

Using the Discount/Promo Codes
Release Notes
February 12, 2013

Instructions

Using the Discount/Promo Code

To use the Discount/PROMO CODE:

1. Log into Program Workshop
2. Go to Inventory and should see the screen below:

Autodesk Online Testing Service Support Logout

ITSKimTest
Home
Centers
Email Templates
Inventory
Reports
Users
Help
Sate1Kim
My Profile

Inventory

Below is your product inventory. Click the number in the 'Reserved' column to view how the inventory has been reserved. You may release reserved inventory from that page. You can purchase additional products by entering the quantity you would like to purchase in the 'Buy' column and clicking the 'Add to Cart' button. Click the 'Purchase Products' link to view the complete product offering. Click the 'Center Inventory' link to manage the inventory of your Center locations.

Available for Purchase			
Product Package	Reserved	Available	Buy Additional
3ds Max 2013 Certified Professional	0	10	<input type="text"/>
AutoCAD 2013 Certified Professional	0	29	<input type="text"/>
Inventor 2013 Certified Professional	0	14	<input type="text"/>

Add To Cart

Inventory Requests					Grant All Deny All
Date/Time	Product Package	Name	Location	Requested	Actions
1/21/2013 4:21 PM	3ds Max 2013 Certified Professional	Sate1Kim	Baltimore, MD	1	Grant Deny
1/21/2013 4:21 PM	AutoCAD 2013 Certified Professional	Sate1Kim	Baltimore, MD	1	Grant Deny
1/21/2013 4:21 PM	Inventor 2013 Certified Professional	Sate1Kim	Baltimore, MD	1	Grant Deny
1/21/2013 4:22 PM	3ds Max 2013 Certified Professional	Sate1Kim	Baltimore, MD	1	Grant Deny

[Center Inventory](#)
[Order History](#)
[Purchase Products](#)
[Requests History](#)
[Download](#)

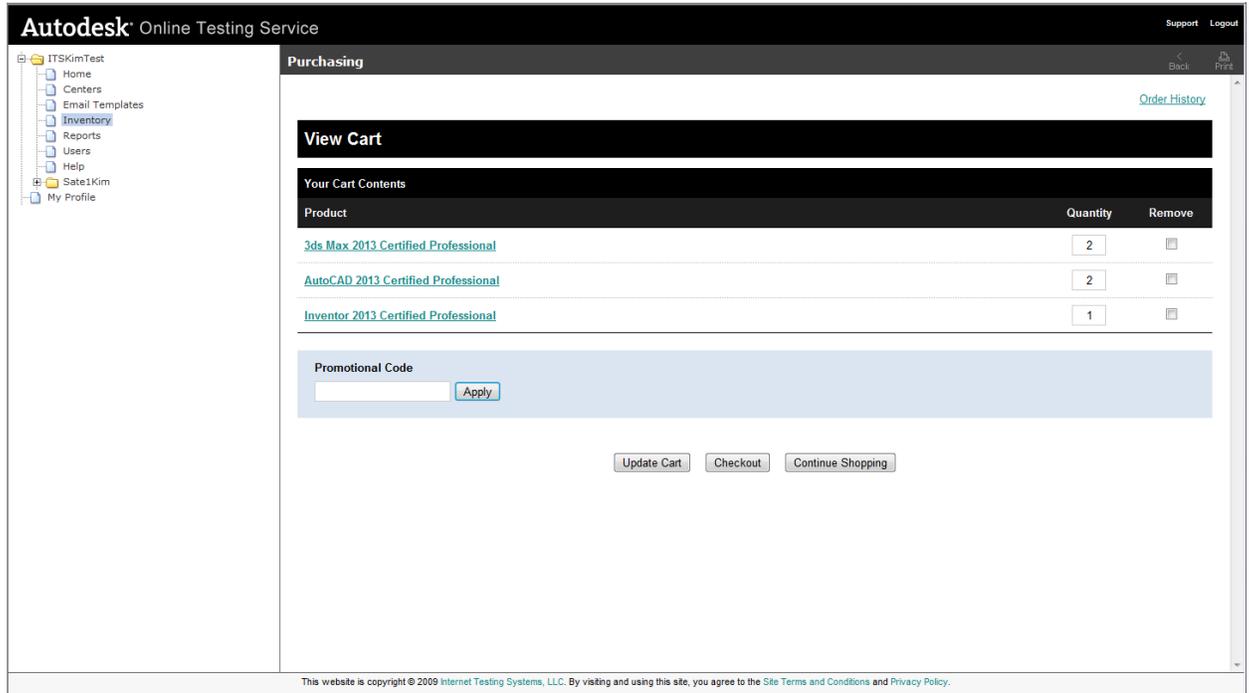
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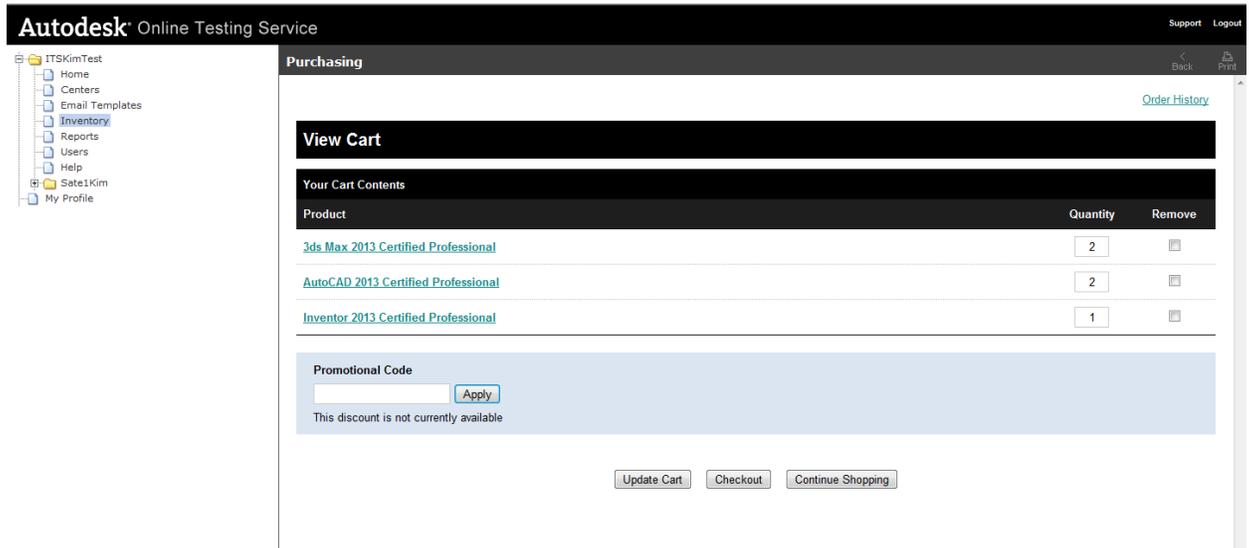
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3. Enter amounts in the Buy Additional text box and click Add to Cart and the following screen should show:



4. Enter the discount/promo code in the Promotional Code text box and click Apply. You will only see a notification if the code is incorrect, sample:



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5. If you do not see the message above, click on the checkout button and the following screen should appear:

The screenshot shows the Autodesk Online Testing Service interface. The top navigation bar includes 'Autodesk Online Testing Service', 'Support', and 'Logout'. A left sidebar contains a navigation menu with items like 'Home', 'Centers', 'Email Templates', 'Inventory', 'Reports', 'Users', 'Help', 'Sate1Kim', and 'My Profile'. The main content area is titled 'Purchasing' and 'Order Review'. It displays 'Customer Information' for Kim Reed, including email and address. Below is a table for 'Your Order' listing 'Professional Certification Exams' with columns for 'Product' and 'Quantity'. A 'Change' button is located below the table. A 'Use a purchase order' section contains a text input field and a 'Place Order' button. A footer note states 'All Sales are Final.' and provides copyright information for Internet Testing Systems, LLC.

Product	Quantity
3ds Max 2013 Certified Professional	2
AutoCAD 2013 Certified Professional	2
Inventor 2013 Certified Professional	1

6. Enter you PO number and click Place Order.
7. The request for more inventory has been made and the normal grant/deny process applies.