

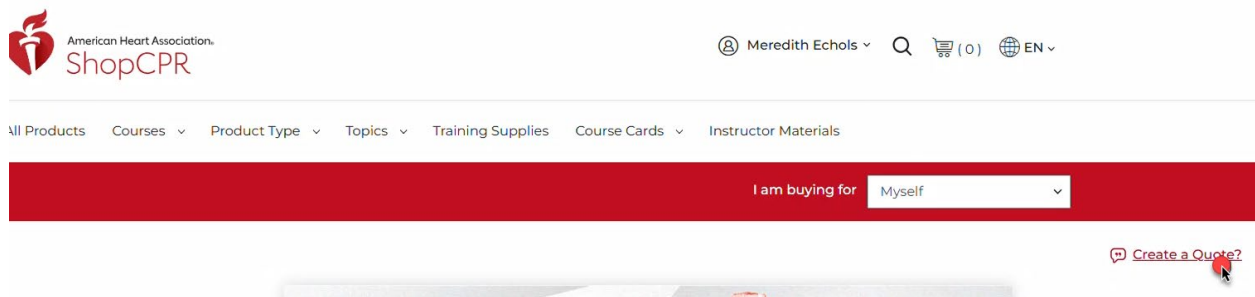
How to Add a Hidden Product to Quote Creation

This how-to guide outlines the steps to add a hidden product to a quote in ShopCPR.

Step 1: Navigate to <https://shopcpr.heart.org> and select Sign In/Sign Up in the upper righthand corner where you will sign in.

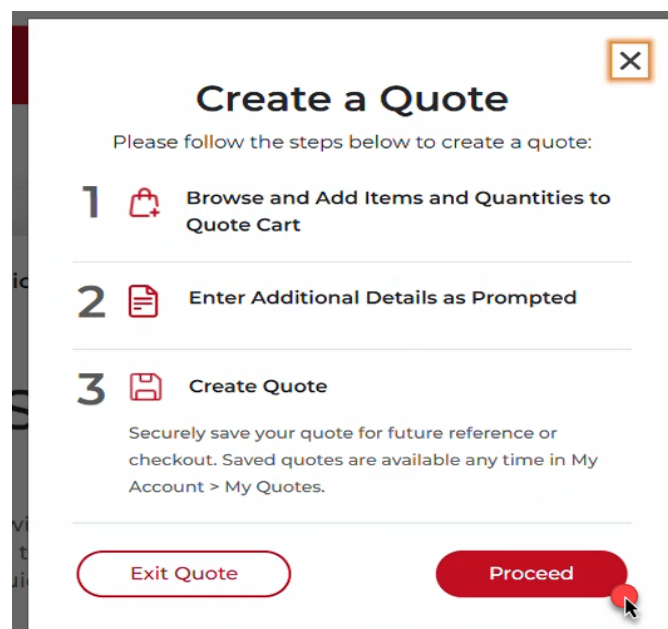
Step 2: Click the Create a Quote link (see Image 1).

Image 1



Step 3: From the Create a Quote pop-up window, click Proceed (see Image 2)

Image 2





Please note: There is an Exit Quote link and How it Works links located near the top right (see Image 3 below). Click Exit Quote to exit the quote and be taken back to the regular flow. Click How it Works to view a pop-up window detailing steps on how to create a quote. (see Image 4 below). Click Close to exit the pop-up window (see Image 4)

Image 3

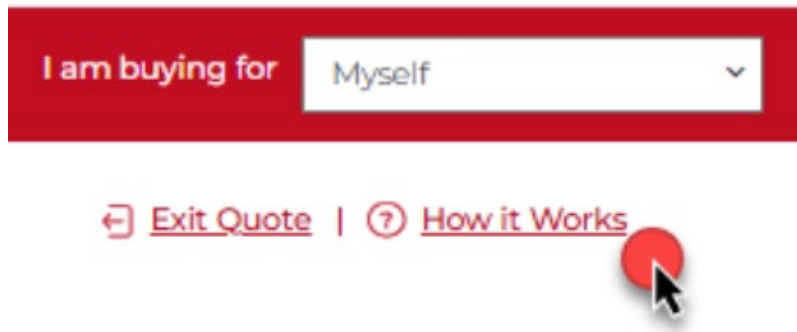
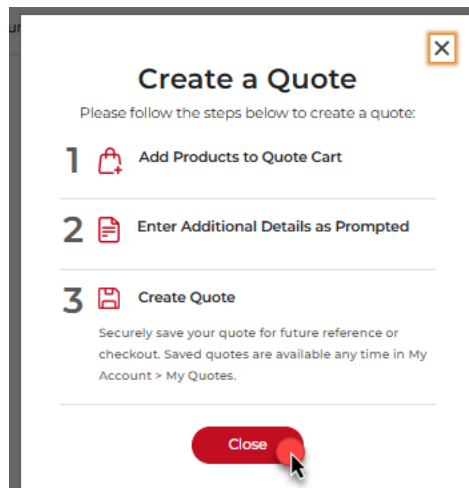


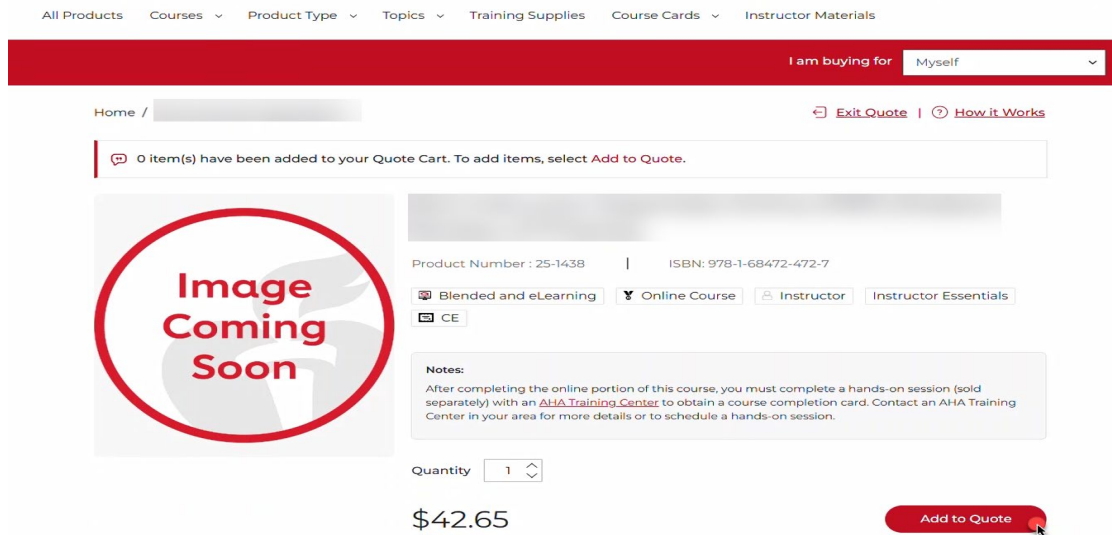
Image 4





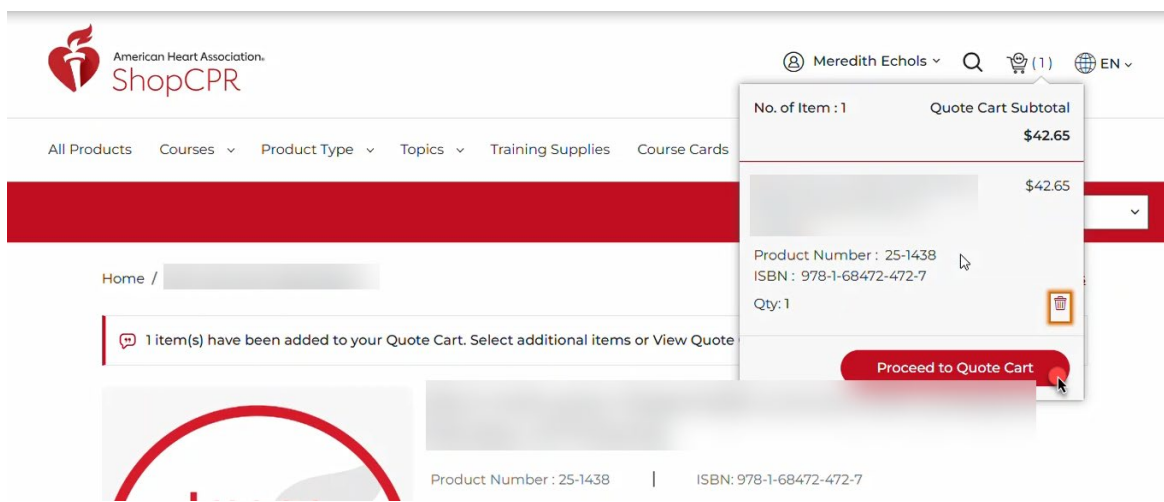
Step 4: In a separate window, copy and paste the product URL of the hidden product. Click Add to Quote (see Image 5).

Image 5



Step 5: The mini quote cart will be populated with the quantity you have selected. Click Proceed to Quote Cart (see Image 6).

Image 6





Step 5: From the Quote Cart screen, click Proceed (see Image 7)

Image 7

The "Quote Cart" screen displays a table with columns: Product Name, Unit Price, Quantity, and Total. A product is listed with a unit price of \$42.65 and a quantity of 1, totaling \$42.65. The product details include "Product Number : 25-1438", "ISBN : 978-1-68472-472-7", and tags for "Blended and eLearning", "Online Course", "Instructor", "Instructor Essentials", and "CE". A "Discount Code" section is present with a text input field and an "Apply" button. The "Subtotal" and "Grand Total" are both \$42.65. A red "Proceed" button is at the bottom right.

Product Name	Unit Price	Quantity	Total
 Product Number : 25-1438 ISBN : 978-1-68472-472-7 Blended and eLearning Online Course Instructor Instructor Essentials CE	\$42.65	1	\$42.65
Subtotal			\$42.65
Grand Total			\$42.65

Step 6: Enter the requested information in the Create Quote screen that appears and then click Create Quote (see image 8).

Image 8

The "Create Quote" screen is divided into two main sections. The left section, "Billing Information", includes a link to "Add New Address (3 / 50) >". It lists two addresses: a "Default Billing Address" for Meredith Echols in Richardson, Texas, and another address for Meredith Echols in Dubai, United Arab Emirates. The Texas address is marked as "Selected" with a green checkmark. The right section shows a summary: "Subtotal \$42.65", "Taxes TBD", and "Grand Total \$42.65". Below this is a field to "Enter Discount Code >". At the bottom, a red "Create Quote" button is visible.

Billing Information [Add New Address \(3 / 50\) >](#)

Default Billing Address

Meredith Echols
1128 Larkspur Drive
Richardson, Texas 75081
United States

Selected 

Meredith Echols
Knight Rd
Memphis, Tennessee 38118
United States

Select

Subtotal \$42.65
Taxes TBD
Grand Total \$42.65

[Enter Discount Code >](#)

Create Quote

ⓘ No charges are incurred at this stage during address selection; charges are subject to change prior to final checkout.



Step 7: When the Quote Name pop-up window appears, enter the name of your quote and click Save (see image 9). This is the last step to create the quote for a hidden product.

Image 9

A screenshot of a "Quote Name" pop-up window. The window has a title bar with "Quote Name" and a close button (X). Below the title bar is a text input field containing the text "TestQuoteHiddenProduct2". At the bottom of the window are two buttons: "Cancel" and "Save". A mouse cursor is pointing at the "Save" button.

Quote Name

TestQuoteHiddenProduct2

Cancel Save