



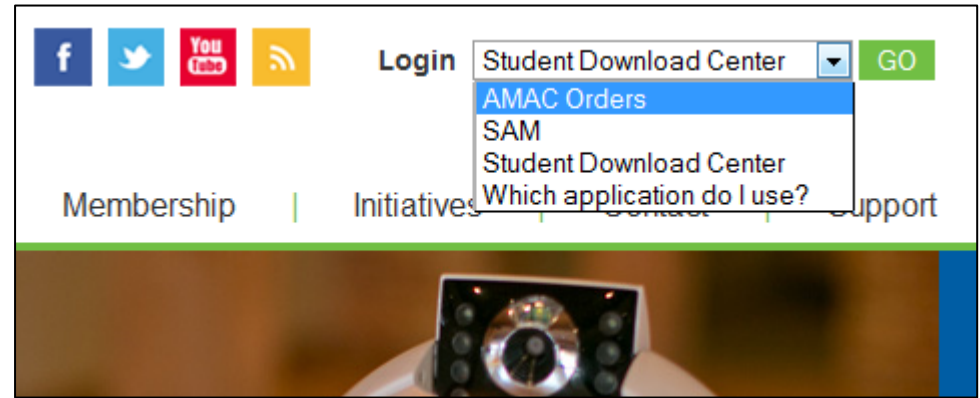
AMAC Orders User Guide

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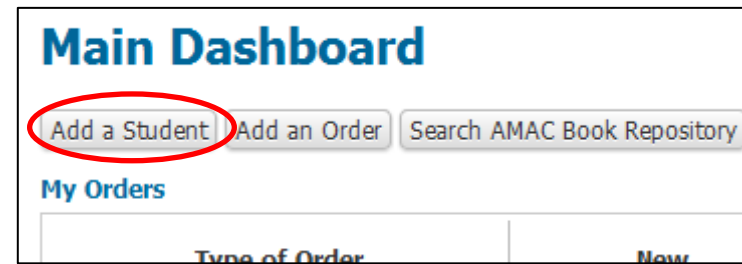
Signing into AMAC Orders

- Go to www.amacusg.org
- Select **AMAC Orders** under Login section, then click **GO**
- Login with your email address and password



Adding a Student

- Click the **Add Student** button
- Fill out student information
- Fields marked with a red asterisk (*) are required



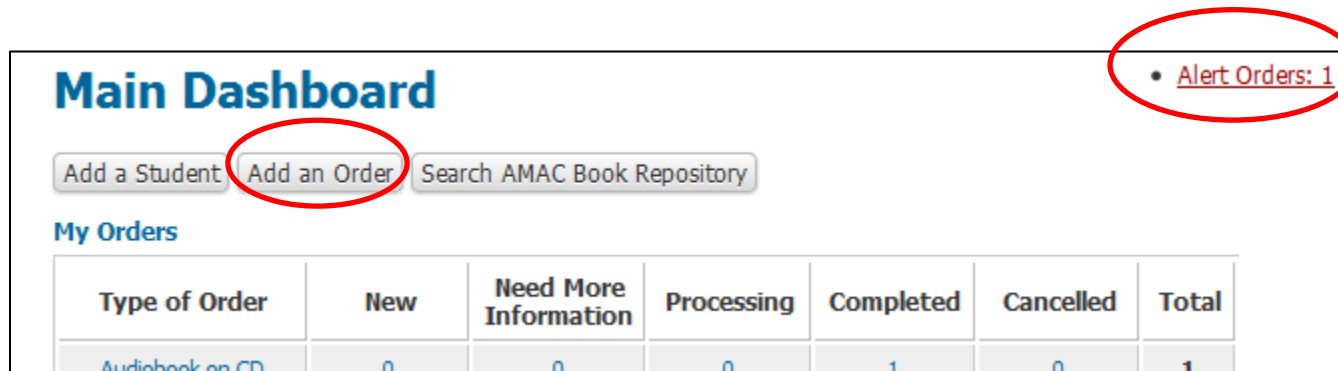
Adding a Student (cont.)

- By default **Allow Access Student Center** is checked
 - Uncheck if you do *not* want student to access books and software themselves
- **Email** and **PIN** are used to give student access to the Student Download Center
- While not required, specify student's **Primary Alternative Media Preference** to remind you later what format each student prefers
- Click **Submit Student** or **Submit and Add Another** to save

Add Student	
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Allow Access to Student Center ?	<input checked="" type="checkbox"/>
Phone Number	<input type="text"/>
Email *	<input type="text"/>
PIN	<input type="text"/>
Skype Name (for captioning orders)	<input type="text"/>
Service Provider *	Choose a DSP ▼
Primary Disability ? *	▼
Secondary Disability ?	▼
Primary Alt Media Format Preference	▼ Need help choosing an alternative media format?
Secondary Alt Media Format Preference	▼
Enrollment	▼
Status ?	Inactive
Operating System	▼
Assistive Technology Used	<input type="text"/>
VR Client ?	▼
Notes	<input type="text"/>
<input type="button" value="Submit Student"/> <input type="button" value="Submit and Add Another"/>	

Adding an Order

- Click on **Add Order** at the top of the screen
- Fill out order information
- Fields marked with a red asterisk (*) are required
- Orders that require your attention are listed under **Alert Orders** in the top right corner of the screen



The screenshot shows the 'Main Dashboard' interface. At the top right, there is a notification: 'Alert Orders: 1'. Below the title, there are three buttons: 'Add a Student', 'Add an Order', and 'Search AMAC Book Repository'. The 'Add an Order' button is circled in red. Below these buttons is a section titled 'My Orders' containing a table with the following data:

Type of Order	New	Need More Information	Processing	Completed	Cancelled	Total
Audiobook on CD	0	0	0	1	0	1

Adding an Order (cont.)

- Select **Student ID#** and go through the next steps
 - Choose alternate media format, etc.
 - You can place orders for E-text, Captioning, and Braille
- Fill in required information (title, author, etc.)
- Input either 10 or 13 digit **ISBN** if ordering a Book
- Review your Order before clicking **Submit**

Create New Order

70 % Complete

Please Enter the Media Information

Title *	<input type="text"/>
Author *	<input type="text"/>
Edition	<input type="text"/>
Copyright	<input type="text"/>
Publisher	<input type="text"/>
ISBN *	<input type="text"/> Lookup and Confirm ISBN

Searching the AMAC Repository

- Click on the **Search AMAC Book Repository** button
- Search by the book's ISBN, title, or author
- If correct book is found, click on the **Add Order** link to the right of the order information
 - If not found, click on Add an Order button at the top of the screen

Add a Student Add an Order Search AMAC Book Repository

Search for Books

Title contains Search

Title
Author
ISBN10
ISBN13

List of Books where Title contains microbiology

AMAC Book #	Title	Author	Edition	Copyright	Publisher	ISBN10	ISBN13	Format	Order
A000235	Microbiology: An Introduction	Tortora	9	2007	Pearson	0805347909	9780805347906	PDF	Add Order
A005720	Foundations in Microbiology	Talaro	7	2008	McGraw-Hill	0073375225	9780073375229	PDF	Add Order
A005864	Microbiology Experiments: A Health Science Perspective	Kleyn, Bicknell	5	2005	McGraw-Hill	0072999497	9780072999495	PDF	Add Order

Downloading Books

- Search for the order using the quick link located on the **Main Dashboard** or click **My Orders** on left side menu
- Click on the **View** button
- Scroll down to the **Downloads** section of the order record
- Click on the **Download File** button in the bottom right of the screen

[View Order # 38172](#)

Order Info				Media Info	
Student Name	AMAC Student			Title	Frankenstein
Alternative Media Format	Electronic Text			Author	Shelley
Electronic Text Format	PDF			Edition	1
Special Instructions				Copyright	2009
Course Start Date	12-31-2013			Publisher	Oxford University Press
Attached Files	<ul style="list-style-type: none"> • Attach a File 			ISBN	9780199537150
Notes	-- [JUN-11-13 4:02 PM Lauren Balfour] ----- DEMO				
Send Alternative Media To	Student				

Course Info

Course		Semester/Quarter	
Instructor		Year	2013

Status

Status	Completed		
Status History	New [JUN-11-13 Lauren Balfour] Completed		
Days Need More Information			
Date Completed	06-11-2013	Date Cancelled	
Cancel Order		Cancel Order Reason	
Invoiced Price	\$37.92		

Downloads

File Name	Description	File Size	Download Expires	Download Status
Frankenstein.zip	Text PDF	1.8 MB	04-30-2014	Download File

Book Quotes and Reports

- Click on **Estimate Book Cost** under Important Links to estimate a book price based off page count and alternative media format
- Click on **My Reports** under Main Menu to access a list of commonly requested reports

AMAC Book Cost Estimator

Please Enter the Following

Number of Book Pages

Format
PDF

Reports

- [Downloaded Software](#)
- [FY13 E-Text and Audiobook Completed Orders by Month](#)
- [FY13 Braille Invoice Billing](#)
- [FY13 Captioning Invoice Billing](#)
- [Export](#)

Historic Data

- [FY12 E-Text and Audiobook Completed Orders by Month](#)
- [FY12 Braille Invoice Billing](#)
- [FY12 Captioning Invoice Billing](#)

Updating Institution Information

- Click on **My Institution** on Main Dashboard
- Click Update Contact Information, Add Users, or Remove Users button

Institution			
Name	Alternative Media Access Center		
Current Membership Type	Member USG		
Primary Contact Information			
Name	Christopher Lee	Title	Director
Department	AMAC		
Address	512 Means St. NW		
City	Atlanta	State	GA
Phone	(404) 894-8000	Fax	(404) 894-8323
Billing Contact Information			
Name	Keith Harper	Title	Acc
Department	Business		
Address	512 Means St. NW		
City	Atlanta	State	GA
Phone	(404) 894-8000	Fax	(404) 894-8323
Update Contact Information Add Users Remove Users			
User List			
Email Address	amactech@amac.gatech.edu		

Training and Support

- If you would like additional training, sign up for an AMAC Orders training on the AMAC Events webpage (www.amacusg.org/events.php)
- Email or call AMAC Technical Support at amactech@amac.gatech.edu; 1-866-418-2750 (M-F 8:30-4:30 EST)