

CitiDirect[®] Card Management System



DOWNLOADING INSTRUCTIONS

Downloading the citidirect Card Management System Tutorial may take a long time depending on your local area network connection, so please consider this when attempting to download. Remember, the tutorial modules are packed, or compressed. They must be “unpacked”, or decompressed, before they can be used. The next 10 steps are an example of downloading the tutorial from the DON eBusiness Operations Office website.

1. Connect to the DON eBusiness Operations Office home page at www.don-ebusiness.navy.mil and click on the “Purchase Card Training” quick link.
2. Using your mouse, click on the “Download the CitiDirect Card Management System Tutorial” link to begin the download process.
3. The “File Download” window will be displayed. Click on the “Save” button to continue.
4. You now must select a folder in which to save the file. If you do not have a folder already created, you can create a new folder now using the create folder button in the upper right hand area of the “Save As” window. When you have selected the desired folder and its name is displayed in the “Save in” window, click on the “Save” button. Your system will continue with the download and save the file in the folder you selected.
5. When the download is complete, a “Download Complete” message will be displayed. Click the “Open Folder” button to view the downloaded file. The system will open the folder that contains your file. The “.zip” extension indicates that the file was compressed using the WinZIP software to speed up the download. You must now “unzip” the file in order to run the tutorial.
6. Right click on the file name to open a dropdown menu. Move your mouse to the WinZip icon. Select, “Extract to folder C\.....”. Single click on this option and the system will “unzip” your downloaded file into the folder listed. **NOTE:** Your system may not have WinZIP installed with the option to display this menu choice. Check with your local administrator if you do not see the “Extract” option available.
7. The WinZip license window will open. Click the “I Agree” button.
8. The WinZip window opens and a list of the files that are contained within the file downloaded are displayed and extracted. When the extraction is complete, this window closes to reveal the folder that now contains your extracted files.
9. RIGHT click on the folder that contains the extracted files and select “Open” from the dropdown menu. All the individual files that make up the CBT course you downloaded will now be displayed.
10. Locate the file named, “index.html” and double click on it. This will launch the tutorial main page where you must click on the “Department of Navy click here” text to access Cardholder, Approving Official or Agency Program Coordinator training. To restart this course at any time, relocate this “index.html” file and double click on it.