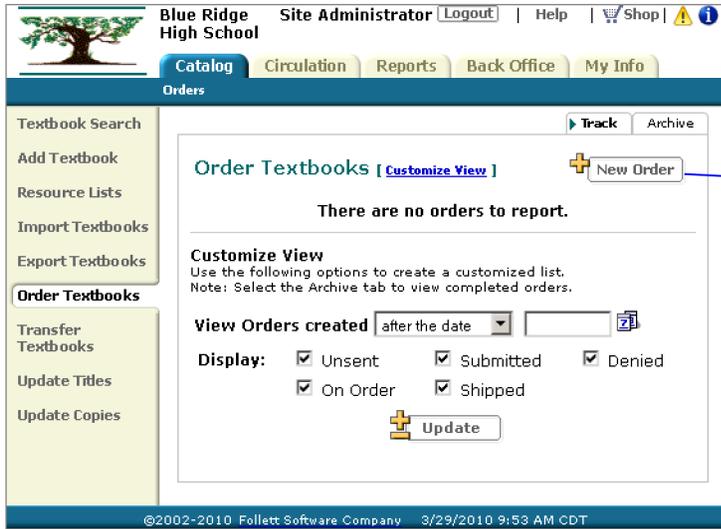
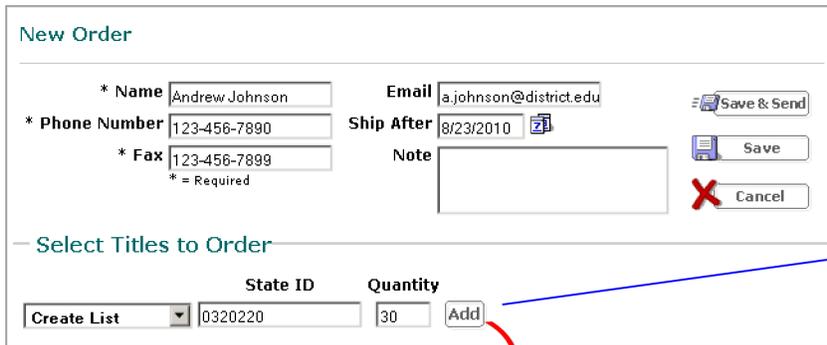


Creating your order



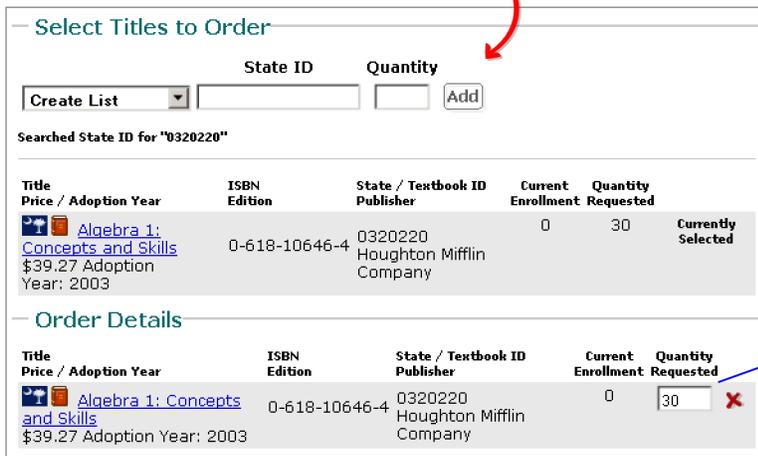
To create your order, open **Order Textbooks** in the **Catalog** and click .

Destiny opens the **New Order** screen.



Enter your contact information.

If you know the State ID for the title you're ordering, enter it along with a quantity and click .



Title	Price / Adoption Year	ISBN Edition	State / Textbook ID Publisher	Current Enrollment	Quantity Requested
 Algebra 1: Concepts and Skills	\$39.27 Adoption Year: 2003	0-618-10646-4	0320220 Houghton Mifflin Company	0	30 
 Algebra 1: Concepts and Skills	\$39.27 Adoption Year: 2003	0-618-10646-4	0320220 Houghton Mifflin Company	0	30 

Destiny displays the contents of your order under **Order Details**.

You can change the number of copies you're requesting at any time by entering a new quantity under **Quantity Requested** and clicking .

Creating your order (continued)

Select Titles to Order

State ID Quantity

Create List Add

Create List

Search for Titles

If you don't know the State ID for the title, select **Search for Titles**.

Search for Titles Find in Go!

Enter a search term and click **Go!**.

Select Titles to Order

Search for Titles Find in Go!

Searched All for "biology"

Title Price / Adoption Year	ISBN Edition	State / Textbook ID Publisher	Current Enrollment	Quantity Requested	
Animal Science: Biology and Technology \$62.97 Adoption Year: 2007	0-13-117079-1	0780038 Pearson Prentice Hall	0	<input type="text" value="30"/>	<input type="button" value="Select"/>
Biology \$117.75 Adoption Year: 2008	0-495-10705-0	0830120 Brooks Cole	0	<input type="text"/>	<input type="button" value="Select"/>

Enter the number of copies you're requesting and click **Select**.

Submitting your order

New Order

* Name Email

* Phone Number Ship After

* Fax Note

* = Required

Select Titles to Order

State ID Quantity

Create List Add

Order Details

Title Price / Adoption Year	ISBN Edition	State / Textbook ID Publisher	Current Enrollment	Quantity Requested	
Algebra 1: Concepts and Skills \$39.27 Adoption Year: 2003	0-618-10646-4	0320220 Houghton Mifflin Company	0	<input type="text" value="30"/>	<input type="button" value="X"/>
Animal Science: Biology and Technology \$62.97 Adoption Year: 2007	0-13-117079-1	0780038 Pearson Prentice Hall	0	<input type="text" value="30"/>	<input type="button" value="X"/>

To submit your order immediately, click **Save & Send**.

Destiny displays a confirmation message.

I certify that this order is in compliance with the Ordering Guidelines for the state.

To save your order so that you can make changes and submit it later, click **Save**.

Submitting your order (continued)

Once you submit your order, Destiny displays it under **Submitted** on the **Track** tab of **Order Textbooks**. The State Textbook Office has several options for handling your submitted order. They can:

- Approve the order just as you sent it. Once approved and finalized, the order moves to **On Order**. When the order is fulfilled, it moves to **Shipped**.
- Adjust the quantities of some or all of the titles in your order, and then approve it. Once approved and finalized, the order moves to **On Order**. When the order is fulfilled, it moves to **Shipped**.
- Revive the order (send it back to your school for you to make changes and resubmit it). Destiny moves your order to **Unsent**.
- Deny all titles in your order. Destiny moves your order to **Denied**.

Tracking your shipments

Until the State Textbook Office ships your order, Destiny displays it in the **On Order** section of the **Track** tab of **Order Textbooks**.

The screenshot shows the 'Order Textbooks' interface. At the top, there are buttons for 'Track' and 'Archive'. Below that are 'New Order' and 'Receive' buttons. A section titled '- Shipped (1)' contains a table with columns: Date Ordered, Order #, Titles, Total Copies, Amount, Shipped, Canceled, and Received. A red arrow points from the 'Shipped' column of the first row to the 'View' icon. Below the table are icons for 'View' and 'Shipped'. At the bottom, the 'Customize View' section has a dropdown for 'View Orders created' and checkboxes for 'Unsent', 'On Order', 'Submitted', and 'Shipped'. An 'Update' button is at the bottom of this section.

Once the State Textbook Office ships your order, Destiny moves it to **Shipped**.

To view details for your order, click .

To view individual shipments for your order, click or .

Destiny opens the **Shipments** page. (See the next section, "Viewing Shipment Details".)

To customize your view to see only Shipped orders, clear all check boxes except **Shipped** and click .

Note: Each order may have multiple shipments.

The screenshot shows the 'Order Details' page. At the top, it says 'Order #': RS10000007 and has an 'Add Note' button. Below that, contact information is shown: Name Andrew Johnson, Email a.johnson@district.edu, Phone Number 123-456-7890, Fax 123-456-7899, and Ship After 8/23/2010. There are 'Close' and 'Shipments' buttons. A section titled '- Titles' contains a table with columns: Title Price / Adoption Year, State / Textbook ID Publisher, Requested, Ordered, Shipped, Canceled, and Received.

Title Price / Adoption Year	State / Textbook ID Publisher	Requested	Ordered	Shipped	Canceled	Received
Algebra 1: Concepts and Skills \$39.27 Adoption Year: 2003	0320220 Houghton Mifflin Company	30	30	30	0	0
Animal Science: Biology and Technology \$62.97 Adoption Year: 2007	0780038 Pearson Prentice Hall	30	30	30	0	0

Viewing shipment details

Shipments
 Order #: RS10000007 Close
[Add Note](#)

Shipments

Date Shipped	Carrier	Tracking Number	Weight	Value	
3/29/2010	United Parcel Service (UPS)	1Z9874533553d5453984545032467	110 lbs	\$3,067.20	Show More
Order Total				\$3,067.20	

To see details for a particular shipment, click **Show More**.

Title/Price	-- Shipped/Received --				Value
	Ordered	Canceled	Barcoded	Unbarcoded	
Algebra 1: Concepts and Skills (State ID: 0320220) \$39.27	30	0	30/0	0/0	\$1,178.10
Animal Science: Biology and Technology (State ID: 0780038) \$62.97	30	0	0/0	30/0	\$1,889.10
Missing copies from this shipment? Click Incomplete to close this shipment and record the discrepancy.					Incomplete
Order Total				\$3,067.20	

Destiny displays the value for each title, the total value for the shipment, and the total number of copies in each of the following categories:

- Ordered
- Canceled
- Barcoded copies Shipped and Received
- Unbarcoded copies Shipped and Received

To receive your copies, click **Receive**.

Once you receive all the copies in your order, Destiny moves your order to the **Completed** section of the **Archive** tab.

If some or all of the copies are missing from your shipment, click **Incomplete** and **Yes** on the confirmation message.

⚠ This shipment has unreceived copies.

All unreceived copies will be marked lost in your inventory and your school will be charged unless you immediately notify the State Textbook Office of the shortage.

Are you sure you want to mark this shipment as incomplete?

Important: If you have to mark a shipment incomplete, be sure to notify the State Textbook Office immediately.

Viewing and creating orders as a district textbook manager



As a district textbook manager, you can view orders for all schools in the district by clicking **District**, then **Order Textbooks** in the **Catalog**.

If you have permission to access individual schools, you can also place orders for them directly. To place an order for a school, click on its name, then follow the process outlined above.