100.00 Learn More ENROLL NOW	MAKEUP ARTISTRY II This course includes Advanced Corrections & Sculpting, Ultimate Air Brush Makeup, High-Definition Makeup and an Introduction to Photography. 0 weeks \$100.00 Learn More ENROLL NOW	COURSE BUNDLE Soft Skills III, Teacher Tutorial, Hydraulics 0 weeks \$0.00 Learn More ENROLL NOW	MAKEUP ARTISTRY TRAINING I This Makeup Training includes classroom demonstrations and theoretical understanding of face shapes, what to how to apply makeup on particular skin tones, the theory of colour, new trends in cosmetics and different application. 1 weeks \$100.00 Learn More ENROLL NOW
SGE SPORTS GAMBLING AWARENESS			

Category Creation

If you would prefer your courses are shown in the catalog in categories based on their topic that can be created in “Catalog Categories”

1. Select Catalog Categories within the catalog on the left hand side
 - a. If any previous Categories that have been created will appear here as well
2. Click “Add Category”

Catalog Admin

- Customers
- Purchases
- Coupons
- Courses For Sale
- Catalog Categories**

Manage Catalog Categories

ADD CATEGORY

CATEGORY	ORDER NUMBER
	1
	1

3. Type in the name for the category you wish to create
4. Type in the order number for the category
 - a. #1 will be the first category shown, then #2, #3, etc.

Creating Coupon Codes

If you have a sale or a discounted rate for a course of the entire catalog you can create this through the “Coupons” section of the Catalog located on the left hand side of the screen

1. Select Coupons
 - a. If any previous coupons that have been created will appear on the coupon page
 - i. You can view expired coupons as well by selecting the “Include expired coupons” option
 - ii. You also have the option to click into a specific code and view the code information along with any users who have previously used the coupon, they will be listed under “Registrations”

Catalog Admin

- Customers
- Purchases
- Coupons
- Courses For Sale
- Catalog Categories

Manage Coupon Codes

Include expired coupons

ADD COUPON

CODE	STARTS AT	ENDS AT	USAGE LIMIT	DISCOUNT VALUE	DISCOUNT TYPE
free	01/25/2021	01/27/2030	100	100	percent
TEST	04/03/2022	04/10/2042	0	100	percent
testcoupon123	06/23/2022		1	1	dollars

Catalog Admin

- Customers
- Purchases
- Coupons
- Courses For Sale
- Catalog Categories

Search: Type student name

General Information Registrations

NAME	USAGE COUNT	
Aaron Bardelang	2	Student Details
Aaron Bardelang	2	Student Details

2. Select "Add Coupon"

Catalog Admin

- Customers
- Purchases
- Coupons
- Courses For Sale
- Catalog Categories

Search: Type student name

Manage Coupon Codes

[Include expired coupons](#)

CODE	STARTS AT	ENDS AT	USAGE LIMIT	DISCOUNT VALUE	DISCOUNT TYPE
free	01/25/2021	01/27/2030	100	100	percent
TEST	04/03/2022	04/10/2042	0	100	percent
testcoupon123	06/23/2022		1	1	dollars

[ADD COUPON](#)

3. Add the Coupon code

- a. It can be any letter/number combination you'd like (this is case sensitive)
 - i. Example: Cyanna, CDS15, Demo26, etc.

4. Add the Start and End date for the code

5. Add the Coupon Type

6. Add the course the code is for

- a. If this applies to multiple/all courses this field can be left blank

7. Add the Usage Type

- a. Will this code have a limited number of uses or an unlimited amount

8. Select the Usage Limit

- a. If you are using a limited number of codes how many are you allowing to be used

9. Select the Discount Value

- a. How many dollars or how much percentage of a discount will this code give the student/customer

10. Select the Discount Type

- a. Dollars or Percentage

11. Click the “Save” button at the bottom right of the page

The screenshot shows the 'Add a Coupon' form in the EDlumina Catalog Admin interface. The form includes the following fields and their corresponding numbers:

- 1. Coupon Code*
- 2. Start At*
- 3. Ends At*
- 4. Coupon Type
- 5. Course
- 6. Usage Type
- 7. Usage Limit*
- 8. Discount Value*
- 9. Discount Type

At the bottom right, there are two buttons: 'Cancel' and 'SAVE'. The 'SAVE' button is highlighted with a red box and labeled 11.

Checking Purchases

If you want to view all the users who have purchased a course through your catalog that will be located within the purchases tab, it will include detailed information on each student/customer including:

1. Name
2. Course Name
3. Course Price
4. Course States (In Progress, Complete Passed, Enrolled, etc)
5. Coupon Used
6. Amount Paid
7. Date Paid

Any of these options can be removed from your view if it isn't important for what you are looking for by selecting the X button on the right hand side of the page

Catalog Admin

- Customers
- Purchases**
- Coupons
- Courses For Sale
- Catalog Categories

Search:

Cyanna Admin [Support](#)

Catalog Purchases

1. 2. 3. 4. 5. 6. 7.

<input type="checkbox"/>	NAME	COURSE NAME	COURSE PRICE	COURSE STATUS	COUPON USED	AMOUNT PAID	DATE PAID	
<input type="checkbox"/>	Aaron Bardelang	May Membership Workshop	100		TEST	0.0		
<input type="checkbox"/>	Test User		0			0.0		
<input type="checkbox"/>	Aaron Bardelang	Makeup Artistry Training I	100	in_progress	TEST	0.0	04/11/2022	
<input type="checkbox"/>	Test User	Sports Gambling Awareness: A 360° Perspective - SGE101	100	enrolled		100.0	03/24/2022	
<input type="checkbox"/>	Riley March	Makeup Artistry II	100	enrolled_complete_passed	refunds	0.0	09/27/2021	
<input type="checkbox"/>	Test Student	Sports Gambling Awareness: A 360° Perspective - SGE101	100			0.0		

[Actions](#) [Advanced Search](#)

[1](#) of 1






Total leads: 6

If you would like a more detailed view whether it's purchases from a specific date range, only 1 course purchases, etc. That can all be accomplished by using the "Advanced Search" option within purchases.

Advanced Search gives you the ability to filter your purchases by multiple different categories including:

- Name
- Email
- Phone Number
- Lead in Date
- Payment Date
- Lead Source
- Vendor Source
- Course
- Course Status
- Coupon

Catalog Admin

-  Customers
-  Purchases
-  Coupons
-  Courses For Sale
-  Catalog Categories

q Type student name

Catalog Purchases

<input type="checkbox"/>	NAME	COURSE NAME
<input type="checkbox"/>	Aaron Bandelang	May Membership Workshop
<input type="checkbox"/>	Test User	
<input type="checkbox"/>	Aaron Bandelang	Makeup Artistry Training I
<input type="checkbox"/>	Test User	Sports Gambling Awareness: A 360
<input type="checkbox"/>	Riley March	Makeup Artistry II
<input type="checkbox"/>	Test Student	Sports Gambling Awareness: A 360

First Name

Last Name

Email Address

Phone Number

Lead In Start Date

Lead In End Date

Payment Start Date

Payment End Date

Lead Source

Vendor Source

Course

Course Status

Coupon

Sort By Descending

Sort By Ascending

Viewing Customers

If you would like to view all students/customers in your system and see whether or not they have purchases any courses along with information on their purchases that can be found in the Customers tab

- The main difference between the Customers tab and the Purchases tab is that the Customers tab will list every student/customer in your system
 - While the Purchases tab will only include students/customers that have made a purchase

There are numerous options within this tab that are available to give you as much detail as you'd like on your customers including:

- Name
- Email
- Any Purchases
- Course Names
- Course Statuses
- Coupons Used
- Total Amount Paid

- Account Creation Date
- Lead Source
- Vendor Source
- Phone Number
- Program
- City
- State
- Zip Code

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Catalog Admin

- Customers
- Purchases
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- Catalog Categories

Search: Type student name

Cyanna Admin Support

Catalog Customers

ACTIONS ADVANCED SEARCH

<input type="checkbox"/>	NAME	EMAIL	ANY PURCHASES?	COURSE NAMES	COURSE STATUSES	COUPON'S USED	TOTAL AMOUNT PAID
<input type="checkbox"/>	Sam Sam	samantha.bauer+1234@cyanna.com	false				
<input type="checkbox"/>	Test User	test@user.com	false				
<input type="checkbox"/>	JenEA JenEA		false				
<input type="checkbox"/>	Jones Blue	jones@email.com	false				
<input type="checkbox"/>	Samantha Klopfer	samantha.bauer+fee@cyanna.com	false				
<input type="checkbox"/>	Amy Tooney	another@test.com	false				
<input type="checkbox"/>	Gail Jumper	sama2aa@a.com	false				
<input type="checkbox"/>	Christine Elmoakvic	aaabbg@c.com	false				
<input type="checkbox"/>	Aaron Button	ai@b.com	false				
<input type="checkbox"/>	Sal Mobie	search@test.com	false				0
<input type="checkbox"/>	Molly Pine	samantha@ee.com	false				0
<input type="checkbox"/>	Sue Samers	dfsda@hhh.com	false				0
<input type="checkbox"/>	Aaron Bardelang	aaron.bardelang+2@cyanna.com	true	Makeup Artistry Training I	in_progress		0.0
<input type="checkbox"/>	Olivia Mack	samantha.bauer+fee@cyanna.com	true	Makeup Artistry II	completed		0.0

Filterable Fields (from dropdown):

- ☒ NAME
- ☒ EMAIL
- ☒ ANY PURCHASES?
- ☒ COURSE NAMES
- ☒ COURSE STATUSES
- ☒ COUPON'S USED
- ☒ TOTAL AMOUNT PAID
- ☐ ACCOUNT CREATION DATE
- ☐ LEAD SOURCE
- ☐ VENDOR SOURCE
- ☐ PHONE
- ☐ PROGRAM
- ☐ CITY
- ☐ STATE
- ☐ ZIP CODE

Clear All

As with the previous tab you can filter what options you want to show on your page by using the X icon in the right hand side of the screen

The “Advanced Search” tab is also available on this page as well to help filter your view to the specific students/customers you are looking for.