

# Using the PAN System ORDERING

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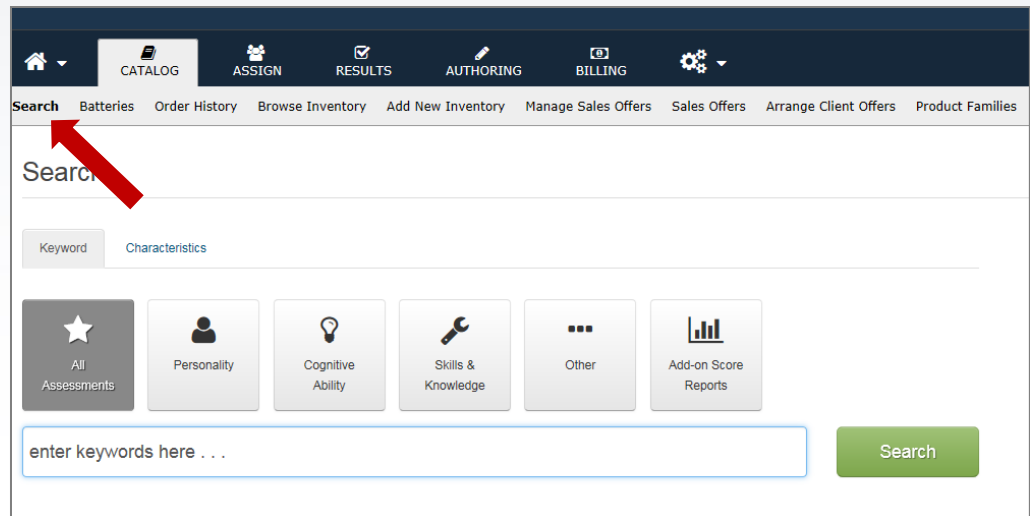
# Finding Products to Order

There are 3 ways to locate products to order:

1. Select “Catalog” and then “Search”

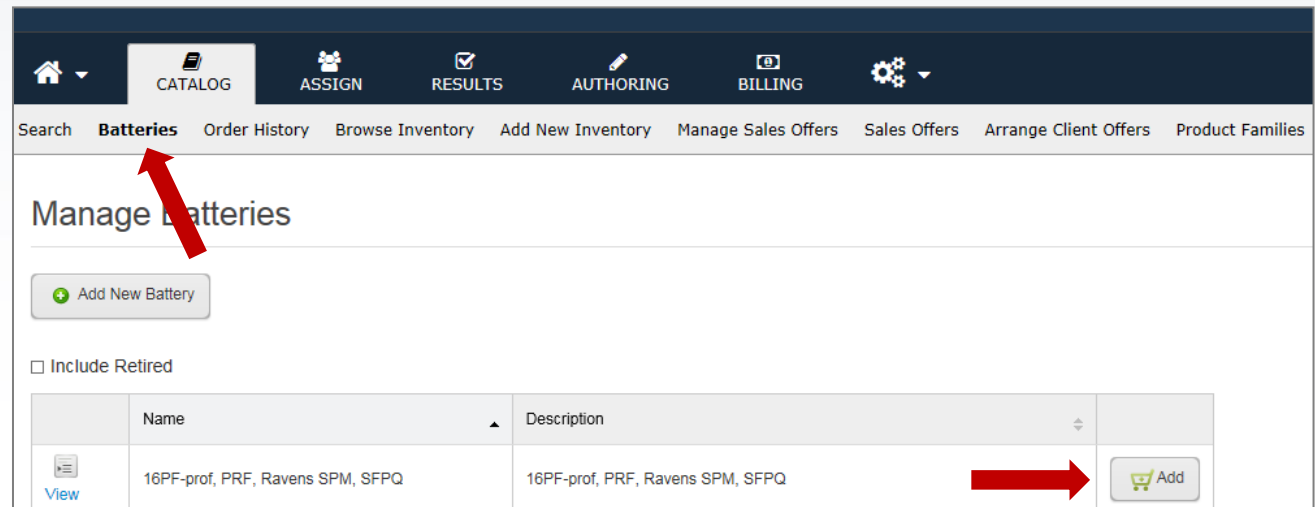
- This method allows you to easily streamline your search to find the right assessments

For a detailed explanation of this search method, watch our [VIDEO](#) on searching the PAN catalog.



# Finding Products to Order

2. Select “Catalog” and then “Batteries”
  - If you have already created one or more batteries and added them to your catalog, this is a quick way to order.



Search **Batteries** Order History Browse Inventory Add New Inventory Manage Sales Offers Sales Offers Arrange Client Offers Product Families

## Manage Batteries

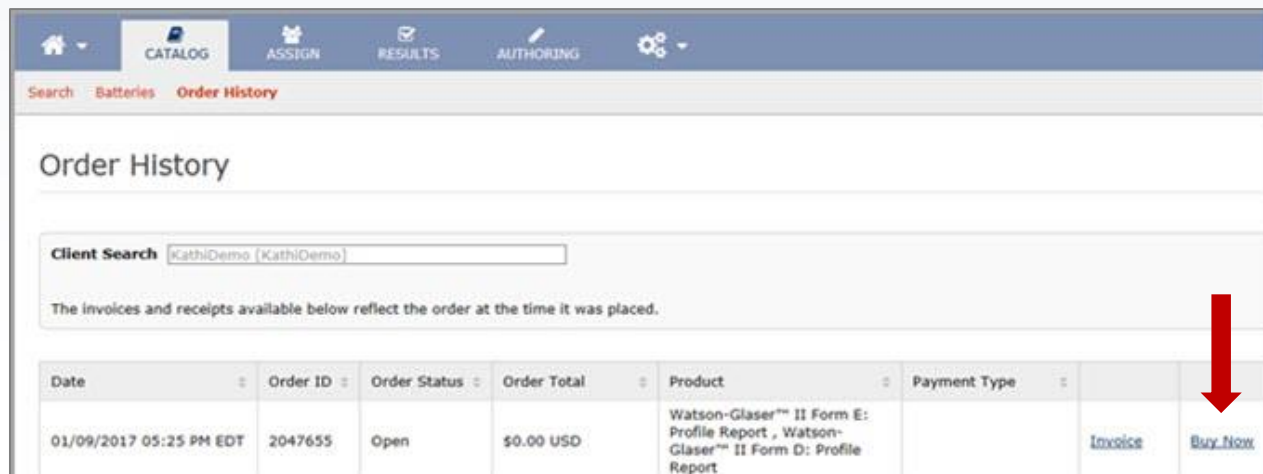
[+ Add New Battery](#)

Include Retired

	Name	Description	
<a href="#">View</a>	16PF-prof, PRF, Ravens SPM, SFPQ	16PF-prof, PRF, Ravens SPM, SFPQ	<a href="#">Add</a>

# Finding Products to Order

3. Select “Catalog” and then “Order History”
  - A good option for a quick re-order
  - Simply locate one of your past orders, click “Buy Now” and then add/delete assessments and/or change quantities before placing the order.




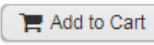
The screenshot shows the PAN software interface. At the top, there is a navigation bar with icons for Home, CATALOG, ASSIGN, RESULTS, and AUTHORING. Below the navigation bar, there is a search bar with the text "Search Batteries Order History". The main content area is titled "Order History" and contains a "Client Search" field with the text "KathiDemo (KathiDemo)". Below the search field, there is a note: "The invoices and receipts available below reflect the order at the time it was placed." A table with the following columns is displayed: Date, Order ID, Order Status, Order Total, Product, Payment Type, Invoice, and Buy Now. A red arrow points to the "Buy Now" button in the table.

Date	Order ID	Order Status	Order Total	Product	Payment Type	Invoice	Buy Now
01/09/2017 05:25 PM EDT	2047655	Open	\$0.00 USD	Watson-Glaser™ II Form E: Profile Report , Watson-Glaser™ II Form D: Profile Report		Invoice	Buy Now

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# Ordering from Search Results


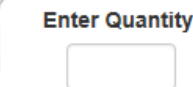
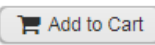

1. Locate the product you want to order and click the blue “Add to Cart” button.
2. A pop-up screen provides pricing information for the selected assessment.

Instrument	Language	Estimated Time (min)	Price	Action
> 16PF® Fifth Edition Questionnaire: Management Potential Report	English	40	26. <sup>50</sup> - 36. <sup>75</sup>	 Add to Cart
> 16PF® Fifth Edition Questionnaire (Danish): Interpretive Report [EN]		40	19. <sup>50</sup> - 30. <sup>00</sup>	<b>Enter Quantity</b> <input type="text"/>  Add to Cart
> 16PF® Fifth Edition Questionnaire (Danish): Profile Report [DN]		40	16. <sup>50</sup> - 24. <sup>75</sup>	Quantity    Price
> 16PF® Fifth Edition Questionnaire (Danish): Profile Report [EN]		40	16. <sup>50</sup> - 24. <sup>75</sup>	1 - 49    \$36.75 US
> 16PF® Fifth Edition Questionnaire (French): Interpretive Report [EN]	French	40	19. <sup>50</sup> - 30. <sup>00</sup>	50 - 99    \$28.75 US
				100 or more    \$26.50 US

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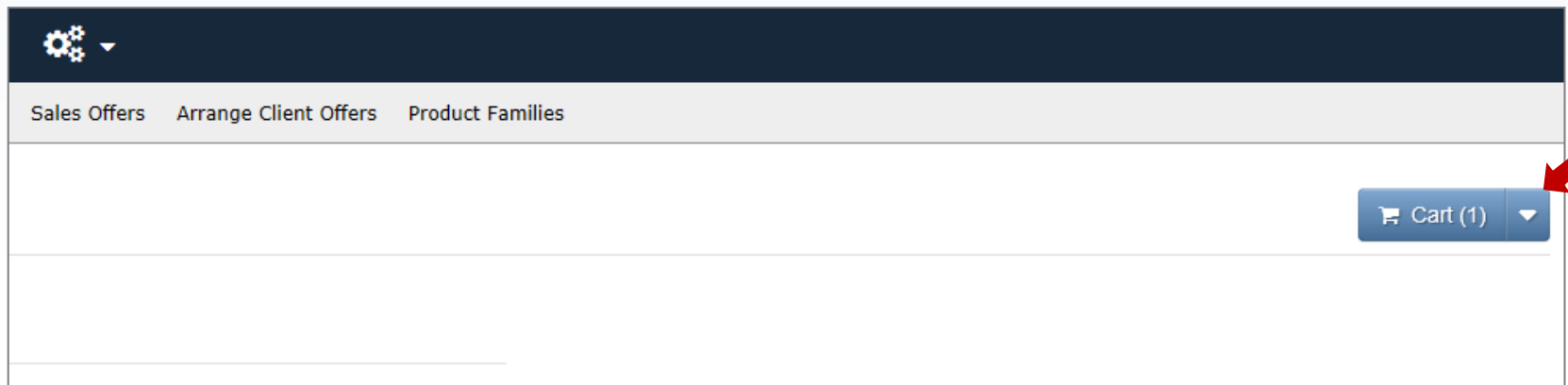
# Adding Products to Your Cart

3. Enter the desired quantity and click “Add to Cart.”
4. Repeat to order additional products.

Instrument	Language	Estimated Time (min)	Price	Action
> 16PF® Fifth Edition Questionnaire: Management Potential Report	English	40	26. <sup>50</sup> - 36. <sup>75</sup>	
> 16PF® Fifth Edition Questionnaire (Danish): Interpretive Report [EN]		40	19. <sup>50</sup> - 30. <sup>00</sup>	 
> 16PF® Fifth Edition Questionnaire (Danish): Profile Report [DN]		40	16. <sup>50</sup> - 24. <sup>75</sup>	
> 16PF® Fifth Edition Questionnaire (Danish): Profile Report [EN]		40	16. <sup>50</sup> - 24. <sup>75</sup>	
> 16PF® Fifth Edition Questionnaire (French): Interpretive Report [EN]	French	40	19. <sup>50</sup> - 30. <sup>00</sup>	

# View Your Cart

5. The cart button in the upper right-hand corner of your screen shows the number of items in your cart.
6. To view the cart contents, click the blue “Cart” button.



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# Review Your Cart

7. Review all cart information
  - Click the red “X” to delete an assessment
  - Modify the Quantity, as needed
8. Click the “Continue” button

Shopping Cart

This page allows you to edit your shopping cart and purchase its contents.

[← Continue Shopping](#)

Product	Price	Qty	Total
 <b>ipat</b> people insights <u>16PF® Fifth Edition Questionnaire: Competency Report</u>	\$0.00 USD	<input type="text" value="4"/>	\$0.00 USD

Subtotal: \$0.00 USD

[Continue](#)

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# Checkout

## Checkout

[Return to Shopping Cart](#)

Product	Price	Qty	Total
16PF® Fifth Edition Questionnaire: Management Potential Report	\$36.75 USD	2	\$73.50 USD

**Grand Total: \$73.50 USD**

**Payment Method:**

**Credit Card**  **Purchase Order**

SELECT "Credit Card" or "Purchase Order."

\*We accept Visa, MasterCard, and American Express.



Cardholder's Name:

Credit Card Number:

Security Code:

[What's this?](#)

Expiration Date:

Billing Postal Code:

COMPLETE the credit card information, OR If your account has been set up for invoicing, enter your P.O. number.

\*Pressing "Submit" will charge your credit card.

Submit

CLICK "Submit"

Using the PAN System:  
ORDERING

# QUESTIONS?

Contact Your PAN Account Representative