Steps	Screenshots
Steps 1. In ADAM, navigate to Orders > Manage Orders	Screenshots
2. From the Manage Orders screen, select the Create Order button	Home > Manage Order Create Order
3. A new Create Order window will populate	Edit Order Details × Order Potals Order Kens Confirm Order Order #988-1709050062 Order Kense Test Order 1 Admin Code* BlE Spring Summative 2.4 Acodia Elementary Acodia Elementary School X Test Coordinator 132 -456 -7891 test.ccordinator 123 -456 -7891 test.coordinator@test.com Diage Note Note Note Note Test Coordinator 1 School X Image: Note Note Note Note Note Note Note Note

Placing Additional Orders in ADAM

the Create Order process is Order Details. In this section you will need to complete the following fields: a. Order Name b. Admin Code (select BIE Spring Summative 2024) C. District (select your district) d. Order for (select your school) f. Date Needed g. Reason For Order 5. Under Ship To Address be sure to enter US in the Country Code field, then select the Go to Order Items button Sutton Sutton Charlen Sutton Code Name Code Name Code Tot School School Sutton Sutton Sutton Code Name Code Tot School Sutton	
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