



# NEON User Guide

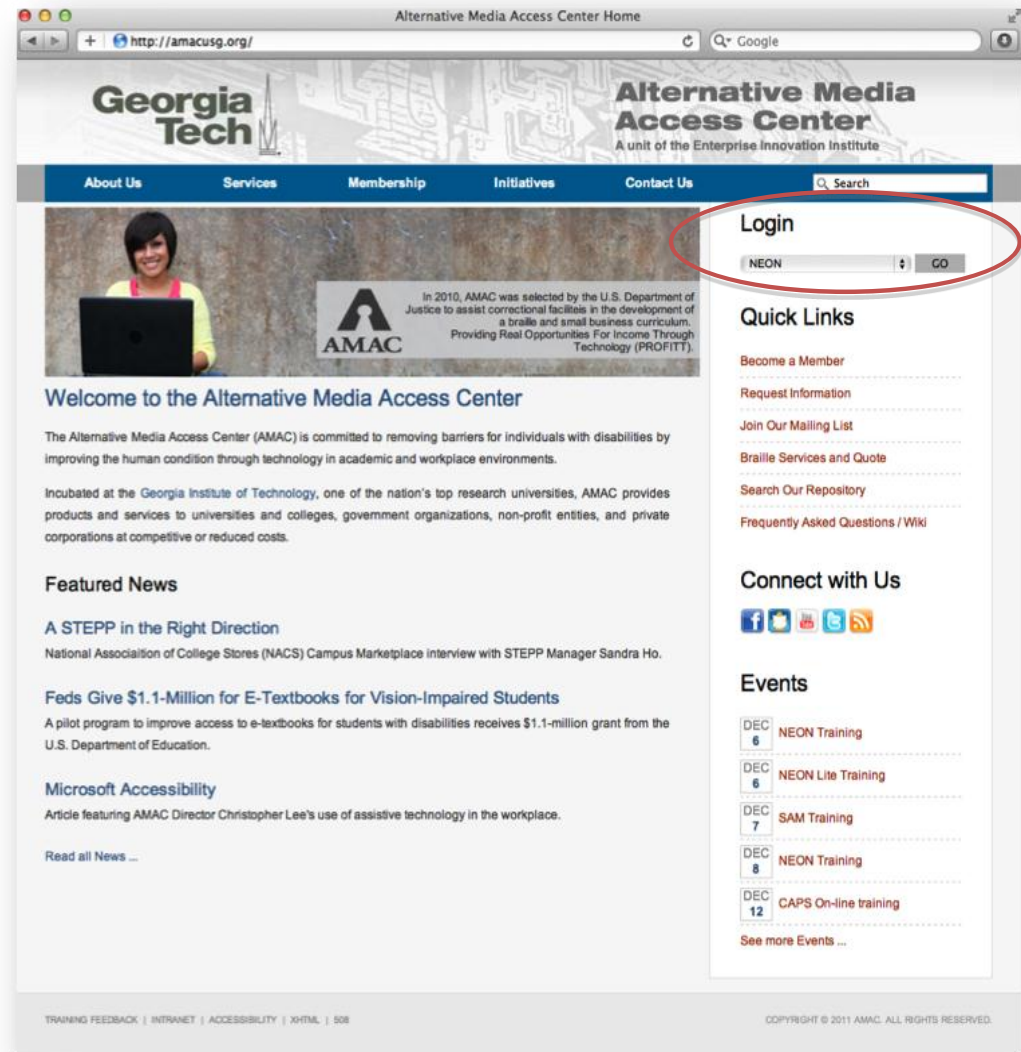
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## Signing into NEON

- 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 Demo - Service Provider Dashboard' in a web browser. The dashboard has a blue header with the 'Alternative Media Access Center' logo and navigation tabs: CUSTOMIZE, RECENT, FIND, HELP, STUDENT, ORDER, SHIPMENT, BOOK, MEDIA, INSTITUTION, and SERVICE PROVIDER. The 'SERVICE PROVIDER' tab is selected. In the top right, it says 'Signed in as Training AMAC' and 'MY QUICKBASE'. Below the header, the 'Service Provider Dashboard' section contains three buttons: 'Add a New Student' (circled in red), 'Add a New Order', and 'Show All Reports'. Below this are 'Important Links' (AMAC Wiki, Download Assistive Technology Software, Member Contact Information, Quote a Book) and an 'Alerts' section showing 'Alert Students: 0' and 'Alert Orders: 0'. The 'Order Summary' table shows counts for various statuses, and the 'Shipment Summary' table shows counts for shipment types.

Installments	no	TOTALS
Status	Number of Orders	Number of Orders
Cancelled	1	1
Completed	3	3
Need More Information	2	2
New	2	2
Processing	1	1
<b>TOTALS (5 groups)</b>	<b>9</b>	<b>9</b>

Type	Download	TOTALS
Status	Number of Shipments	Number of Shipments
(empty)	1	1
<b>TOTALS (1 groups)</b>	<b>1</b>	<b>1</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**

NEON - Add Student

Alternative Media Access Center

Customize Recent Find Help Signed in as Training AMAC MY QUICKBASE

NEON STUDENT ORDER SHIPMENT BOOK MEDIA INSTITUTION SERVICE PROVIDER

Student Add Student

SAVE SAVE & ADD ANOTHER CANCEL

\* First Name ?  
Middle Name ?  
\* Last Name ?

Allow Access to Student Center ☒ ?

\* Phone Number ? ext. ?  
\* 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 ?

[Need help choosing an alternative media format?](#)

## Adding an Order

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

NEON Demo - Service Provider Dashboard

Alternative Media Access Center

Customize Recent Find Help Signed in as Training AMAC MY QUICKBASE

NEON Demo STUDENT ORDER SHIPMENT BOOK MEDIA INSTITUTION SERVICE PROVIDER

**Service Provider Dashboard** Add a New Student Add a New Order Show All Reports

**Important Links**

- AMAC Wiki
- Download Assistive Technology Software
- Member Contact Information
- Quote a Book

**Alerts**

Alert Students 0  
Alert Orders 0

**Order Summary**

FULL REPORT EMAIL PRINT OTHER

Installments	no	TOTALS
Status	Number of Orders	Number of Orders
Cancelled	1	1
Completed	3	3
Need More Information	2	2
New	2	2
Processing	1	1
<b>TOTALS (5 groups)</b>	<b>9</b>	<b>9</b>

**Shipment Summary**

FULL REPORT EMAIL PRINT OTHER

Type	Download	TOTALS
Status	Number of Shipments	Number of Shipments
(empty)	1	1
<b>TOTALS (1 groups)</b>	<b>1</b>	<b>1</b>

[Return to Dashboard](#)

## 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:

- Student ID#**: A dropdown menu labeled 'Make a Selection...'
- Title**, **Author**, **Edition**, **Copyright**, **Publisher**, and **ISBN**: Text input fields.
- Alternative Media Format**: A dropdown menu with 'Electronic Text Format' selected.

Other visible fields and sections include:

- Membership Type**: A label on the right side.
- Book ID#**: A dropdown menu labeled 'Make a Selection...'
- Need help choosing an alternative media format?**: A link below the format dropdown.
- Primary Alt Media Format Preference** and **Secondary Alt Media Format Preference**: Labels on the right.
- Special Instructions**: A large text area.
- Semester / Quarter** and **Year**: Dropdown menus.
- Course Start Date**: A date picker.
- Course** and **Instructor**: Text input fields.
- Book Price**, **Book Source**, and **Book Condition**: Dropdown menus.
- File Attachment**: A 'Choose File' button and 'no file selected' text.
- Notes**: A large text area at the bottom.

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

## Ordering Braille

1. Fill out a **Quote** request at [amacusg.org/quote.php](http://amacusg.org/quote.php)
2. **Sign** and **return** (fax, email) quote to AMAC
3. Add your order in NEON as seen in the pages above

The screenshot shows a web browser window with the URL <http://amacusg.org/quote.php>. The page is titled "Alternative Media Access Center Request a Quote" and features the Georgia Tech and AMAC logos. The main heading is "Request a Quote for Braille Transcription Services".

The form is divided into several sections:

- Contact Information:** Fields for Organization, Name, Address, City, State (dropdown), Zip Code, Phone Number, and Email.
- Book Information:** Fields for Title, Author, Edition, ISBN, and # of Print Pages. A large text area for Description is also present.
- Special Formatting Considerations:** Checkboxes for Tables, Graphs, Charts, Images, and Annotations.
- Enter both words, separated by a space:** A CAPTCHA challenge showing the words "cs" and "same," with a text input field and "Submit" and "Reset" buttons.

On the right side of the page, there is a "Login" section with a dropdown menu set to "NEON" and a "GO" button. Below this is a "Quick Links" section with links for "Become a Member", "Request Information", "Join our Training List", "Braille Services and Quote" (highlighted with a red circle), "Search Our Repository", and "Frequently Asked Questions / Wiki". There is also a "Connect with Us" section with social media icons and an "Events" section listing upcoming training sessions: AMAC DSP Training (D-P) on JUN 26, AMAC DSP Training (B-C) on JUN 26, NEON Training on JUN 28, NEON Lite Training on JUN 28, and CAPS Training on JUL 2. A "See more Events ..." link is provided.

At the bottom of the page, there is a footer with the text "TRAINING FEEDBACK | INTRANET | ACCESSIBILITY | XHTML | 508" and "COPYRIGHT © 2011 AMAC. ALL RIGHTS RESERVED."

## 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

Alternative Media Access Center

Customize Recent Find Help

Signed in as Training AMAC

MY QUICKBASE

Find: 0312413130

In: Book

Find

Search Tips

Advanced Find

2

Alternative Media Access Center

Customize Recent Find Help

Signed in as Training AMAC

MY QUICKBASE

Book | Search results for: 0312413130 [ New Report: Save ]

Some field contains '0312413130'

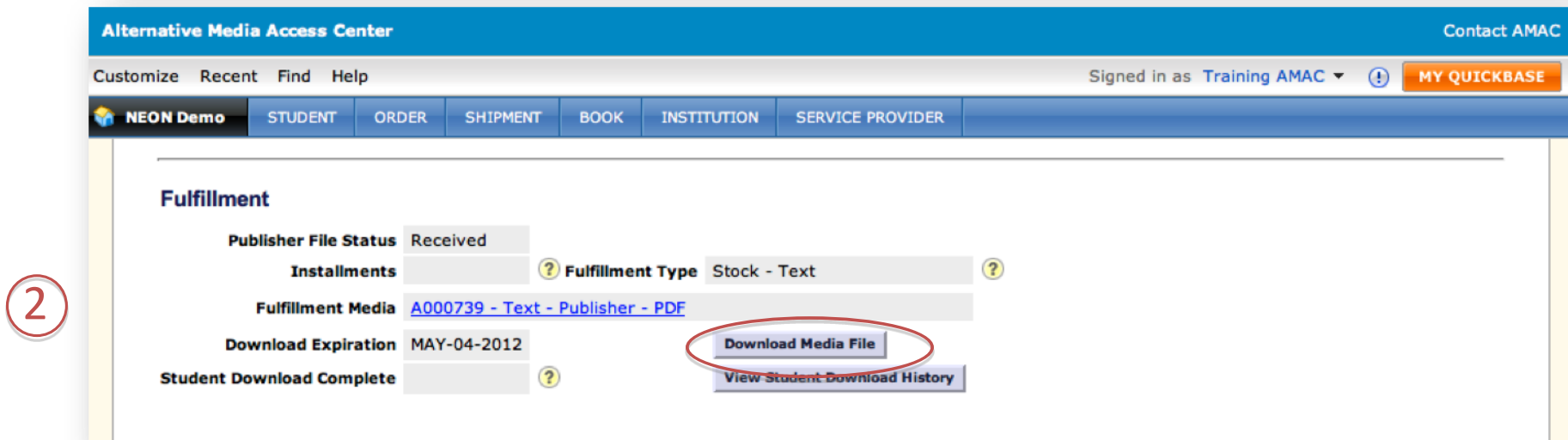
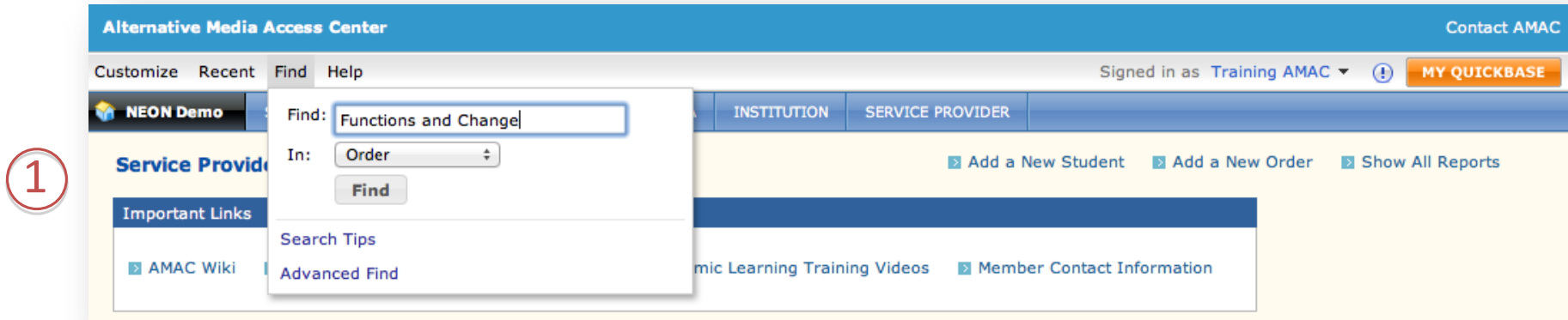
Results 1 to 1 (out of 1)

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		



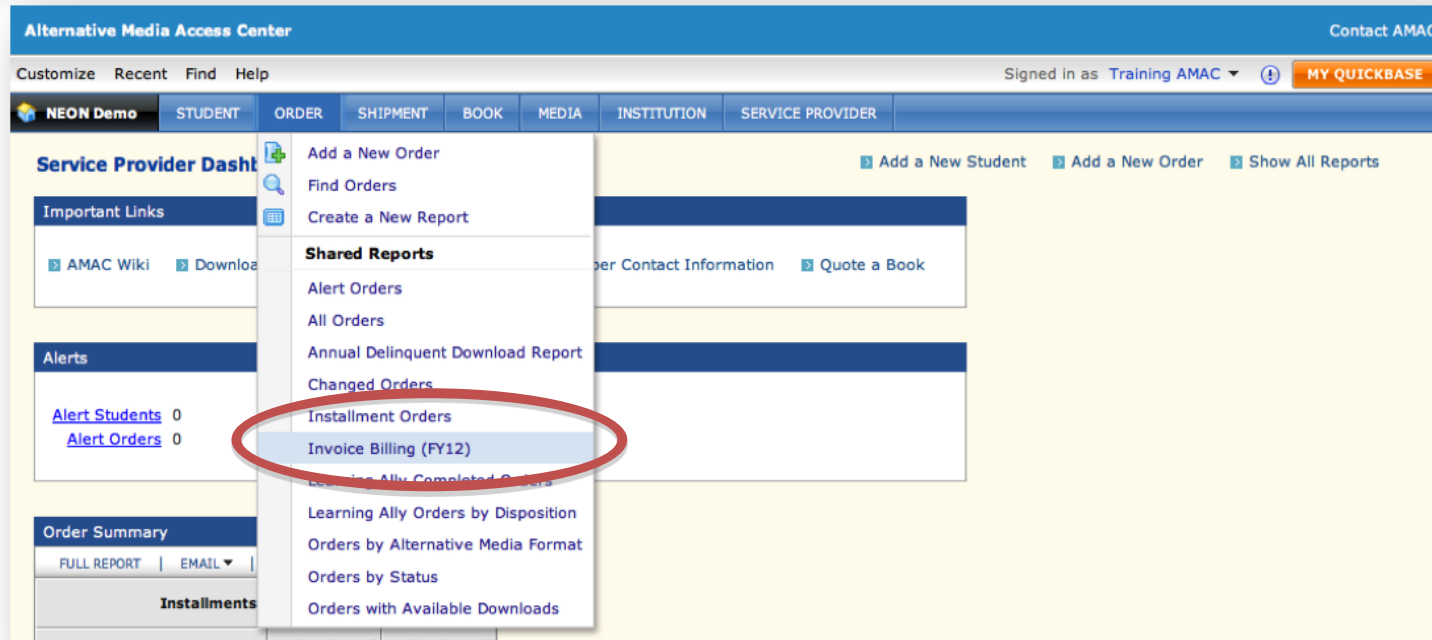
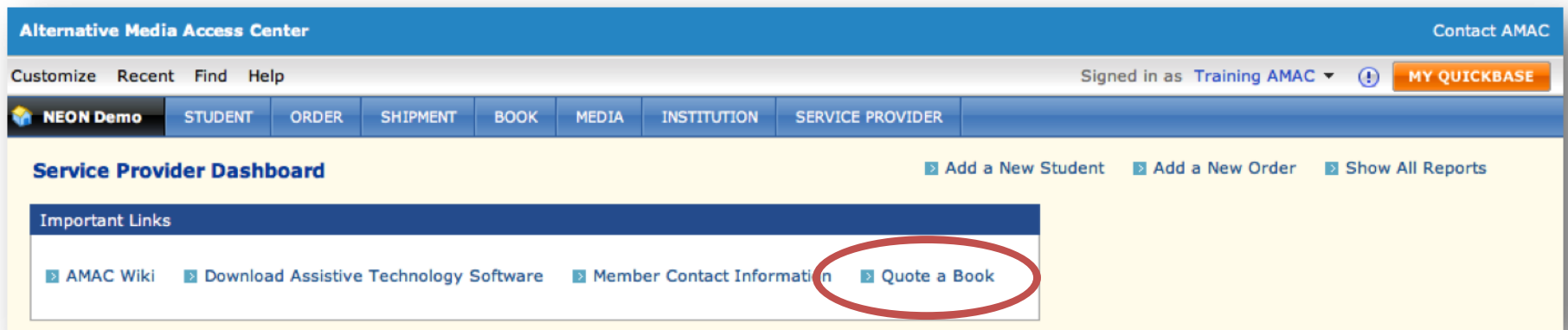
## Downloading Books

- 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



## 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 **Order** tab, click on Invoice Billing (FY12) to view the past months' invoices (*Deluxe Members Only*)



## 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)

