



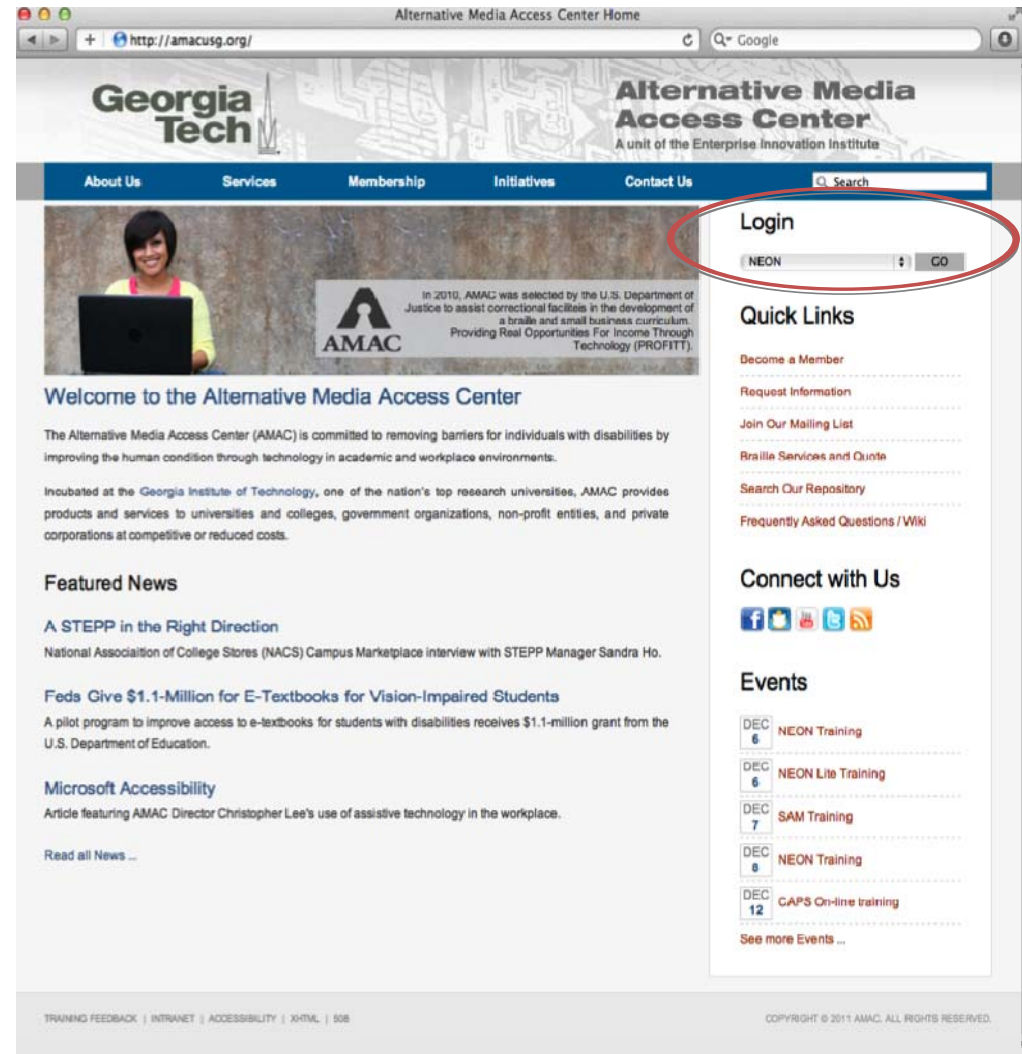
## NEON Training Guide

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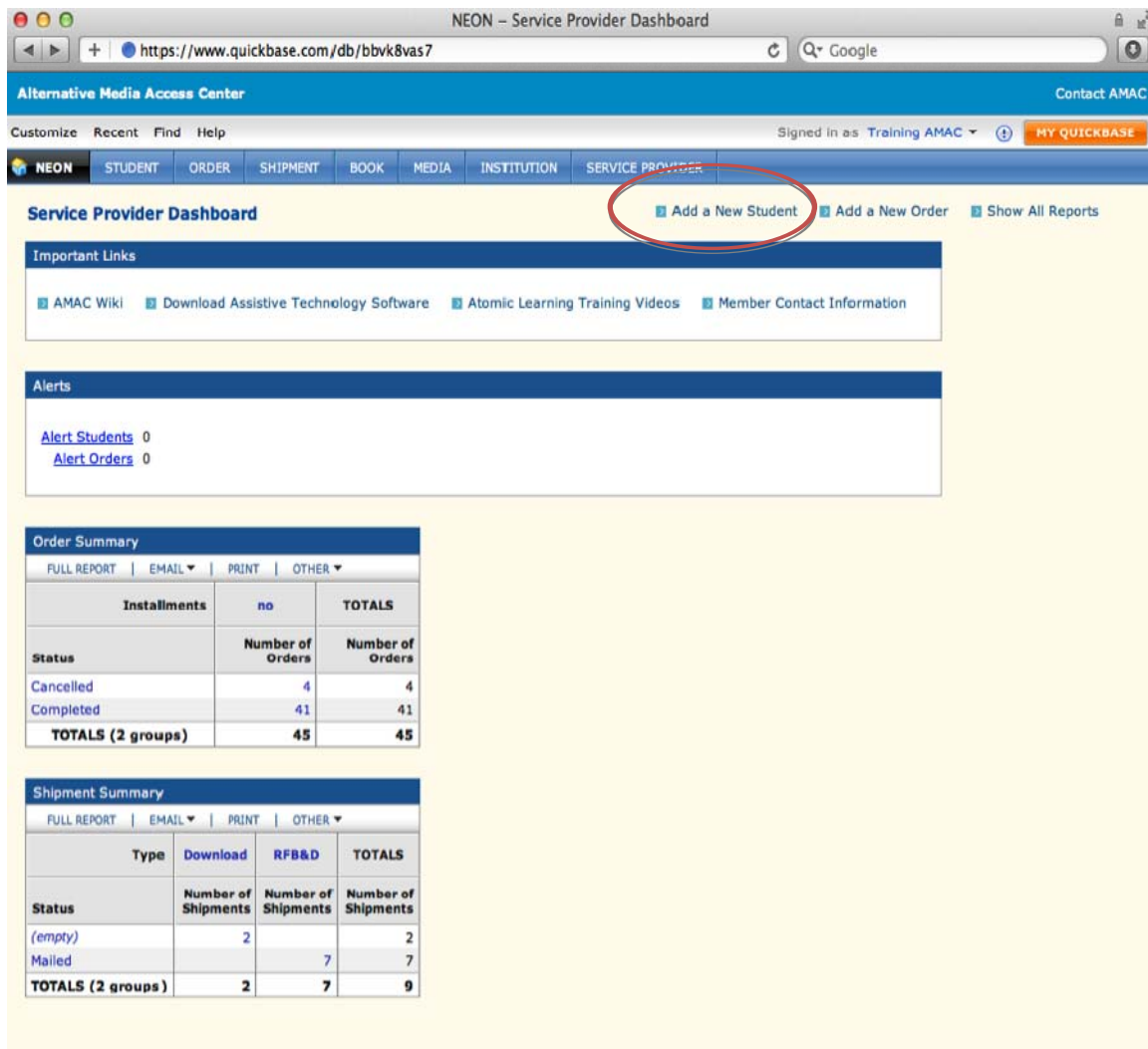
## Signing into NEON

- Go to [www.amacusg.org](http://www.amacusg.org)
- Select **NEON** under Login section, then press **GO**
- Login with unique email and password



## Adding a Student

- Click on **Add a New Student**
- Fill out student information
- Fields marked with asterisk (\*) are required



The screenshot shows the NEON - Service Provider Dashboard. The browser address bar displays <https://www.quickbase.com/db/bbvk8vas7>. The dashboard header includes the title "Alternative Media Access Center" and a "Contact AMAC" link. Below the header, there is a navigation bar with tabs: CUSTOMIZE, RECENT, FIND, and HELP. The main navigation bar includes links for STUDENT, ORDER, SHIPMENT, BOOK, MEDIA, INSTITUTION, and SERVICE PROVIDER. The "SERVICE PROVIDER" tab is selected and circled in red. Below the navigation bar, the "Service Provider Dashboard" section contains three links: "Add a New Student" (circled in red), "Add a New Order", and "Show All Reports". Below this, there is an "Important Links" section with links to AMAC Wiki, Download Assistive Technology Software, Atomic Learning Training Videos, and Member Contact Information. An "Alerts" section shows "Alert Students: 0" and "Alert Orders: 0". Below the alerts, there are two summary tables: "Order Summary" and "Shipment Summary".

**Order Summary**

FULL REPORT   EMAIL ▼   PRINT   OTHER ▼		
Installments	no	TOTALS
Status	Number of Orders	Number of Orders
Cancelled	4	4
Completed	41	41
<b>TOTALS (2 groups)</b>	<b>45</b>	<b>45</b>

**Shipment Summary**

FULL REPORT   EMAIL ▼   PRINT   OTHER ▼			
Type	Download	RFB&D	TOTALS
Status	Number of Shipments	Number of Shipments	Number of Shipments
(empty)	2		2
Mailed		7	7
<b>TOTALS (2 groups)</b>	<b>2</b>	<b>7</b>	<b>9</b>

## Adding a Student (cont.)

1. Uncheck **Allow Access Student Center** if you do *not* want student to access books and software themselves
2. **Email** and **PIN** are used for student logins to Student Download Center
3. While not required, specify student's **Primary Alternative Media Preference**

The screenshot shows the 'NEON - Add Student' web form. Red arrows from the instructions point to the following fields:

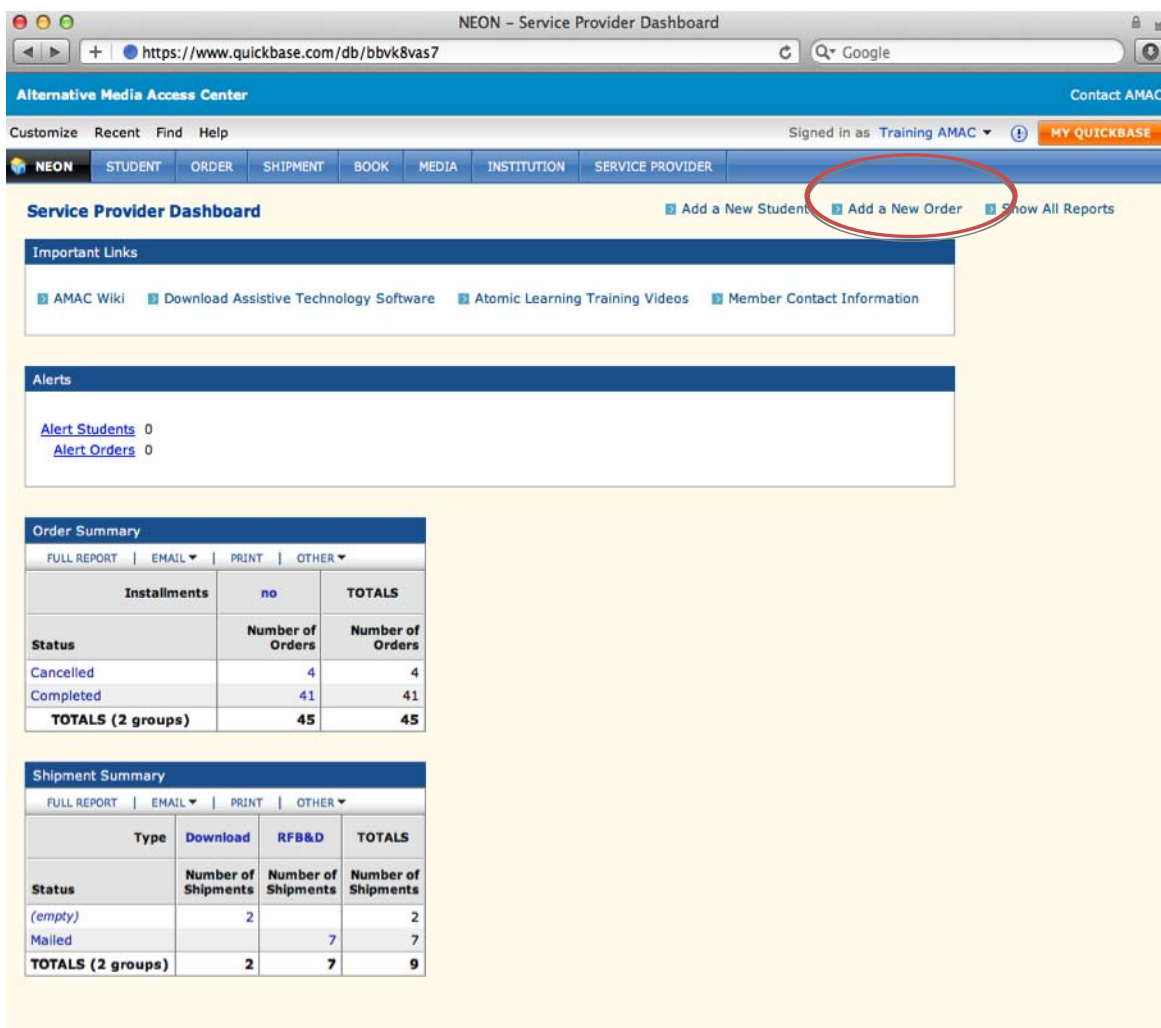
- An arrow points to the 'Allow Access to Student Center' checkbox, which is currently checked.
- An arrow points to the 'Email' field.
- An arrow points to the 'PIN' field.
- An arrow points to the 'Primary Alt Media Format Preference' dropdown menu.

The form includes the following fields and sections:

- Buttons: SAVE, SAVE & ADD ANOTHER, CANCEL
- Form Fields:
  - \* First Name
  - Middle Name
  - \* Last Name
  - \* Allow Access to Student Center (checked)
  - \* Phone Number (with ext. field)
  - \* Email
  - PIN
  - \* Service Provider ID# (Make a Selection...)
  - \* Primary Media Disability
  - Secondary Disability
  - Primary Alt Media Format Preference
  - Secondary Alt Media Format Preference
  - Enrollment
  - Operating System
  - Assistive Technology Used
  - \* VR Client
- Notes: A large text area at the bottom for additional information.

## Adding an Order

- Click on **Add a New Order**
- Fill out order information
- Fields marked with asterisk (\*) are required



The screenshot shows the NEON - Service Provider Dashboard. The top navigation bar includes links for CUSTOMIZE, RECENT, FIND, and HELP. The user is signed in as Training AMAC. The main dashboard area has a sidebar with links for STUDENT, ORDER, SHIPMENT, BOOK, MEDIA, INSTITUTION, and SERVICE PROVIDER. The 'ORDER' link is highlighted. The main content area shows the 'Service Provider Dashboard' with buttons for 'Add a New Student', 'Add a New Order' (circled in red), and 'Show All Reports'. Below this are sections for 'Important Links', 'Alerts', 'Order Summary', and 'Shipment Summary'.

**Order Summary**

FULL REPORT   EMAIL ▼   PRINT   OTHER ▼		
Installments	no	TOTALS
Status	Number of Orders	Number of Orders
Cancelled	4	4
Completed	41	41
<b>TOTALS (2 groups)</b>	<b>45</b>	<b>45</b>

**Shipment Summary**

FULL REPORT   EMAIL ▼   PRINT   OTHER ▼			
Type	Download	RFB&D	TOTALS
Status	Number of Shipments	Number of Shipments	Number of Shipments
(empty)	2		2
Mailed		7	7
<b>TOTALS (2 groups)</b>	<b>2</b>	<b>7</b>	<b>9</b>

## Adding an Order (cont.)

1. Select **Student ID#**
2. Fill in required book information (title, author, etc.)
3. Input either 10 or 13 digit ISBN
4. Select **Alternative Media Format** – if choosing Electronic Text, select **Electronic Text Format** (pdf or doc)

The screenshot shows the 'NEON Demo - Add Order' web form. Red arrows from the instructions point to the following fields:

- Arrow 1 points to the **\* Student ID#** dropdown menu.
- Arrow 2 points to the **\* Title**, **\* Author**, **Edition**, **Copyright**, and **Publisher** text input fields.
- Arrow 3 points to the **\* ISBN** text input field.
- Arrow 4 points to the **\* Alternative Media Format** dropdown menu, which is currently set to 'Electronic Text Format'.

Other visible fields and sections include:

- Membership Type** (text input)
- Book ID#** (dropdown menu)
- Lookup and Confirm ISBN** (link)
- Need help choosing an alternative media format?** (link)
- Primary Alt Media Format Preference** and **Secondary Alt Media Format Preference** (text inputs)
- Special Instructions** (text area)
- Semester / Quarter** (dropdown menu)
- Year** (dropdown menu, currently 2011)
- \* Course Start Date** (calendar icon)
- Course** (text input)
- Instructor** (text input)
- Book Price** (text input)
- Book Source** (dropdown menu)
- Book Condition** (dropdown menu)
- File Attachment** (Choose File button, no file selected)
- Notes** (large text area)

Navigation links at the top include: Customize, Recent, Find, Help, Signed in as Training AMAC, MY QUICKBASE, and a 'Return to Dashboard' link at the bottom right.

## Searching the AMAC Repository

- Click on the grey **Find** button
- Type in your book's ISBN, title, or author
- Select **In: Book**
- If correct book is found, click on the **Add Order** button

1

The screenshot shows the 'Alternative Media Access Center' interface. A search box is open with 'Find: 0312413130' and 'In: Book' selected. The 'Find' button is highlighted. The interface includes a top navigation bar with 'Customize', 'Recent', 'Find', and 'Help'. A sidebar on the left shows 'NEON Demo' and 'Important Links'. The main area has tabs for 'INSTITUTION' and 'SERVICE PROVIDER', and buttons for 'Add a New Student', 'Add a New Order', and 'Show All Reports'.

2

The screenshot shows the search results for ISBN 0312413130. The table lists the book 'The St. Martin's Handbook' by Lunsford, 5th edition, published by Howard University Press. The 'Add Order' button is circled in red.

EMAIL	PRINT	OTHER	AMAC Book Number	Book Type	Title	Author	Edition	Copyright	Publisher	ISBN	Media	Orders	Add Order	Shipping Added	Book Complexity
NEW!	VIEW		A000295	Book	The St. Martin's Handbook	Lunsford	5	2003	Howard University Press	0312413130	Media	Orders	Add Order		

## Downloading Books

- Search for the book order you wish to download (similar to above)
- Click on the grey **View** button
- Scroll down to the **Fulfillment** section of the order record
- Click on the **Download Media File** button

1

Alternative Media Access Center

Customize Recent Find Help

Signed in as Training AMAC MY QUICKBASE

NEON Demo

Find: Functions and Change

In: Order

Find

Search Tips

Advanced Find

INSTITUTION SERVICE PROVIDER

Add a New Student Add a New Order Show All Reports

AMAC Wiki

AMAC Learning Training Videos Member Contact Information

2

Alternative Media Access Center

Customize Recent Find Help

Signed in as Training AMAC MY QUICKBASE

NEON Demo

STUDENT ORDER SHIPMENT BOOK INSTITUTION SERVICE PROVIDER

**Fulfillment**

Publisher File Status Received

Installments ? Fulfillment Type Stock - Text ?

Fulfillment Media [A000739 - Text - Publisher - PDF](#)

Download Expiration MAY-04-2012

Student Download Complete ?

**Download Media File**

View Student Download History



## Training & Support

- Click on the grey **Help** button in NEON, then select **NEON Help Center**
- Sign up for weekly NEON **Trainings** on the AMAC Events Webpage ([www.amacusg.org/events.php](http://www.amacusg.org/events.php))
- **Email** AMAC Technical Support at [amactech@amac.gatech.edu](mailto:amactech@amac.gatech.edu)
- **Call** AMAC Technical Support at 1-866-418-2750 (M-F 8:30-4:30 EST)

