

Forest Service Purchase Card Training

Users Guide

Introduction

Welcome to USDA Forest Service Purchase Card Training. This course is designed to help you to understand Forest Service's Credit Card usage policies. The course reviews key guidelines and presents a set of questions at the end of each lesson to test your understanding of the covered course materials. At the end of your course, you will be required to take a test and a minimum of 70% passing grade is required to successfully complete your training.

This document provides USDA Forest Service Purchase Card Training course usage and navigation elements designed to assist you to complete the training.

Login

Please provide all details requested.

Please check the *Convenience Checks* option if you are issued and do use Forest Service Convenience Checks.

Click *Login* to start your training.

The screenshot shows the login interface for the Forest Service Purchase Card Training. At the top, there is a header with the Forest Service logo and the text "FOREST SERVICE" and "PURCHASE CARD TRAINING". Below the header, there are input fields for "First Name:", "Last Name:", "Region:", "Unit:", and "Name of Supervisor:". There is also a checkbox labeled "Use Convenience Checks" and a "Login" button. The page is branded with "USDA Forest Service" at the bottom right.

Navigation

The lesson view is divided into 4 main sections:

Header

Lesson Navigator

Content Viewer

Page Navigator

The screenshot shows the lesson view for "LESSON 1 > Purchase Card OVERVIEW Introduction". The page is divided into four main sections, each highlighted with an orange box and an arrow pointing to a label on the left:

- Header:** The top section containing the lesson title "LESSON 1 > Purchase Card OVERVIEW Introduction".
- Lesson Navigator:** A vertical sidebar on the left containing a list of lesson sections: "Introduction", "Definition", "Important Terms", "Responsible Parties", "Purchase Procedures", and "Lesson Summary".
- Content Viewer:** The main content area on the right, titled "Upon completion of this lesson, you will be able to:", containing a bulleted list of learning objectives.
- Page Navigator:** A bottom section containing a "PAGE 1 of 17" indicator and navigation arrows.

Header: Indicates the current lesson and lesson title.

Lesson Navigator: Highlights the current lesson and allows you to move easily between different section of an individual lesson or jump between the respective lessons.

Content Viewer: Displays the content of a lesson and the appropriate section.

Page Navigator: Indicates the current page and the total number of pages for a given lesson and allows you to sequentially moves from page to page.

Questions/Test

A series of questions are presented to you at the end of each lesson and after the overall course completion.

Question

Answers

Explanation

The screenshot displays a web-based training interface for the Forest Service. At the top, it features the Forest Service logo and the text 'FOREST SERVICE' and 'PURCHASE CARD TRAINING'. Below this, it indicates 'LESSON 1 > Purchase Card OVERVIEW' and 'Lesson Summary'. A navigation menu on the left lists 'REFERENCES / MANUALS' and 'LESSON 1' with sub-items: 'Introduction', 'Definition', 'Important Terms', 'Purchase Procedures', and 'Lesson Summary'. The main content area is titled 'Test your Knowledge' and contains a question: 'How does a Cardholder benefit from the use of the Purchase Card?'. Four multiple-choice options are listed: A) Cardholders can use the Purchase Card for personal use, B) Cardholders can let other employees use the account number, C) Cardholders can designate another employee use of the Purchase Card, and D) Cardholders have more flexibility on what, where and when to buy. Below the options, a yellow box states 'A is Incorrect!' and provides the explanation: 'The Government Purchase Card should never be used for personal reasons.' At the bottom of the interface, it shows 'PAGE 12 of 17' with navigation arrows and the 'USDA Forest Service' logo.

Question: A question will be presented to you with multiple choice answers.

Answers: Select the correct answer by clicking on the appropriate letter (A,B,C,D).

Explanation: An explanation will be displayed with the correct answer as it relates to the question.

Please note that the End of Course Test Questions once answered can not be answered again within the same test session. Explanations with correct answers will be provided to enforce course material understanding.