

Buy Pool Quantities

When to use: When you need to add new pool quantities for additional Learners

Navigate to the Manage Pools Screen

- 1) In the **CLIENTS** tab, click “**Manage Client**”
- 2) Locate and click the name of your organization or sub-client in the **CLIENT TREE**
- 3) In the **PRODUCT POOLS** section, click “**Add/Edit**”

Navigate to the Buy Pools Screen

- 1) Locate the pool in which you wish to add quantities
- 2) Click “**Buy**” in the row corresponding to the active pool ID for the pool in which you wish to add quantities

Enter Purchase Details

- 1) In the **Buy Pools** screen, enter the number of quantities that you wish to purchase in the “**Purchase Quantity**” field
- 2) Enter purchase order details in the “**P.O. Number**” field, if necessary
- 3) Enter a descriptive label for the order in the “**Order Name**”

Execute the Purchase

- 1) Click “**Buy Now**”
- 2) Read the pop-up message that appears – click “**OK**” to agree to the purchase terms, or click “**Cancel**” to cancel the transaction