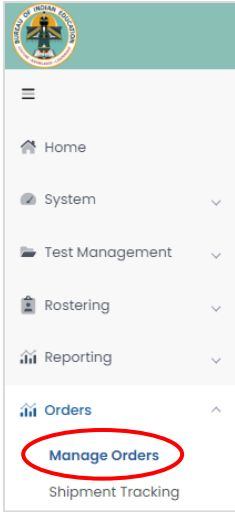
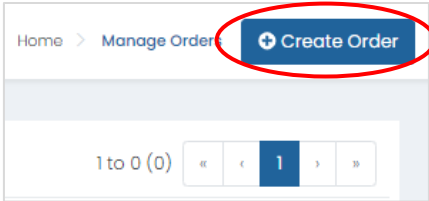
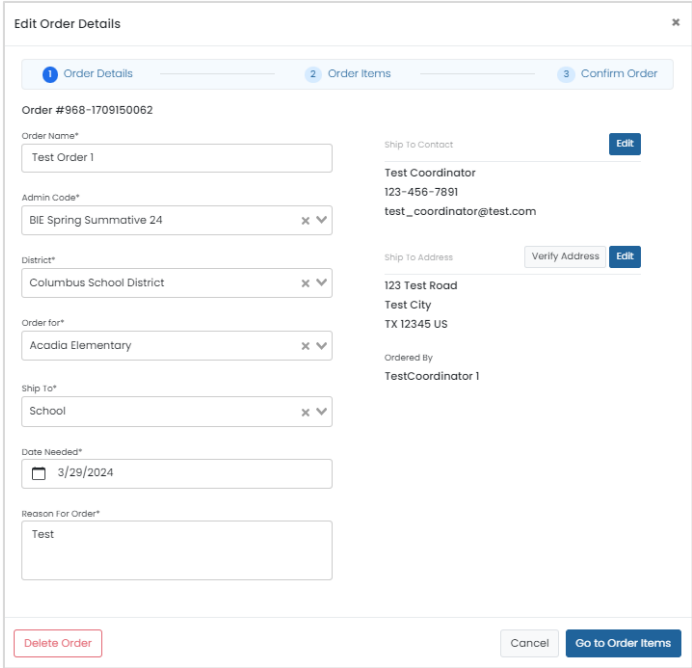


## Placing Additional Orders in ADAM

Steps	Screenshots
<p>1. In ADAM, navigate to <b>Orders &gt; Manage Orders</b></p>	 <p>The screenshot shows a mobile navigation menu for the ADAM system. At the top is the logo of the State of Texas. Below it are several menu items: Home, System, Test Management, Rostering, Reporting, Orders, and Shipment Tracking. The 'Orders' item is expanded, and the 'Manage Orders' option is circled in red.</p>
<p>2. From the <b>Manage Orders</b> screen, select the <b>Create Order</b> button</p>	 <p>The screenshot shows the 'Manage Orders' screen in the ADAM system. The breadcrumb navigation shows 'Home &gt; Manage Orders'. A blue button with a plus sign and the text 'Create Order' is circled in red. Below the button is a pagination control showing '1 to 0 (0)' and navigation arrows.</p>
<p>3. A new <b>Create Order</b> window will populate</p>	 <p>The screenshot shows the 'Edit Order Details' window in the ADAM system. The window has a title bar with a close button and a progress indicator with three steps: '1 Order Details', '2 Order Items', and '3 Confirm Order'. The 'Order #968-1709150062' is displayed at the top. The form contains several fields:         <ul style="list-style-type: none"> <li>Order Name*: Test Order 1</li> <li>Admin Code*: BIE Spring Summative 24</li> <li>District*: Columbus School District</li> <li>Order for*: Acadia Elementary</li> <li>Ship to*: School</li> <li>Date Needed*: 3/29/2024</li> <li>Reason For Order*: Test</li> </ul>         On the right side, there are sections for 'Ship To Contact' (Test Coordinator, 123-456-7891, test_coordinator@test.com) and 'Ship To Address' (123 Test Road, Test City, TX 12345 US). At the bottom, there are buttons for 'Delete Order', 'Cancel', and 'Go to Order Items'.</p>

4. The first section of the **Create Order** process is **Order Details**. In this section you will need to complete the following fields:
- Order Name**
  - Admin Code** (select **BIE Spring Summative 2024**)
  - District** (select your district)
  - Order for** (select your school)
  - Ship To** (select **School**)
  - Date Needed**
  - Reason For Order**

Order Name\*  
Test Order 1

Admin Code\*  
BIE Spring Summative 24

District\*  
Columbus School District

Order for\*  
Acadia Elementary

Ship To\*  
School

Date Needed\*  
 3/29/2024

Reason For Order\*  
Test

5. Under **Ship To Address** be sure to enter US in the **Country Code** field, then select the **Go to Order Items** button

Ship To Address Verify Address Done Editing

Address Line 1  
123 Test Road

Address Line 2  
Address Line 2

City  
Test City

State  
TX

Zip Code  
12345

Country Code  
Country Code

Please enter country Code

Ordered By  
TestCoordinator 1

Cancel Go to Order Items

6. In the **Order Items** section you'll find a list all available test materials available to add to your additional order. Under the **Quantity** column select the number needed for each item, then once all items and quantities are entered select the **Go to Confirm Order** button

The screenshot shows the 'Create Order' window with the 'Order Items' tab selected. The 'Draft Order' section includes a search bar, a 'Distributions' dropdown set to 'BIE ELA/MATH SPRING 2024 AO', and an 'Orders Type' dropdown set to 'Additional'. Below this is a table with the following items:

Item Number	Item Description	Quantity
BI00001657	GENERIC RET LABEL, NON SCORABLE MATERIALS	1
BI00001658	BIE UPS RTN LABEL, GROUND AO, SCORABLE	1
BI00001659	BIE UPS RTN LABEL, GROUND AO, NON SCORABLE	1
BI00001660	GR 3 ELA/L KIT	1
BI00001661	GR 3 MATH KIT	1
BI00001662	READ ALOUD KIT, GR 3, ELA/L	0
BI00001663	READ ALOUD KIT, GR 3, MATH	0

At the bottom right, the 'Go to Confirm Order' button is circled in red.

7. In the **Confirm Order** section you can review all the details of your additional order. If needed, select the **Edit Items** button to add/remove items or update item quantities. Once details are confirmed, select the **Confirm Order** button

The screenshot shows the 'Create Order' window with the 'Confirm Order' tab selected. The 'Draft Order' section displays the following details:

- Order Name: Test Order 1
- Order Type: Additional
- Admin Code: blespr24
- District: Columbus School District
- Order for: Acadia Elementary
- Ship To: school
- Ship To Contact: Test Coordinator
- Ordered By: TestCoordinator 1
- Date Needed: 03/29/2024
- Reason For Order: Test

Below the details is a table with the following items:

Item Number	Item Description	Quantity
BI00001656	GENERIC RET LABEL, SCORABLE MATERIALS	1
BI00001657	GENERIC RET LABEL, NON SCORABLE MATERIALS	1
BI00001658	BIE UPS RTN LABEL, GROUND AO, SCORABLE	1
BI00001659	BIE UPS RTN LABEL, GROUND AO, NON SCORABLE	1
BI00001660	GR 3 ELA/L KIT	1

The 'Edit Items' button is circled in red. At the bottom right, the 'Confirm Order' button is also circled in red.

8. Once the additional order is confirmed it will populate in the **Manage Orders** screen in a **Waiting for Approval** status. Once approved by the BIE, the additional order will update to an **Ordered** status and be processed by Pearson to ship.

Order Number	Order Name	Type	Administration Code	District	Ordered for	Updated By	Updated On	Status	Updates
988-1709150062	Test Order 1	Additional	biespr24	Columbus School District	Acadia Elementary	TestCoordinator 1	02/28/2021 01:54 PM	Waiting for approval	