



NEON Lite

Alternative Text Ordering and Management

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Alternative formats of this guide are available upon request.

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General Information:

NEON Lite is a streamline version of the AMAC's NEON online ordering system. It is specially designed to assist AMAC members to:

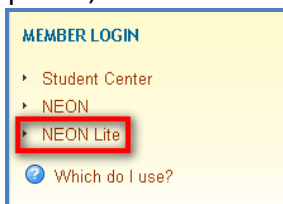
- 1) Manage the NEON Lite Account
 - a. Change Passwords
- 2) Search the AMAC File Repository
- 3) Place Orders
- 4) Track Orders
- 5) Download Book Files
- 6) View Key Reports
- 7) Download Assistive Technology Software

This Quick Reference guide will take you step-by-step through all of the above functions.

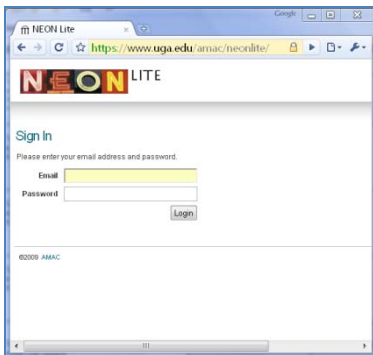
Access to Neon Lite

The login URL for NEON Lite is <https://www.uga.edu/amac/neonlite/index.php>. We suggest users bookmark this URL in their browser.

NEON Lite can also be accessed by going to the [AMAC website](#), clicking on NEON from the left hand menu options, and then clicking on the Sign In to NEON Lite button.



Sign-in to NEON Lite: Login and Password



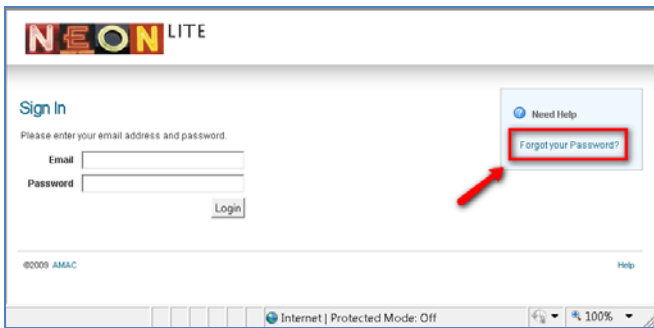
Access to NEON Lite requires a login/email and password. Disability Service Providers at an institution are provided with their own login and password. If you do not have a NEON Lite login, you can [request access to NEON Lite](#).

Login/Email

Typically a user's login is their email address. Multiple logins with the same screen name are allowed.

Password

Passwords are case sensitive. To recover a forgotten password click the 'Forgot Password' link on the sign-in screen. You password will be sent to the email you submit which much match your email/login.



Change Password

To change user password, users must first login to NEON Lite.

1. Click on 'Change Password';
2. Then enter the desired password twice in the form fields
3. Finally click the 'Change' button.



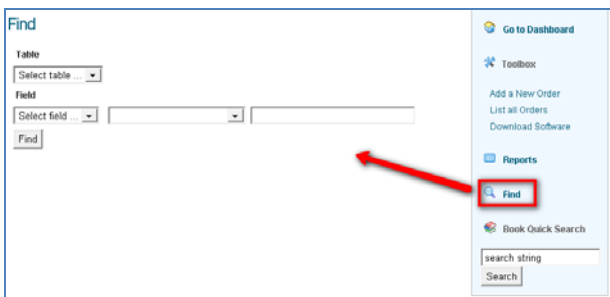
NEON Lite Functions

Search the AMAC Repository

AMAC's repository contains thousands of book files. Use the search tool in NEON Lite to find a book title.

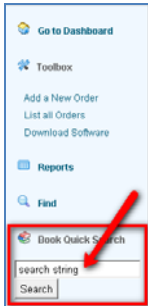
There are 2 ways to search the AMAC Repository:

1. The Find Tool
 - a. Click the "FIND" tool in the blue navigation bar
 - b. Use the pull down menus and form fields to search for Books by; Book Title, Publisher, Author Name, or even ISBN.



2. Book Quick Search Tool

- a. Using the Search Field, enter information related to the book and *click search*.
 - i. You can use a wide variety of search information including: Book Title, Publisher, Author Name, or even ISBN.
 - ii. Use as much or as little search terms as you like.



Managing Your Book Orders

Place Orders; Add a New Order

Placing an order is very easy.

1. Click on 'Add a New Order' in the blue navigation bar.
2. Complete the necessary fields on the form that appears.
3. Click "Add"

A screenshot of the 'Add a New Order' form. The form has several fields: 'Title', 'Author', 'Edition', 'Copyright', 'Publisher', 'ISBN', 'Alternative Media Format' (set to 'Electronic Text'), 'Electronic Text Format' (set to 'PDF'), 'PDF Type' (set to 'Text Under Image'), and 'Course Start Date'. There is a 'File Attachment' section with a 'Choose File' button and 'No file chosen' text. A 'Notes' text area is at the bottom. A red box highlights the 'required fields' label at the bottom left. A navigation bar on the right contains 'Go to Dashboard', 'Toolbox', 'Add a New Order' (highlighted with a red box and a red arrow), 'List all Orders', 'Download Software', 'Reports', 'Find', and 'Book Quick Search'. At the bottom of the form are 'Add', 'Reset', and 'Back' buttons.

Remember you must complete at least all of the fields that have a red asterisk next to them. The following is a list of fields included on the 'Add a New Order' form:

1. Title (required): The full and complete title of the book as it appears in print.
2. Author (required): At least the primary author or first listed on the printed copy – or as many/much that is allowed by the field.
3. Edition: Many books are updated and reprinted. Some books contain regional or school specific information. Those reprints represent a special edition of the book. It is important to enter the edition from the printed copy of the book to ensure you get the correct version of the book.

4. Copyright: Copyright refers to the year the material was copyright protected. It can typically be found on one of the first few pages of the printed book. Look for the word copyright and a year date. It is often accompanied by a letter 'c' enclosed in a circle ©.
5. Publisher (required): Because book titles cannot be copy written (only content) it is important to list the publisher of the book being requested.
6. ISBN (required): This identifier number code is unique to the book. Books can have either 10 or 13 numbered ISBNs. They can often be found on the first few pages of matter in a book and also along with the books bar code. You can enter either the 10 or 13 digit code into the order form.
7. Alternative Media Format (required): Some NEON Lite users have the option to choose the type of alternative / accessible file type. If you are provided access to this feature simply choose from:
 - a. Audio on CD
 - b. Braille
 - c. Electronic Text
8. Electronic Text Format (required): AMAC produces two (2) types of Electronic Text formats; PDF or DOC. If 'Electronic Text' is chosen in the 'Alternative Media Format' field, then a format should be specified in this field.
9. Course Start Date (required): Electronic files are available for download for a 120 day period following the start of a course. By filling in a date in this field you are essentially setting the download timer/download time period for the electronic book file.
10. Attach File: This function is used when the person ordering has a version in electronic format but requires assistance with the production of a new/different file format. Click the 'Choose File' button and navigate to the file on your hard drive. When you click 'Add' at the end of the ordering process this file will be attached to your order.
11. Notes: In this field you can include any other relevant information about the order.

Buttons:

1. Add: Clicking will submit the order.
2. Reset: Will clear the information in the form.
3. Back: Will take you to the previously viewed screen/webpage.

Track Orders

NEON Lite allows users to track orders at a glance from the 'Dashboard' and through the 'List All Orders' Report link.

1. Dashboard Table: On the homepage/Dashboard of NEON Lite users will see a table that provide an at a glance update of orders in the following statuses:
 - a. Cancelled: Order has been cancelled.
 - b. Completed: Order has been processed.
 - c. Need More Information: Order is unclear and requires further instructions before processing can take place.
 - d. New: Waiting processing.
 - e. Processing: These orders are being produced.

Dashboard

Orders by Status

Status	Number of Orders
Cancelled	0
Completed	1
Need More Information	0
New	0
Processing	0
Total	1

- List all Orders report: Provides a list view of all of the orders placed and includes a summary of order information and status.

List Orders

All Orders
Click the view order icon to view detailed order information, edit the order, or download electronic book files for the order.

View	Order #	Created	Title	ISBN	Format Requested	Order Status
	4690	05-20-2008	A Prayer For Owen Meany	9780345417978	Electronic Text PDF	Completed

Results 1 | Print

Go to Dashboard
Toolbox
Add a New Order
List all Orders
Download Software
Reports

Download Book Files (E-Text)

Once an order for an e-text format has been produced it can be downloaded via NEON Lite.

To download a completed electronic file:

- Navigate to the record of the completed order.
 - From the Dashboard (home page of NEON Lite), click on the word/link 'Completed' in the status table.

Dashboard

Orders by Status


Status	Number of Orders
Cancelled	0
Completed	1
Need More Information	0
New	0
Processing	0
Total	1

Book Pages Summary
Number of book pages ordered to date: 560
View Book Pages per Order

- A list of all completed orders will be displayed on the screen. Click on the 'View' icon next to the order of the book you wish to download.

Reports

Completed Orders
Click the view order icon to view detailed order information, edit the order, or download electronic book files for the order:

View	Order #	Created	Title	ISBN	Format Requested	Order Status
	4690	05-20-2008	A Prayer For Owen Meany	9780345417978	Electronic Text PDF	Completed

Results 1 | Print

- In the 'Fulfillment' section of the Order click on the 'download file' link.

Fulfillment

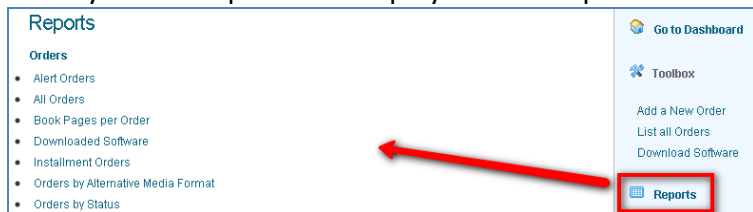
Installments no

Fulfillment Type Stock - Text

Download Expiration JUL-01-2010 [Download File](#)

View Key Reports

NEON Lite has single click access to table style displays of information related to book orders and download activity. These reports are displayed in a simple table format.



Reports

1. Alert Orders: Similar to needs more information, orders that are in alter require attention by the party who placed the order. These orders remain on hold until issues are resolved.
2. All Orders: This displays a summary of all orders ever placed including the order status.
3. Book Pages per Order: This report allows NEON users who pay for production by the page to monitor the amount of production that have requested in an effort to stay within budget and to reconcile book file purchases.
4. Downloaded Software: Some members as part of t heir membership agreement have access to AMAC assistive technology partner software. This report will allow members to monitor the distribution of that software by tallying download activity.
5. Installment Orders: Based on the volume of production or the format requested it may be prudent for an order to be delivered in parts. This report will allow users to monitor the progress of partially fulfilled orders.
6. Orders by Alternative Media Format: This report will group and tally the number of orders placed for each file format.
7. Orders by Status: This report will group and tally the number of orders based on their phase of production, they include:
 - a. Cancelled: Order has been cancelled.
 - b. Completed: Order has been processed.
 - c. Need More Information: Oder is unclear and requires further instructions before processing can take place.
 - d. New: Waiting processing.
 - e. Processing: These orders are being produced.

Download Assistive Technology Software

AMAC works with assistive technology vendors to negotiate access to software and hardware for its members. AMAC memberships may include access to those software titles for use with students receiving AMAC alternative media services. The variety of software includes both PC and Mac versions with text-to-speech and other built in learning tool.

Members can access the software for download through the NEON Lite interface. The interface monitors and tracks the download of software and members can use the Downloaded Software report to track the download activity.

Download Assistive Technology Software

The following software applications can be downloaded to allow individuals to open and have their book files read to them via their computer.

Category	Vendor	Software
PC	Premier Assistive Technology	PDF Equalizer (213 MB) Use to open and read .pdf files.
PC	Premier Assistive Technology	E-Text Reader (62 MB) Use to open and read .doc, .rtf and .txt files such as Microsoft Word documents.

Go to Dashboard
Toolbox
Add a New Order
List all Orders
Download Software
Reports

To access the software download page:

1. Click on the 'Download Software' link
2. Choose from the list of software titles and click the 'title' link to begin the download.