

NEON Lite Training Guide

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# Signing into NEON Lite



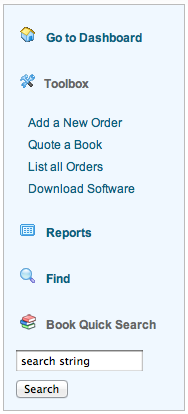
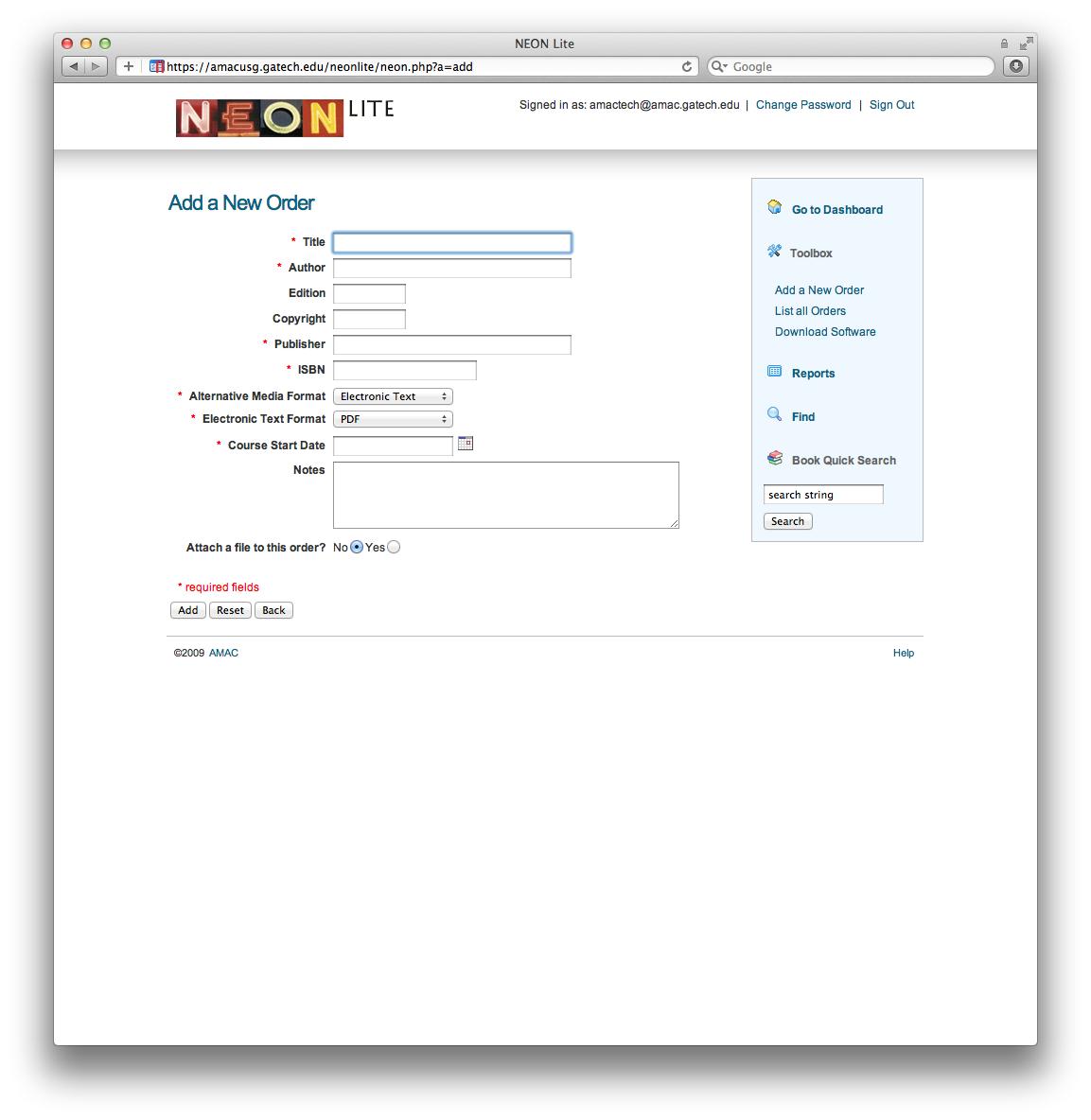
* Go to [www.amacusg.org](http://www.amacusg.org)
* Select **NEON Lite** under Login section, then press **GO**
* Login with unique email and password

# Adding an Order

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



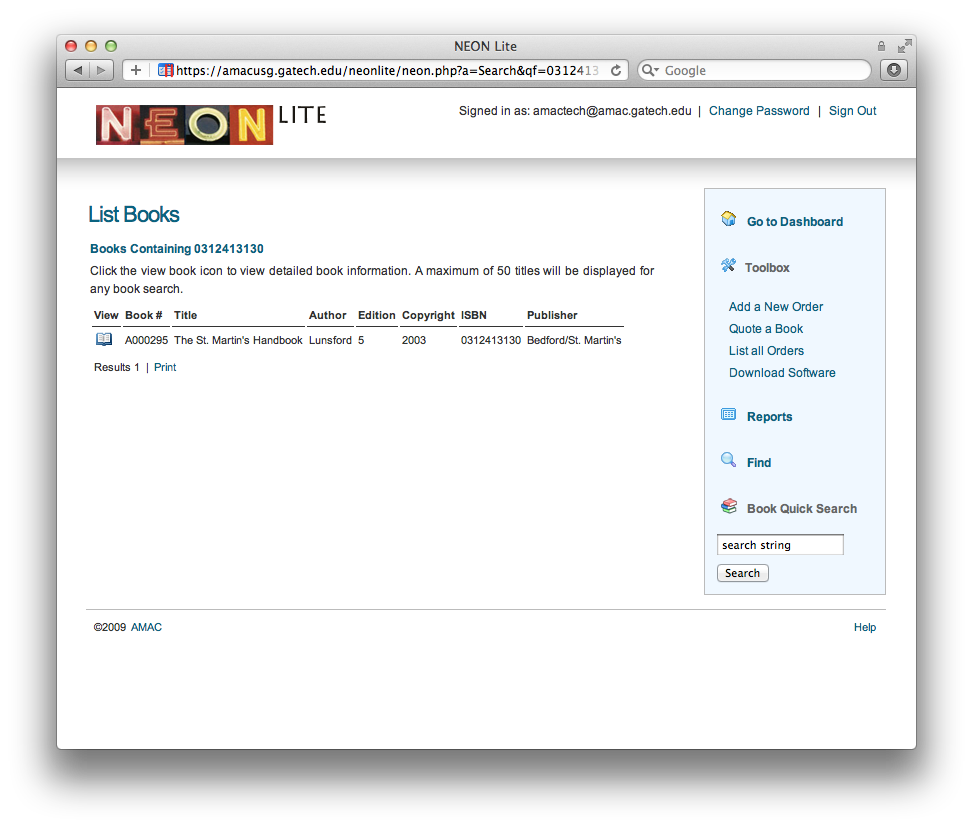
**Adding an Order (cont.)**



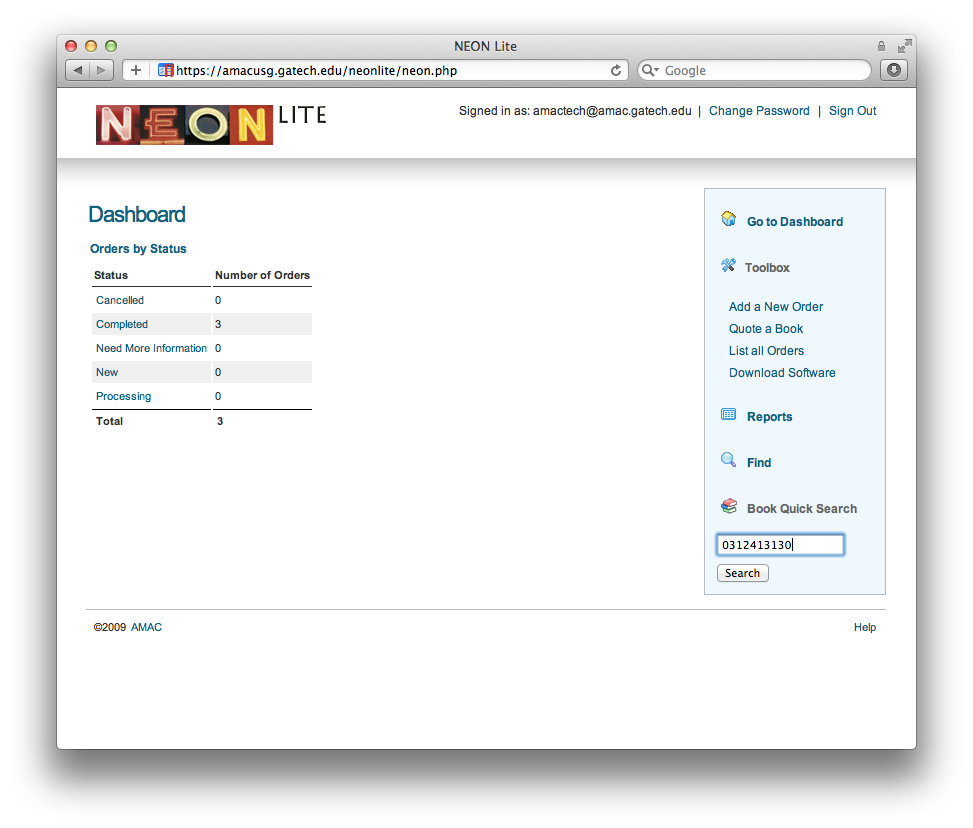
1. Fill in required book information (title, author, etc.)
2. Input either 10 or 13 digit **ISBN**
3. Select **Alternative Media Format** 
   * If choosing Electronic Text, select **Electronic Text Format** (pdf or doc)
   * If choosing Braille, select **Braille Format Type** (book, exam, or supplement)
4. Click on **Add**

# Searching the AMAC Repository

* Click in the **Book Quick Search** text box
* Type in your book’s ISBN, title, or author, then click **Search**
* If correct book is found, click on the **Book** icon, then select **Create Order for this Book**



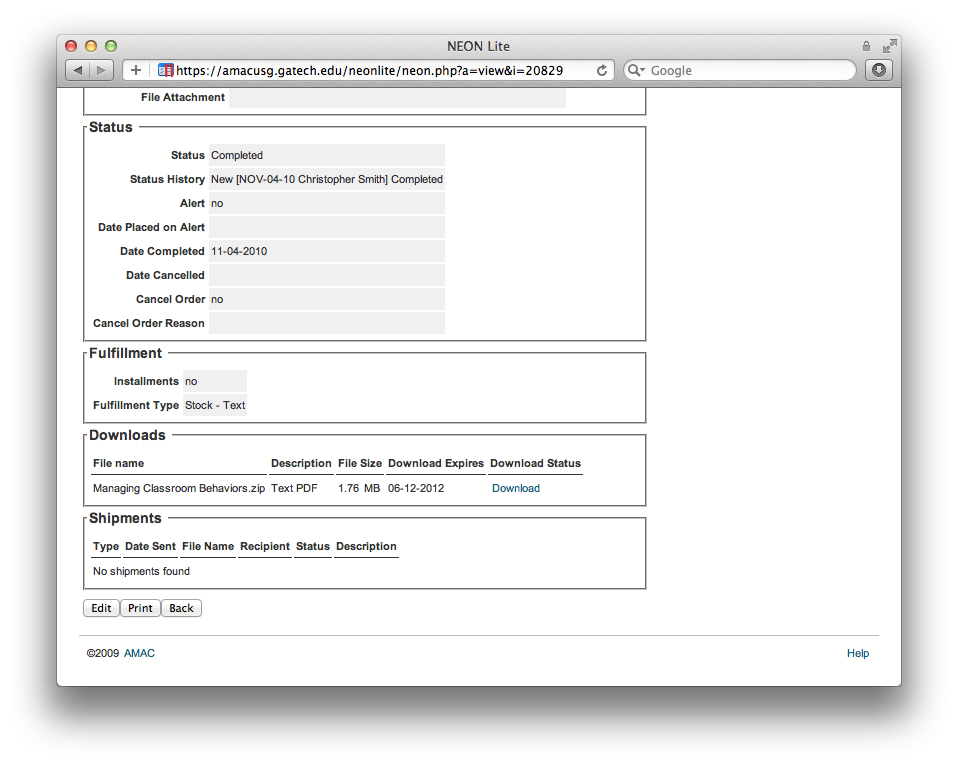
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# Downloading Books

* Click on **Completed** orders on the Dashboard
* Find the order you want to download and click on the **View** icon
* Scroll down to the **Downloads** section of the order and click on **Download File**



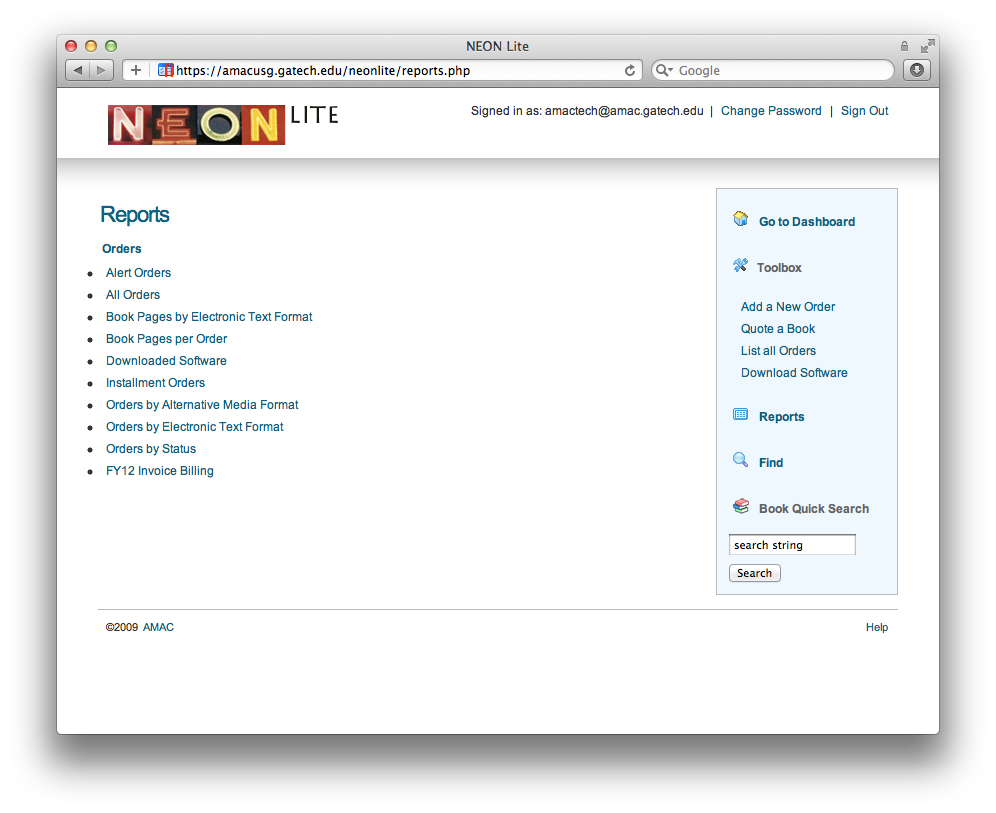
2

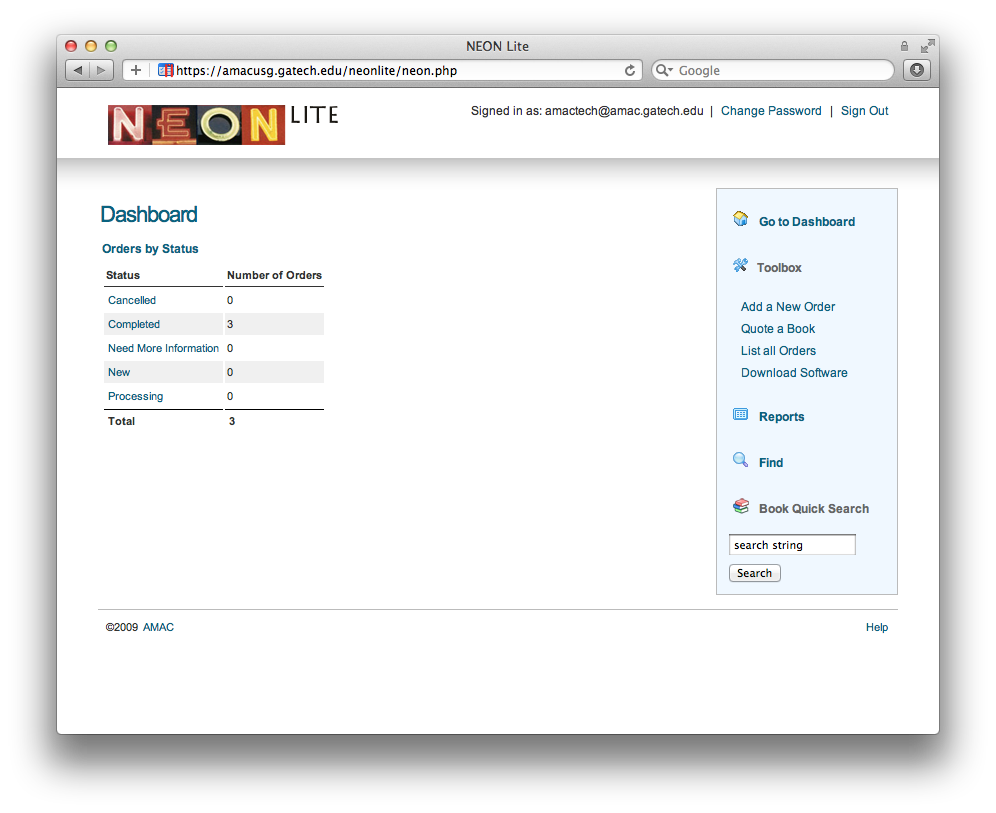


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# Book Quote Calculator & Monthly Invoice Report

* Click on **Quote a Book** to estimate a book price based off page count and alternative media format
* Under the **Reports** link, click on the FY12 Invoice Billing to view the past months’ invoices





# Training & Support

* Click on the blue **Help** button on the bottom of the page
* Sign up for weekly NEON Lite **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)

