

# iSTAR Online User Manual

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# iSTAR Online User Manual

## Overview

Welcome to iSTAR Online, your textbook acquisition resource. This powerful tool is a snap to use, and will help you more effectively manage the entire procurement process: from product comparison and selection, to order processing, to budget management, tracking, and customer service.

## System Requirements

This version of iSTAR Online is designed for use with the latest release of Microsoft Internet Explorer, and requires JavaScript. If you are using a PopUp blocker, be sure to add iSTAR to your list of accepted sites. If you are unsure about any of these requirements, check with your system administrator.

If you have been inactive for a period of 15 minutes, a popup window will warn you that your session is about to expire. Click the Continue Session button to extend your session and continue working. If you are not at your computer, the popup window will automatically close, your session will be ended, and your browser will return to the iSTAR login screen.

## Manage User Setups

iSTAR ordering is set up to order at a campus or a district level. To sign on at either level you must have a username and password. If you are a first time user click on the following link or type the address into your Web browser.

<http://www.istaronline.com/registration/>.

The following screen will appear.



The screenshot shows the iSTAR Online registration code entry screen. At the top, there is a yellow banner with the text "iSTAR★Online®" in purple and black. Below the banner, there is a light blue box containing the text "Welcome To iSTAR Online!" and "Please enter the 15-character Registration Code provided in your welcome letter." Below this text, there are three input fields for the registration code, separated by hyphens, and a "Continue" button to the right.

administrator. If you are a district user, contact DESA BODEN at [desa\\_boden@archway.com](mailto:desa_boden@archway.com) for your registration key.

Enter your 15 digit registration code and Click the Continue button.

## iSTAR Online User Manual

An incorrect entry will result in the following screen.

Please enter your District Registration Code exactly as it appears in your welcome letter. All fields are required, and each field should be exactly five characters in length.

**Welcome To iSTAR Online!**  
Please enter the 15-character Registration Code provided in your welcome letter.

-  -

# iSTAR Online User Manual

## Logging On

To begin your iSTAR session, log on to [www.istaronline.com](http://www.istaronline.com). Enter your username and password and click the Sign In button as shown below:



The image shows the iSTAR Online login interface. At the top is the iSTAR Online logo on a yellow background. Below the logo is a light blue box containing the login form. The form has two input fields: 'Username:' and 'Password:'. Below these fields is a 'Sign In' button. Underneath the button is a link that says 'Forgotten your username or password?'. Below the login form is a horizontal line, followed by a text box that reads: 'New Mexico Users: If your school does not have an account on iSTAR and you wish to use the iStar Inventory System please click here.' Below this is another horizontal line, followed by a text box that reads: 'This site is designed for use with the latest version of Microsoft Internet Explorer. If you do not have the latest version, you may download it by clicking here.'

If you only wish to do title inquiries you may use `nmguest` as your user name and password.

If you have forgotten your user name and password, click on *'forgotten username and password?'* and the following screen will appear



The image shows the iSTAR Online forgot password interface. At the top is the iSTAR Online logo on a yellow background. Below the logo is a light blue box containing the forgot password form. The form has a text box that says 'Enter your email address to have your information sent to you.' Below this is an 'Email:' label followed by an input field. Below the input field is a 'Retrieve User' button.

Enter a current email address and click on Retrieve User.

**An email will be sent to the address you provide.** Follow the instructions contained there to verify your user ID and password.

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After signing on you will be sent to a screen requesting you to verify your email. This screen can be bypassed unless you have a change to make.



**Please Verify Your Email Address**  
Due to the high volume of returned email messages, we're asking all registered iSTAR users to verify their email addresses. In the space provided below, please carefully type the email address to which iSTAR should send order confirmations and other notices.

Next, click the "Update" button. You should receive a confirmation email immediately. Follow the instructions in the confirmation email to validate your address.

Thanks for helping us out!

If you do need to update your email address, it can be done here. Enter your new email address. A confirmation email will be sent to the address you've entered.

### **iSTAR - Confirm Your Email Address**

iSTAR Admin [postmaster@istaronline.com]

To: Desa Boden

Please click the link provided below to validate your email address:

<http://www.istaronline.com/EmailValidation.aspx?Key=A6761C6B-9D06-4B29-A3DB-C899871993BF>

Thank you!



**Success! Thank you very much!**  
Your email address has been validated. Thank you for helping us keep our records current. You may now close this browser window.

Clicking on the link will validate your email.

If you wish to continue without updating your information simply click on the Update button without entering any information.

# iSTAR Online User Manual

The DISTRICT version of iStar controls all orders placed and assigns purchase order numbers. The orders are sent from the DISTRICT level to the vendors after DISTRICT approval.

The CAMPUS version is designed for each school to key their own orders. All CAMPUS orders must go to the district for approval.

At least one user must be set up at a district level. There are no restrictions for the number of users.

The District version is a little different from the Campus (note the 'District User' in the upper right hand corner).

The District user can manage accounts as shown in the example below:



Welcome to iSTAR Online, your new textbook acquisition resource. This powerful tool is a snap to use, and will help you more effectively manage the entire procurement process: From product comparison and selection, to order processing, to budget management, tracking, and customer service.

Please note that iSTAR Online is designed for use with the latest version of Microsoft Internet Explorer. If you do not have the latest version, you may download it by clicking here.



If you click on Manage User Accounts, the following screen will appear. You can add a new user by clicking on the 'Add a new user' button.

Last Name	First Name	Login Name	Status	School Name
Account	Admin	nmadmin	Active	Demo Public Schools
Anthony	Roger	rannylive	Active	Demo Public Schools
Bennett	Steve	sbennett	Active	Demo Public Schools
Demo	Temp	tempdemo	Active	Demo High School
User	Campus	campus	Active	Demo High School
User	District	district	Active	Demo Public Schools
Smith	Kelly	click	Inactive	Demo Public Schools



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Campus:	Demo Public Schools
Username:	Desa
Password:	Dboden
First Name:	Desa
Last Name:	Boden
Title:	supervisor
Phone:	505 766 9721
Fax:	
Email:	desa.boden@resolve.com

**Save Changes**   **Cancel**

After clicking on 'SAVE CHANGES' You will see the following screen:

The new user was successfully added!

**Okay!**

Click on 'OKAY' and your user will be added:

Last Name	First Name	Login Name	Status	School Name
Account	Admin	nmadmin	Active	Demo Public Schools
Anthony	Roger	rannylive	Active	Demo Public Schools
Bennett	Steve	sbennett	Active	Demo Public Schools
Boden	Desa	Desa	Active	Demo Public Schools
Demo	Temp	tempdemo	Active	Demo High School
User	Campus	campus	Active	Demo High School
User	District	district	Active	Demo Public Schools
Smith	Kelly	click	Inactive	Demo Public Schools

**Add A New User**

You can edit or disable an existing user by clicking on the line with their information as seen in the following screen:

# iSTAR Online User Manual

Username:	Desa
Password:	Dboden
First Name:	Desa
Last Name:	Boden
Title:	supervisor
Phone:	505 766 9721
Fax:	
Email:	desa.boden@resolve.com

[Back To List](#) [Edit User](#) [Disable User](#)

Clicking on the campus access button will allow the district user to provide access to ordering for their campuses. It also provides an **Access Key so the campuses can log on**. If you don't wish your campuses to have access to ordering, you can click on the **TURN ACCESS OFF** button.

					District User Demo Public Schools		
Home	Search	Shop	Orders	Budgets	Help	Contact	Logout

## Campus Access Is Currently On .

Campus Access allows the schools in your district to create shopping carts (requisitions) and forward them to the District Account for editing and/or approval. To access iSTAR, each school in your district must register by using the following key:

Campus Access Key: 1149A-B442E-D6441

[Turn Access Off](#)

# iSTAR Online User Manual

## Searching the iSTAR Database

### Overview

You may search the iSTAR database by ISBN, title, category, subcategory, publisher, grade level, expiration date, and/or adoption status. In addition, you can restrict your search to newly adopted titles by clicking the box next to '2010 K-8 language Arts, Modern, Classical & Native Languages. **You can also download the NEW ADOPTION by clicking the DOWNLOAD to EXCEL at the top of the page.**

 Download The 2010 K-8 Language Arts, Modern, Classical & Native Languages	
<b>Textbook Search:</b>	<b>Search Tips:</b>
Title: <input type="text"/>	The Title field will find titles that <b>contain</b> the word or phrase you enter. The ISBN field will find ISBNs that <b>begin with</b> the number you enter.
ISBN: <input type="text"/>	
Category: <input type="text" value="Any"/>	The Category, Subcategory, and Publisher menus are now interactive. When you select a category, iSTAR will automatically update the publisher menu to display only those publishers who have titles under your selected category. Likewise, when you select a publisher, the category and subcategory menus are updated automatically.
Sub Category: <input type="text" value="Any"/>	
Publisher: <input type="text" value="Any"/>	Your results can now be sorted on-the-fly by clicking the desired heading on the Search Results page. Clicking the same heading will toggle the sort process between ascending and descending order.
Grade Level: <input type="text" value="Any"/>	
Expires: <input type="text" value="Any"/>	The maximum number of matching results returned by this version of iStar is 750.
Status: <input type="text" value="Any"/>	
Sort By: <input type="text" value="Default"/>	
<input type="checkbox"/> 2010 K-8 Language Arts, Modern, Classical & Native Languages	

### SEARCH TIPS

If you enter a word or phrase in the Title field, iSTAR will locate titles that contain that word or phrase. If you enter something in the ISBN field, iSTAR will find ISBN#s that begin with that text. **If you have the 13 digit ISBN (of vice versa), iSTAR will xref with the 10 digit ISBN in many cases.** If you know part of the ISBN, you can enter a partial ISBN with \* at the beginning and end:

# iSTAR Online User Manual

Textbook Search:		Search Tips:	
Title:	<input type="text"/>	The Title field will find titles that <b>contain</b> the word or phrase you enter. The ISBN field will find ISBNs that <b>begin with</b> the number you enter.	
ISBN:	<input type="text" value="*007572288*"/>	The Category, Subcategory, and Publisher menus are now interactive. When you select a category, iSTAR will automatically update the publisher menu to display only those publishers who have titles under your selected category. Likewise, when you select a publisher, the category and subcategory menus are updated automatically.	
Category:	<input type="text" value="Any"/>	Your results can now be sorted on-the-fly by clicking the desired heading on the Search Results page. Clicking the same heading will toggle the sort process between ascending and descending order.	
Sub Category:	<input type="text" value="Any"/>	The maximum number of matching results returned by this version of iStar is 750.	
Publisher:	<input type="text" value="Any"/>		
Grade Level:	<input type="text" value="Any"/>		
Expires:	<input type="text" value="Any"/>		
Status:	<input type="text" value="Any"/>		
Sort By:	<input type="text" value="Default"/>		
<input type="checkbox"/> 2008 Career Education Adoption			

And iSTAR will give you results that have the partial ISBN #:

0075722887	SRA Spelling Student Edition (softcover) (SRA/McGraw-Hill ©2002 - RESOLVE)	TB	3	Yes Core Basal	\$13.59
------------	---	----	---	-------------------	---------

When you make a selection from the CATEGORY list, the SEARCH button is temporarily disabled while your browser loads the appropriate list of subcategories.

By default, iSTAR will sort your search results by title. You may also sort your results by ISBN, price, or publisher. Simply select the appropriate option from the SORT BY list before clicking the SEARCH button.

The maximum number of matching results returned by this version of iSTAR is 750.

## Browsing Search Results

iSTAR displays your search results in groups of 30 per page, up to a maximum of 25 pages. You may browse through the search results by clicking the right or left arrow buttons at the top of your screen.

To skip forward or backward several pages, click on the down arrow. All the available pages will come up and you can click on the page you want to see.

An example of the SEARCH RESULTS PAGE is shown below:

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Your Search Criteria:	Navigation:
<b>Title Contains:</b> psychology <b>ISBN Begins:</b> Any <b>Category:</b> Any <b>Subcategory:</b> Any <b>Publisher:</b> Any	<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">           &lt;&lt; 1 &gt;&gt;         </div> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-top: 5px;">           New Search         </div>

ISBN	Title / Publisher	Type	Grade	Adopted	Price
0205449190	Educational Psychology With CD <i>(Prentice-Hall College - RESOLVE)</i>		1 - 12	No Supplemental	\$79.05
0131960709	Psychology AP edition TB <i>(Prentice-Hall College ©2007 - RESOLVE)</i>		1 - 12	No Supplemental	\$68.47
0131731807	Psychology AP Powerpoint <i>(Prentice-Hall College ©2007 - RESOLVE)</i>		1 - 12	No Supplemental	\$14.97
0131731297	Psychology AP Student Ed/Test Prep <i>(Prentice-Hall College ©2007 - RESOLVE)</i>		1 - 12	No Supplemental	\$78.47
0131731831	Psychology AP Tchr Resource Manual <i>(Prentice-Hall College ©2007 - RESOLVE)</i>		1 - 12	No Supplemental	\$24.97
013173184X	Psychology AP Test Bank <i>(Prentice-Hall College ©2007 - RESOLVE)</i>		1 - 12	No Supplemental	\$18.97
0131731815	Psychology Test Gen CD ROM <i>(Prentice-Hall College ©2007 - RESOLVE)</i>		1 - 12	No Supplemental	\$49.97

## Item Details

To view more information about a particular title, simply click on the desired item. iSTAR displays the Item Details page, where you'll find the expiration date, new adoption status, grade level, publisher and depository contacts, plus any additional comments or current promotions related to that item. Click the BACK button to return to your search results or NEW SEARCH to begin another search.

An example of the Item Details Page is show below:

Title: AG FUND APP 07 4E		
<b>ISBN:</b> 9781401859626 <b>Copyright:</b> N/A <b>Price:</b> \$109.25 <b>Type:</b> C <b>Category:</b> Agriculture Education <b>Subcategory:</b> General AG <b>Low Grade:</b> 9 <b>High Grade:</b> 12 <b>Adopted:</b> Yes <b>New Adoption:</b> Yes <b>Expires:</b> 2015 <b>Comments:</b>	<b>Depository Info:</b> Resolve Corporation - Oklahoma PO Box 271568 Oklahoma City ,OK 73137-1568 405-681-9588	<b>Publisher Info:</b> CENGAGE LEARNING 5191 Natorp Blvd Mason ,OH 73069 5132291000

# iSTAR Online User Manual

## Working with Budgets

### Overview

The iSTAR budget features provide spending controls and detailed accounting information. **BUDGETS FOR ALL DISTRICTS WILL BE ENTERED BY ARCHWAY FOR ALL IM (INSTRUCTIONAL MATERIAL) ALLOCATED FUNDS FOR THE FISCAL YEAR 2010-2011 and FORWARD**

For all Public, State Supported Schools:

50% of the allocated funds will be designated as CORE

50% of the allocated funds will be designated as SUPPLEMENTAL

**THIS BUDGET WILL BE LABELLED IM BUDGET**

For all Non Public Schools:

50% of the allocated funds will be designated as CORE

50% of the allocated funds will be designated as SUPPLEMENTAL ADOPTED

**THIS BUDGET WILL BE LABELLED IM BUDGET**

For all Charter Schools:

100% of the allocated funds will be designated as SUPPLEMENTAL.

**THIS BUDGET WILL BE LABELLED IM BUDGET.**

Only authorized users or administrators can make changes against the IM BUDGET. This will only be at the STATE or DEPOSITORY level. You will not need to worry about core and supplemental materials keyed in the same order. Once you pick IM budget, iSTAR will automatically deduct from the appropriate fund as you key your order.

**WHEN SETTING UP YOUR CAMPUS BUDGET FOR IM, PLEASE CHOOSE THE IM CAMPUS BUDGET.**

**SCHOOLS MAY SET UP ADDITIONAL BUDGETS TO ACCOUNT FOR ADDITIONAL MONIES ALLOCATED TO THEM FROM OTHER FUNDING SOURCES.**

### CARRY-OVER

Carry-over funds are considered any STATE IM allocated funds not used or committed by the end of the fiscal year for which they were designated.

Carry-over funds should be added as a separate budget for this year 2010-2011.

For fiscal years 2011-12 and forward, carry-over funds will be added to the appropriate budget new year as an adjustment.

### WAIVERS

PED may allow a school or district to use CORE funds to purchase non CORE material. In this instance, the PED or Depository administrator will adjust monies from the CORE budget to the SUPPLEMENTAL. Only PED can authorize this adjustment.

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## The Budget Summary

The main Budgets menu displays a summary of your current Budget categories. This summary displays the Budget Label, Budget Restrictions, Total Budget, Current charges, and Available Balance.

An example of the budget summary screen is shown below:

Budget Label	Restrictions	Total Budget	Current Charges	Available Balance
core 2009	Core Basal	\$12,000.00	\$2,244.90	\$9,755.10
TEST	Core Basal	\$19,527.00	\$0.00	\$19,527.00
test	Core Basal	\$10,211.00	\$178.20	\$10,032.80

[New Budget](#)

## Creating a New Budget For NON IM Funds

The New Budget Form allows you to create a new iSTAR budget control. Start by giving your new budget a unique label. Next, enter an amount in the New Budget field. Finally, the Restriction option allows you to limit the use of your new budget to Core Basal or Supplemental Titles. If you select the CORE BASAL button, you may ONLY order Core material. If you click on the SUPPLEMENTAL you can order any material. Click the SAVE button and you are done.

The new Budget Form is shown below:

**New Budget:** Use this form to create a new budget. The Accounting Code is optional. All other fields are required.

**Create A New Budget:**

New Budget Label:

New Budget Amount:

Accounting Code:

Restrictions:

- No Restrictions
- Non-Adopted Titles Only
- Adopted Titles Only
- Core Basal Material
- Supplemental Material

# iSTAR Online User Manual

IF YOU ARE CREATING THE IM BUDGET AT THE CAMPUS LEVEL, SELECT IM CAMPUS BUDGET. THIS IS THE ONLY BUDGET THAT WILL FEED INTO THE IM BUDGET AT THE DISTRICT LEVEL.

## Adjusting a Budget

You may adjust any iSTAR budget except the IM BUDGET by changing the Total budget column. For Example, if you receive additional money from a fundraising event, you would increase the Total Budget column. All budget adjustments are permanently logged. They cannot be modified or deleted. If you make a mistake while adjusting your budget, you must enter another adjustment to correct your error.

You have several options on the Budget screen which are listed below.

**Budget Details:** This screen will display any adjustments that have been applied to this budget.

Budget Label	Total Budget	Current Charges	Available Balance
washington elem suppl budget	\$10,000.00	\$0.00	\$10,000.00

Adjustments To 'Total Budget'	Adjustment Date	Amount
Initial Funding Amount	2/19/2009	\$10,000.00

The following form is displayed if you click on the 'Adjust Budget'

**Adjust Budget:** Use the form below to adjust this budget. All adjustments are permanently logged.

Budget Label	Total Budget	Current Charges	Available Balance
washington elem suppl budget	\$10,000.00	\$0.00	\$10,000.00

**Adjust This Budget:**

Adjustment Type:

Budget Column:

Adjustment Amount:

Comments:

button.

When you click the adjust budget button, your total budget is increased by that amount:

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**Available Budgets:** Select a budget to view, or create a new budget by clicking the button below.

Budget Label	Restrictions	Total Budget	Current Charges	Available Balance
1st grade reading core	Core Basal	\$2,000.00	\$0.00	\$2,000.00
washington elem suppl budget	Supplemental	\$15,000.00	\$0.00	\$15,000.00
washington elementary budget	Core Basal	\$10,000.00	\$0.00	\$10,000.00

**New Budget**

By clicking on the adjusted budget again, the following screen will appear which now reflects your additional monies.

**Budget Details:** This screen will display any adjustments that have been applied to this budget.

Budget Label	Total Budget	Current Charges	Available Balance
core 2009	\$12,000.00	\$0.00	\$12,000.00

Adjustments To 'Total Budget'	Adjustment Date	Amount
Initial Funding Amount	2/16/2009	\$10,000.00
Pizza sales	2/16/2009	\$2,000.00

Back
Adjust Budget
Show Pending Charges
Edit Settings
Delete Budget

## Pending Transactions

Note that the Current charges column only calculates posted transactions. To get a more accurate picture of how much money is really left in your budget, select a budget from the main budget menu, and click the pending transactions button.

**Pending Charges:** This screen will display any charges pending against this budget.

Budget Label	Total Budget	Current Charges	Available Balance
washington elem suppl budget	\$15,000.00	\$0.00	\$15,000.00

No Pending Charges.

**Back**

You can also delete a budget or edit your settings if you choose.

**Budget Details:** This screen will display any adjustments that have been applied to this budget.

Budget Label	Total Budget	Current Charges	Available Balance
1st grade reading core	\$2,000.00	\$0.00	\$2,000.00

Adjustments To 'Total Budget'	Adjustment Date	Amount
Initial Funding Amount	2/19/2009	\$2,000.00

Back
Adjust Budget
Show Pending Charges
Edit Settings
Delete Budget

# iSTAR Online User Manual

Are you sure you want to permanently delete this budget? This operation cannot be undone. If there are any processed transactions using this budget, the budget will not actually be deleted, but rather disabled (and hidden).

Delete Budget

Cancel

**Available Budgets:** Select a budget to view, or create a new budget by clicking the button below.

Budget Label	Restrictions	Total Budget	Current Charges	Available Balance
washington elem suppl budget	Supplemental	\$15,000.00	\$0.00	\$15,000.00
washington elementary budget	Core Basal	\$10,000.00	\$0.00	\$10,000.00

New Budget

# iSTAR Online User Manual

## Working With Shopping Carts

### Overview

The iSTAR shopping Cart lets you keep track of your title selections as you build your order. It travels with you as you use the iSTAR site, organizing the selections you've made, totaling your order, and double checking budget constraints.

To Create a new cart, click the NEW CART button on the main Carts screen.

**Shopping:** Please select an existing shopping cart to open, or create a new cart by clicking the button below.

Cart Label	Cart Owner	Cart Id	Budget	Date Created
campus cart	C. User	161971	District Budget (Placeholder)	2/17/2009

**New Cart**

iSTAR displays the New Cart Form. An Example is listed below. First, choose a unique label for your cart. For example, labels like Mrs. Jones Core Cart indicate who owns the cart, and the cart's likely contents. Next, select the appropriate budget for your cart.

**REMEMBER IF YOU ARE USING IM BUDGET or IM CAMPUS BUDGET, iSTAR WILL AUTOMATICALLY SPLIT YOUR CORE AND SUPPLEMENTAL TITLES FOR YOU. BOTH BALANCES WILL BE DISPLAYED .**

For any other orders you will need to select the appropriate budget. In this example we will pick Title I Budget which allows **only core materials to be purchased**. Check the main budgets screen if you are unsure about budget restrictions or available balances. Click the continue button and you're done.

**Please Create A New Shopping Cart:**

Cart Label: Mrs Jones Core Cart

Select A Budget: TITLE I MONEY

Select A Campus: Demo Public Schools

**Continue** **Cancel**

NOTE: iSTAR will alert you if you already have a cart using the same budget. You may still create your new cart with that budget – this is just a friendly reminder.

### Opening an Existing Cart

You may open the cart you've just created, or reopen an existing cart at any time by selecting it from the main Carts Summary screen. An example of the Carts Summary screen is shown below:

# iSTAR Online User Manual

**Shopping:** Please select an existing shopping cart to open, or create a new cart by clicking the button below.

Cart Label	Cart Owner	Cart Id	Budget	Date Created
Mrs Jones Core Cart	D. User	173057	TITLE I MONEY	3/17/2010
My New CartSupp	A. Account	172187	ShowandTell_Supp	1/15/2010
Test	A. Account	172654	test 2010	3/5/2010

[New Cart](#)

## Managing your Cart

When you open a Cart, iSTAR displays the Cart Details screen. This screen allows you to add items to your cart, displays the current contents, and keeps you up to date on the relevant budget figures.

An example of the Cart details screen is shown below:

Cart Label	Cart Id	Budget Label	Date Created
Randie's adopted cart	161939	core 2009	2/16/2009

Budget Label	Current Balance	Your Cart Total	New Balance
core 2009	\$12,000.00	\$585.27	\$11,414.73

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

isbn	Title	Quantity	Price	Extension
0153237805	FWO OPT A WB GR 1 Trofeos	<input type="text" value="25"/>	\$6.96	\$174.00
0076036006	Guide to Activities TG 1 Grade 5	<input type="text" value="1"/>	\$0.00	\$0.00
0076036073	Guide to Activities TG 2 Grade 5	<input type="text" value="1"/>	\$76.47	\$76.47
0076045544	Everyday Mathematics, Student Math Journ	<input type="text" value="40"/>	\$8.37	\$334.80
<b>Update Total</b>				<b>Total: \$585.27</b>

[Edit Properties](#) [Check Out](#) [Save Cart](#) [Delete Cart](#) [View Free Material](#)

We will now begin ordering for Mrs. Jones:

Cart Label	Cart Id	Budget Label	Date Created
Mrs Jones Core Cart	173057	TITLE I MONEY	3/17/2010

Budget Label	Current Balance	Your Cart Total	New Balance
TITLE I MONEY	\$1,000.00	\$0.00	\$1,000.00

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

[Edit Properties](#) [Save Cart](#) [Delete Cart](#) [View Free Material](#)

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## Adding Items to Your Cart

There are two ways to add items to your Cart: through the ISBN entry form on the Cart Details page or through the Search Results page. The ISBN Entry form is the quickest and easiest way to add items to your cart when you already have a list of ISBN #'s. You simply key the ISBN # in and click add to cart as seen in the examples below.

Once you hit the add to cart button, your new balance is reflected as well as your cart total.

Cart Label	Cart Id	Budget Label	Date Created
Mrs. Jones Core Cart	162041	washington elementary budget	2/19/2009

Budget Label	Current Balance	Your Cart Total	New Balance
washington elementary budget	\$10,000.00	\$203.00	\$9,797.00

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00

**Total: \$203.00**

If you try to add a supplemental title to your core budget you will receive the following message:

Sorry, but you cannot add that item to this cart. Your current budget restriction allows Adopted titles only.

Cart Label	Cart Id	Budget Label	Date Created
Mrs Jones Core Cart	173057	TITLE I MONEY	3/17/2010

Budget Label	Current Balance	Your Cart Total	New Balance
TITLE I MONEY	\$1,000.00	\$8.12	\$991.88

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
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# iSTAR Online User Manual

If you had selected your supplemental budget:

march22	Supplemental	\$11,000.00	\$0.00	\$11,000.00
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And tried to key the same ISBN, there would be no error message:

Budget Label	Current Balance	Your Cart Total	New Balance
march22	\$11,000.00	\$1,085.37	\$9,914.63

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
088334095X	Daimon Adv Story for First Year Latin	<input style="width: 30px;" type="text" value="10"/>	\$14.47	\$144.70
0133657175	Literature Grade 9 New Mexico Student Ed	<input style="width: 30px;" type="text" value="10"/>	\$80.97	\$809.70
0133667030	MN GR 09 Prentice Hall Literature Grade	<input style="width: 30px;" type="text" value="1"/>	\$130.97	\$130.97
<input type="button" value="Update Total"/>				<b>Total: \$1,085.37</b>

If you try to key an invalid ISBN # or a number that is not on the PED list, you will receive the following message:

We're sorry, but that ISBN is not in our database.

Cart Label	Cart Id	Budget Label	Date Created
Mrs Jones Core Cart	173057	TITLE I MONEY	3/17/2010

Budget Label	Current Balance	Your Cart Total	New Balance
TITLE I MONEY	\$1,000.00	\$8.12	\$991.88

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input style="width: 30px;" type="text" value="1"/>	\$8.12	\$8.12

Please double check the ISBN # and try again.

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**On occasion, you might enter an ISBN that has been superseded by another. When this happens, iSTAR displays the new ISBN #, title, and price, and give you the opportunity to either add that item to your cart or cancel the transaction.** Substitution's are NOT automatically added to your cart as shown in the example below..

Cart Label	Cart Id	Budget Label	Date Created
Mrs. Jones Core Cart	162041	washington elementary budget	2/19/2009

Budget Label	Current Balance	Your Cart Total	New Balance
washington elementary budget	\$10,000.00	\$203.00	\$9,797.00

**Add Items To Your Cart:**  
ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00
<b>Update Total</b> <input type="button" value="Undo Changes"/>				<b>Total: \$203.00</b>

The ISBN you entered has been superseded by the following:

ISBN	Title	Price
0076097382	Consumable Home Links Grade 1	\$5.31

If you add an item that already exists in your cart, the quantities are updated automatically. For example, if you have 10 copies of a given title in your cart and add 10 more, the quantity for that line item will be increased to 20. You will not have a separate line item for the duplicate entry.

**Add Items To Your Cart:**  
ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.0
0076097382	Consumable Home Links Grade 1	<input type="text" value="10"/>	\$5.31	\$53.1
<b>Update Total</b>				<b>Total: \$256.1</b>

If you are asking for free items please remember to click the 'free material' box which will change the dollar amount to zero. An example is listed below:

# iSTAR Online User Manual

**Add Items To Your Cart:**  
ISBN:  Quantity:   Free Material

When you click on the ADD TO CART button, the item is listed at zero price:

0153237805 FWO OPT A WB GR 1 Trofeos  \$0.00 \$0.00  
 **Total: \$2,078.07**

The publisher is responsible for sending your free material. **Each publisher has their own unique sign on user name and password to access your orders.** They are notified via email when one of their titles is ordered. They then have the option of either printing or reviewing your orders on line. This enables them to see your orders exactly as you ordered including PO and name and address to ship to as well as the quantities you request. THEY RECEIVE THIS NOTIFICATION AT THE SAME TIME THE DEPOSITORIES RECEIVE YOUR TEXTBOOK ORDER.

If you do not know the ISBN # and need to search, you would need to click on the search button next to the add to cart. The following screen will appear.

**Textbook Search:**  
Title:   
ISBN:   
Category:   
Sub Category:   
Publisher:   
Grade Level:   
Expires:   
Status:   
Sort By:   
 2008 Career Education Adoption

**Search Tips:**  
The Title field will find titles that **contain** the word or phrase you enter. The ISBN field will find ISBNs that **begin with** the number you enter.  
The Category, Subcategory, and Publisher menus are now interactive. When you select a category, iSTAR will automatically update the publisher menu to display only those publishers who have titles under your selected category. Likewise, when you select a publisher, the category and subcategory menus are updated automatically.  
Your results can now be sorted on-the-fly by clicking the desired heading on the Search Results page. Clicking the same heading will toggle the sort process between ascending and descending order.  
The maximum number of matching results returned by this version of iStar is 750.

You can search by title, ISBN, category etc just like when inquiring. If you key the title and press SEARCH, the following screen will appear:

# iSTAR Online User Manual

Your Search Criteria:		Navigation:	
Title Contains:	math	<input type="button" value="&lt;&lt;"/> <input style="width: 30px;" type="text" value="2"/> <input type="button" value="&gt;&gt;"/>	
ISBN Begins:	Any	<input type="button" value="New Search"/>	
Category:	Any	<input type="button" value="Print Search"/>	
Subcategory:	Any		
Publisher:	Harcourt Brace And Company		

Qty	ISBN	Title / Publisher	Type	Grade	Adopted	Price
<input type="checkbox"/>	0153247819	Harcourt Matemísticas: Math Reader, Un po <i>(Harcourt Brace And Company ©2005 - RESOLVE)</i>	TB	2	Yes Core Basal	\$16.95
<input type="checkbox"/>	0153218487	Harcourt Matemísticas: Math Readers Colle <i>(Harcourt Brace And Company ©2005 - RESOLVE)</i>	TB	2	Yes Core Basal	\$40.68
<input type="checkbox"/>	0153347414	Harcourt Math <i>(Harcourt Brace And Company - RESOLVE)</i>	SE	2	No Supplemental	\$31.50
<input type="checkbox"/>	0153365382	Harcourt Math: Assessment Guide (Includ <i>(Harcourt Brace And Company ©2008 - RESOLVE)</i>	TP	2	Yes Core Basal	\$58.67
<input style="width: 30px;" type="text" value="25"/>	0153365048	Harcourt Math: Challenge Workbook (Incl <i>(Harcourt Brace And Company ©2008 - RESOLVE)</i>	WB	2	Yes Core Basal	\$8.12

<input type="button" value="Add To Cart"/>	<input type="button" value="View Cart"/>	<input type="button" value="New Search"/>	<input type="button" value="Print Search"/>
--	--	---	---

Note that the quantity boxes are only available on the CORE BASAL titles since that is the budget that was selected. You can 'View Cart', perform a 'New Search', or **Print your search results**. We will add to cart by keying the quantity and selecting 'Add to Cart'.

The title selected is now in your cart:

Cart Label	Cart Id	Budget Label	Date Created
Mrs. Jones Core Cart	162041	washington elementary budget	2/19/2009

Budget Label	Current Balance	Your Cart Total	New Balance
washington elementary budget	\$10,000.00	\$203.00	\$9,797.00

Add Items To Your Cart:			
ISBN: <input style="width: 80%;" type="text"/>	Quantity: <input style="width: 30px;" type="text"/>	<input type="checkbox"/> Free Material	<input type="button" value="Add To Cart"/> <input type="button" value="Search"/>

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input style="width: 30px;" type="text" value="25"/>	\$8.12	\$203.00

<input type="button" value="Update Total"/>	<b>Total: \$203.00</b>
---	------------------------

<input type="button" value="Edit Properties"/>	<input type="button" value="Check Out"/>	<input type="button" value="Print Cart"/>	<input type="button" value="Save Cart"/>	<input type="button" value="Delete Cart"/>	<input type="button" value="View Free Material"/>
--	--	---	--	--	---

## Updating Quantities

Once you've added an item to your cart, you can adjust the quantity by changing the number in the quantity field and clicking the UPDATE TOTAL button. As a safeguard, an UNDO Changes button will appear. Clicking this button will return the cart to the last saved version. ISBN 0076097382 was changed from QTY 20 to 15. In the screen listed below, the QTY has been changed but the UPDATE TOTAL button has not been clicked on.

# iSTAR Online User Manual

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00
0076097382	Consumable Home Links Grade 1	<input type="text" value="15"/>	\$5.31	\$106.20
0153534621	Harcourt Math: Student Edition with eBo	<input type="text" value="1"/>	\$62.39	\$62.39
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60

**Total: \$539.19**

After clicking on the update total button, the screen looks like this:

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00
0076097382	Consumable Home Links Grade 1	<input type="text" value="15"/>	\$5.31	\$79.65
0153534621	Harcourt Math: Student Edition with eBo	<input type="text" value="1"/>	\$62.39	\$62.39
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60

**Total: \$512.64**

Note: the total order amount has been decreased by the five books.

If you don't want those changes, click on Undo changes and the screen will look like this:

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00
0076097382	Consumable Home Links Grade 1	<input type="text" value="20"/>	\$5.31	\$106.20
0153534621	Harcourt Math: Student Edition with eBo	<input type="text" value="1"/>	\$62.39	\$62.39
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60

**Total: \$539.19**

To remove an item from your cart, set the quantity to zero and click the UPDATE TOTAL button.

# iSTAR Online User Manual

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00
0076097382	Consumable Home Links Grade 1	<input type="text" value="20"/>	\$5.31	\$106.20
0153534621	Harcourt Math: Student Edition with eBo	<input type="text" value="0"/>	\$62.39	\$62.39
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60
<b>Update Total</b>				<b>Total: \$539.19</b>

After clicking the UPDATE TOTAL button, the item is no longer on the order:

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00
0076097382	Consumable Home Links Grade 1	<input type="text" value="20"/>	\$5.31	\$106.20
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60
<b>Update Total</b>		<b>Undo Changes</b>		<b>Total: \$476.80</b>

NOTE: If you listed an item as charged and it should have been free, you will need to delete the line and re key as a free item.

## Saving Your Cart

When you click the SAVE Cart button, iSTAR will save your cart in its current state, close your cart, and return you to the main Carts menu. When you log out, your open carts will be saved automatically.

## Deleting your Cart

You may delete your cart at any time. When you click the Delete Cart button, iSTAR will request confirmation before actually deleting your cart.

Are you sure you want to permanently delete this cart? This operation cannot be undone.

## If You're Over Budget

If your cart total exceeds your available budget, you will not be able to complete your order. iSTAR displays a warning and hides the checkout button. In this case you must either remove items from your shopping cart, or increase the associated budget accordingly.

# iSTAR Online User Manual

Your current cart total exceeds your available budget. Please remove items from your cart, or adjust your budget accordingly.

Cart Label	Cart Id	Budget Label	Date Created
Mrs. Jones Core Cart	162041	washington elementary budget	2/19/2009

Budget Label	Current Balance	Your Cart Total	New Balance
washington elementary budget	\$10,000.00	\$84,276.80	(\$74,276.80)

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="25"/>	\$8.12	\$203.00
0076097382	Consumable Home Links Grade 1	<input type="text" value="20"/>	\$5.31	\$106.20
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="10020"/>	\$8.38	\$83,967.60

**Total: \$84,276.80**

To complete your order, click the checkout button. The following screen will appear to confirm your billing and shipping information. Post Office boxes are not permitted in the shipping addresses.

**Address Information:** Please verify your current Billing Address and Shipping Address information below.

Billing Address:	Shipping Address:
Location: <input type="text" value="Demo Public Schools"/>	Location: <input type="text" value="Demo High School"/>
Address: <input type="text" value="Suite 110"/>	Address: <input type="text" value="Dock 4"/>
City: <input type="text" value="Demo"/>	City: <input type="text" value="Demo"/>
Zip Code: <input type="text" value="87102"/>	Zip Code: <input type="text" value="87102"/>
Contact: <input type="text" value="Bobby Billing"/>	Contact: <input type="text" value="Sally Shipping"/>
Phone: <input type="text" value="800-555-1212"/>	Phone: <input type="text" value="800-555-2121"/>

NOTE: This is your last chance to click the BACK button and modify the contents of your carts. If you are happy with your order, hit the Continue button.

# iSTAR Online User Manual

If you are a campus user, you will receive the following message:

Your cart has been submitted to the district for approval.

OK!

Your cart has been sent to the district where they can make changes (add or delete) and where a PO will be created so your order can be submitted to the depository.

We are now ready to view the campus order at the District level... In order to do that you click on the SHOP button at the top of the page:



**District User**  
Demo Public Schools

Home
Search
Shop
Orders
Budgets
Help
Contact
Logout

**Campus Carts:** Please select a campus shopping cart to open.

Cart Label	Cart Id	Campus	Owner	Date Created
testing for freight	161941	Demo High School	Campus User	2/16/2009
campus demo cart	161972	Demo High School	Campus User	2/17/2009
Mrs. Jones Core Cart	162041	Demo High School	Campus User	2/19/2009

**New Cart**

We will pick Mrs. Jones cart since that is the one we keyed at the campus level earlier.

Cart Label	Cart Id	Budget Label	Date Created
Mrs. Jones Core Cart	162041	washington elementary budget	2/19/2009

Budget Label	Current Balance	Your Cart Total	New Balance
washington elementary budget	\$10,000.00	\$476.80	\$9,523.20

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input style="width: 30px;" type="text" value="25"/>	\$8.12	\$203.00
0076097382	Consumable Home Links Grade 1	<input style="width: 30px;" type="text" value="20"/>	\$5.31	\$106.20
0153364890	Harcourt Math: Reteach Workbook (includ	<input style="width: 30px;" type="text" value="20"/>	\$8.38	\$167.60
<b>Update Total</b>				<b>Total: \$476.80</b>

Edit Properties

Check Out

Print Cart

Save Cart

Return Cart

Acquire Cart

Delete Cart

View Free Material

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The district can make changes to the existing cart either by adding other ISBN #'s or changing quantities on existing ISBN #'s. Let's say the district decides the campus only needs 10 books of the 1<sup>st</sup> ISBN. The district can change the quantity on the order before sending it off to the vendor.

Cart Label	Cart Id	Budget Label	Date Created
Mrs. Jones Core Cart	162041	washington elementary budget	2/19/2009

Budget Label	Current Balance	Your Cart Total	New Balance
washington elementary budget	\$10,000.00	\$355.00	\$9,645.00

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="10"/>	\$8.12	\$81.20
0076097382	Consumable Home Links Grade 1	<input type="text" value="20"/>	\$5.31	\$106.20
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60

**Total: \$355.00**

If the district decides the school needs other material, they can also add titles as shown in the screen below:

Cart Label	Cart Id	Budget Label	Date Created
Mrs. Jones Core Cart	162041	washington elementary budget	2/19/2009

Budget Label	Current Balance	Your Cart Total	New Balance
washington elementary budget	\$10,000.00	\$950.50	\$9,049.50

**Add Items To Your Cart:**

ISBN:  Quantity:   Free Material

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="10"/>	\$8.12	\$81.20
0076097382	Consumable Home Links Grade 1	<input type="text" value="20"/>	\$5.31	\$106.20
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60
TDBTP504	Europe Poster Set (8)/24" X 18" Each; Laminated WW Study Guides @Country	<input type="text" value="10"/>	\$59.55	\$595.50

**Total: \$950.50**

The district user can also edit, check out, print, save, return, acquire or delete the campus cart.

Editing the cart will allow the district to change the budget information:

# iSTAR Online User Manual

**Use This Form To Edit Your Shopping Cart:**

Cart Label:

Select A Budget:  ▼

Select A Campus:  ▼

Optional Notes:

The Cart can be saved, printed or deleted just like at the campus level. If for whatever reason the district does not want to approve this cart, they can click on the Return button and the following screen will appear:

**Return This Cart?**

This will return this cart to the original campus user without processing the order. You may include a brief note in the field below.

If you do not want the campus to have access to the cart anymore you can 'ACQUIRE the CART' by clicking on the button:

Take ownership of this cart?

When the district user is ready to approve the campus cart, they would click on the check out button:

# iSTAR Online User Manual

Isbn	Title	Quantity	Price	Extension
0153365048	Harcourt Math: Challenge Workbook (incl	<input type="text" value="10"/>	\$8.12	\$81.20
0076097382	Consumable Home Links Grade 1	<input type="text" value="20"/>	\$5.31	\$106.20
0153364890	Harcourt Math: Reteach Workbook (includ	<input type="text" value="20"/>	\$8.38	\$167.60
TDBTP504	Europe Poster Set (8)/24" X 18" Each; Laminated W/ Study Guides @Country	<input type="text" value="10"/>	\$59.55	\$595.50

**Update Total** **Total: \$950.50**

- [Edit Properties](#)
- [Check Out](#)
- [Print Cart](#)
- [Save Cart](#)
- [Return Cart](#)
- [Acquire Cart](#)
- [Delete Cart](#)
- [View Free Material](#)

After clicking on the check out button you will see the following screen where you can update any shipping or billing information:

**Address Information:** Please verify your current Billing Address and Shipping Address information below.

Billing Address:	Shipping Address:
Location: <input type="text" value="Demo Public Schools"/>	Location: <input type="text" value="Demo High School"/>
Address: <input type="text" value="Suite 110"/>	Address: <input type="text" value="Dock 4"/>
City: <input type="text" value="Demo"/>	City: <input type="text" value="Demo"/>
Zip Code: <input type="text" value="87102"/>	Zip Code: <input type="text" value="87102"/>
Contact: <input type="text" value="Bobby Billing"/>	Contact: <input type="text" value="Sally Shipping"/>
Phone: <input type="text" value="800-555-1212"/>	Phone: <input type="text" value="800-555-2121"/>

[Continue](#) [Back](#)

If your order contained items from multiple vendors, the following message will appear:

Your cart contains items from multiple depositories. In order to process these orders, you will need a Purchase Order Number for each of the depositories listed below.

Depository Name	Total
About Books/Education Services	\$595.50
Resolve Corporation - Albuquerque	\$355.00

[Continue](#) [Save For Later](#)

You can save either or both orders to process later or if you click on Continue you will receive the following message:

Your orders have been created and queued. You may now add your Purchase Order numbers and any special instructions.

[Continue](#)

## iSTAR Online User Manual

A screen will display all your orders that are queued and waiting for a PO. You can select one by clicking on the line: NOTE Mrs. Jones' Cart has been split into two orders since there are two different vendors on her order and they will each need a PO.

Order Label	Depository	PO Number	Order Id	Order Date	Order Total
Randie's adopted cart	Resolve Corporation - Albuquerque		162272	2/17/2009	\$1,897.20
Randie's adopted cart	About Books/Education Services		162273	2/17/2009	\$347.70
Mrs. Jones Cart	Resolve Corporation - Albuquerque		162328	2/20/2009	\$355.00
Mrs. Jones Cart	About Books/Education Services		162329	2/20/2009	\$595.50

After clicking on your cart, you are ready to add your PO and shipping information:

Order Label:	Purchase Order:	Comments:
<input type="text" value="Mrs. Jones Cart"/>	<input type="text" value="223"/>	<input type="text" value="ship asap"/>

Order Id	PO Number	Depository	Budget	Order Date	Order Total
162328		Resolve Corporation - Albuquerque	washington elementary budget	2/20/2009	\$355.00

Billing Address:	Shipping Address:
Demo Public Schools Suite 110 Demo , NM 87102  Contact: Bobby Billing Phone: 800-555-1212	Demo High School Dock 4 Demo , NM 87102  Contact: Sally Shipping Phone: 800-555-2121

Isbn	Title	Quantity	Price	Extension
0076097382	Consumable Home Links Grade 1	20	\$5.31	\$106.20
0153364890	Harcourt Math: Reteach Workbook (includ	20	\$8.38	\$167.60
0153365048	Harcourt Math: Challenge Workbook (incl	10	\$8.12	\$81.20

**Select A Delivery Method:**

Please Ship
  Will Call
 (Shipping and handling cost for this order is \$13.14 )

If you click on the "Please ship" please make sure you add the 3.7% for shipping on your PO. This shipping amount is for Archway depository only. If you are ordering from other

## iSTAR Online User Manual

vendors, you will need to contact that particular vendor to calculate your shipping manually. If you click “will call” there will be no shipping charge

IMPORTANT: Queued orders will NOT be submitted to the depositories until you add a purchase order number and click the Process Order Button:

Once you hit ‘Process order’ your order is no longer in the Queued Screen

**Queued Orders:** Please select a Queued Order to complete.

Order Label	Depository	PO Number	Order Id	Order Date	Order Total
Randie's adopted cart	Resolve Corporation - Albuquerque		162272	2/17/2009	\$1,897.20
Randie's adopted cart	About Books/Education Services		162273	2/17/2009	\$347.70
Mrs. Jones Cart	About Books/Education Services		162329	2/20/2009	\$595.50

**Queued Orders**

**Processed Orders**

**Confirmed Orders**

But has now been moved to the processed screen.

**Processed Orders:** These orders have been processed and sent to the depositories for confirmation.

Order Label	Depository	PO Number	Order Id	Order Date	Order Total
test	Resolve Corporation - Albuquerque	test	162026	1/24/2009	\$126.50
test	Resolve Corporation - Albuquerque	test	162029	1/24/2009	\$51.70
Mrs. Jones Cart	Resolve Corporation - Albuquerque	223	162328	2/20/2009	\$368.14

**Queued Orders**

**Processed Orders**

**Confirmed Orders**

Once the depository has confirmed your order, it will move from the processed order into the confirmed order file. You will also receive an email that your order has been received. Any changes you made to the Campus cart will also be reflected in their order as well.

Once your orders have been confirmed you can view any or all of them:  
Click on the ‘ORDER’ button

					<b>Admin Account</b> Alamogordo District Off		
Home	Search	Shop	<u>Orders</u>	Budgets	Help	Contact	Logout

Queued Orders are orders that are waiting for a PO to be assigned to them.

# iSTAR Online User Manual

Processed orders have been sent to the depository but not yet confirmed as being processed.

Confirmed orders have been processed by the depository.

**Queued Orders:** You have no Queued Orders waiting to be processed at this time.

<b>Queued Orders</b>	<b>Processed Orders</b>	<b>Confirmed Orders</b>
----------------------	-------------------------	-------------------------

If you click on 'CONFIRMED ORDERS', you will see all your orders for the year:

leveled books grade three	Resolve Corporation - Albuquerque	990372 HEI	160042	9/10/2008	\$276.07
Trudell science	Resolve Corporation - Albuquerque	990372 HMS	160123	9/11/2008	\$637.44
	Resolve Corporation - Albuquerque	992160	160151	9/12/2008	\$678.80
math journals and colored workbooks	Resolve Corporation - Albuquerque	990372 SIE	160179	9/15/2008	\$56.00
1st math	Resolve Corporation - Albuquerque	990372 ORE	160257	9/17/2008	\$62.22
2nd Gd. Everyday Math	Resolve Corporation - Albuquerque	990372 BV	160958	10/17/2008	\$120.33
Kinder Math	Resolve Corporation - Albuquerque	PO 990372 LL	161390	11/17/2008	\$183.55
Spec Order	Resolve Corporation - Albuquerque	990372 Admin	161442	11/19/2008	\$487.39
	Resolve Corporation - Albuquerque	994575	161768	12/23/2008	\$699.70
Grade 1 Everyday Mathematics	Resolve Corporation - Albuquerque	990372	161828	1/8/2009	\$311.10
SO Cart	Resolve Corporation - Albuquerque	990372	161860	1/12/2009	\$139.22
L. Joslin	Resolve Corporation - Albuquerque	990372	161904	1/13/2009	\$632.26
Ms. Woods reading workbooks	Resolve Corporation - Albuquerque	990372	161974	1/20/2009	\$1,661.27
J Pingel	Resolve Corporation - Albuquerque	990372 MTV	162031	1/26/2009	\$167.06
012709 SS	Resolve Corporation - Albuquerque	990372 HEI	162071	1/29/2009	\$346.62
A. Bednorz	Resolve Corporation - Albuquerque	990372 MTV	162072	1/29/2009	\$637.44
Pre Alg/Schloman	Resolve Corporation - Albuquerque	990372 ACAD	162085	1/30/2009	\$1,337.11
	Resolve Corporation - Albuquerque	995543	162242	2/11/2009	\$821.46
	Resolve Corporation - Albuquerque	995624	162247	2/12/2009	\$3,960.00

<b>Queued Orders</b>	<b>Processed Orders</b>	<b>Confirmed Orders</b>	<b>Previous Year</b>
----------------------	-------------------------	-------------------------	----------------------

If you want to see one of the orders in detail, simply click on that line (we will click on PreAlg/Schloman) and you will see the complete order as listed below:

Order Id	PO Number	Depository	Budget	Order Date	Order Total
162085	990372 ACAD	Archway - Albuquerque	2008 - 2009 Adopted 50%	1/30/2009	\$1,337.11

Billing Address:	Shipping Address:
Alamogordo District Office PO Box 650 Alamogordo, NM 88311	Academy Del Sol Alt. 624 N. Florida Av Alamogordo, NM 88311
Contact: Karen Zachry Phone: 575-812-5501	Contact: ACADEMY DEL SOL (KAREN Z) Phone: 575-812-5501

Isbn	Title	Quantity	Price	Extension
0131339958	PRE ALGEBRA TB	20	\$64.47	\$1,289.40
Z-99999999	Shipping And Handling	1	\$47.71	\$47.71

\*\*\* You may check your order status by clicking here. \*\*\*

<b>Back</b>	<b>Print Order</b>
-------------	--------------------

# iSTAR Online User Manual

**The shipping information is detailed by line and an access to UPS tracking is also available by clicking on the **\*\*You may check your order status by clicking here \*\*\*** button:**

<b>Bill To Address:</b> ALAMOGORDO DISTRICT OFFICE PO BOX 650 ALAMOGORDO, NM 88311			<b>Ship To Address:</b> ACADEMY DEL SOL ALT. 624 N. FLORIDA AV ALAMOGORDO, NM 88311		
Isbn	Title	Status	Shipped	Qty	Each
0131339958	PRE ALGEBRA TB	SHP	02/03/09	20	64.47
FR0001	FREIGHT	SHP	02/03/09	1	47.71
Ship Date	Transaction	Package	VIA	Tracking Number	
02/03/09	0052670	1	XX	1Z91E35V0300832880	
02/03/09	0052670	2	XX	1Z91E35V0300832899	
02/03/09	0052670	3	XX	1Z91E35V0300832906	

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Internet

**If you are a private school you must confirm receipt of your orders. An email with be sent to PED. This verifies that payment can be made to the vendors on your behalf.**

# iSTAR Online User Manual

## INVENTORY

Another great feature of iSTAR is the INVENTORY SYSTEM. You can access your inventory program from the main menu by clicking on the inventory button:



Welcome to iSTAR Online, your new textbook acquisition resource. This powerful tool is a snap to use, and will help you more effectively manage the entire procurement process: From product comparison and selection, to order processing, to budget management, tracking, and customer service.

Please note that iSTAR Online is designed for use with the latest version of Microsoft Internet Explorer. If you do not have the latest version, you may download it by clicking here.



The following information will appear:



Welcome To the iSTAR Online Inventory System. The Inventory System allows users to enter, search, edit, and report on all items that are purchased with State Funds which are not ordered through the iSTAR Program itself. The current reporting period is from 7/1/2008 through 6/30/2009 and includes all items purchased during that time for the Math Adoption. You can find the main Inventory System help file under the Help tab within the system. If you have a lot of items to enter and would prefer to enter them into an Excel spreadsheet and then load them into the system, you will find a help file with instructions on how to do that under the Batch tab within the system. You will need Adobe Acrobat Reader to view the help files, if you don't have it you can click on the link below to download it. Click on the Continue button below to go into the Inventory System.



NOTE: ANY ORDERS KEYED INTO Istar ARE ALREADY IN YOUR INVENTORY. IT IS NOT NECESSARY TO RE KEY THEM.

# iSTAR Online User Manual

This is the Inventory system main screen. You can manually enter your inventory items from this screen. You also have the option of clicking on the BATCH tab to enter your items into an Excel spreadsheet and then loading that spreadsheet into the system. If you have a large number of items to enter, I would recommend the batch method. There is a separate instructional document for batch processing.



Welcome To the iSTAR Online Inventory Program. This tool allows you to enter items that are purchased with State Funds that were not purchased using the iSTAR Program itself. You have the capability of entering, searching, editing items and reporting on those items as well.

When you enter items on the Inventory data entry screen, you need to remember that the Order Date has to be filled in and must be entered in a MM/DD/YYYY. Other fields that must be filled in are the PO#, Vendor, Stock #, Description, Quantity, price, and Budget fields. When you have finished entering the data for an item then click the Add button

Welcome To the iSTAR Online Inventory Program. This tool allows you to enter items that are purchased with State Funds that were not purchased using the iSTAR Program itself. You have the capability of entering, searching, editing items and reporting on those items as well.

After clicking the Add button, the items you enter will be displayed below the entry form. Only the items that you are entering during this login session will be displayed. If you have entered some items, Logout, and then Log back in and enter additional items, the items that you entered previously will not show up on the screen. Those items are stored in the database and you can look at, modify, or delete them from within the Search function, which will be discussed later.

# iSTAR Online User Manual

**Add Inventory Item:**

Invoice Date:	<input type="text" value="07/01/2008"/>	Grade:	<input type="text" value="2"/>
PO#:	<input type="text" value="12345678"/>	Subject:	<input type="text" value="Science"/>
Vendor:	<input type="text" value="Firefly"/>	Quantity:	<input type="text" value="10"/>
Stock Number:	<input type="text" value="4321BB"/>	Price:	<input type="text" value="10.95"/>
Description:	<input type="text" value="Fireflies"/>	Budget:	<input type="text" value="Supplemental"/>
Copyright:	<input type="text"/>	Comments:	<input type="text"/>
Adoption Year:	<input type="text"/>		

PO #	Stock #	Description	Budget	QTY	Price	Extension
12345678	4321BB	Fireflies (Firefly)	Supplement	10	\$10.95	\$109.50

If you move your cursor over the items on the list below the inventory form, you will notice that the line that your cursor is on is highlighted. If you double click on the line, the detail for that line is displayed. At this point you can either edit or delete the item or go back to the inventory entry screen.

<b>Item:</b>	4321BB
<b>Description:</b>	Fireflies
<b>Price:</b>	\$10.95
<b>Quantity:</b>	10
<b>OrderDate:</b>	7/1/2008
<b>PO Number:</b>	12345678
<b>Vendor:</b>	Firefly
<b>CopyRight:</b>	
<b>Grade:</b>	2
<b>Subject:</b>	Science
<b>Adoption Year:</b>	0
<b>Budget:</b>	Supplement
<b>Comments:</b>	

Search lists items you have entered into the Inventory system either through the manual entry process or the batch upload process. You can search for items by entering in a partial or full description, a partial or full stock number, and/or a partial or full PO number. Depending on your login you can also choose a district or a school to search. A school can only search on their items (district and school fields will be disabled but will show the school and district name in them). A district can only search on all or a certain school in their district (district field will be disabled but will show the district name in it). The State can choose a district and all schools or one school in the district to search on.

# iSTAR Online User Manual

					<b>District User</b> Demo Demo Public Schools
<a href="#">Inventory</a>	<a href="#">Batch</a>	<a href="#">Search</a>	<a href="#">Reports</a>	<a href="#">Help</a>	<a href="#">Logout</a>

<b>Inventory Search:</b>	<b>Search Tips:</b>
District: <input type="text" value="Demo"/>	A <b>State</b> login can choose <b>all</b> or any <b>one district</b> and <b>all</b> or any <b>one school</b> within a district to search. A <b>District</b> login can choose <b>all</b> or any <b>one school</b> within the district to search. A <b>User</b> login is limited to it's own school to search.  The Description field finds items that <b>contain</b> the word or phrase you enter in their description field. The Stock Number field finds items that <b>begin with</b> the number you enter. The PO Number field finds items entered under the Purchase Order Number(s) that <b>begin with</b> the PO number you enter.  Your results can now be sorted on-the-fly by clicking the desired heading on the Search Results page. Clicking the same heading will toggle the sort process between ascending and descending order.  The maximum number of matching results returned by this version of iStar is 750.
School: <input type="text" value="All"/>	
Description: <input type="text"/>	
Stock Number: <input type="text"/>	
PO Number: <input type="text"/>	
Sort By: <input type="text" value="Default"/>	
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Leaving the search criteria (Description, Stock Number, and PO Number) blank will produce a list of all items you have entered into the Inventory System. You can also sort by Stock Number, Description, or PO Number, or if left at default it will sort by Stock Number. Click the Search button to perform a search.

<b>Item:</b>	12132
<b>Description:</b>	Magazine
<b>Price:</b>	\$2.99
<b>Quantity:</b>	10
<b>OrderDate:</b>	7/1/2007
<b>PO Number:</b>	232323
<b>Vendor:</b>	Life Kids
<b>CopyRight:</b>	
<b>Grade:</b>	
<b>Subject:</b>	
<b>Adoption Year:</b>	0
<b>Budget:</b>	Supplement
<b>Comments:</b>	

<input type="button" value="Back"/>	<input type="button" value="New Search"/>	<input type="button" value="Print Search"/>
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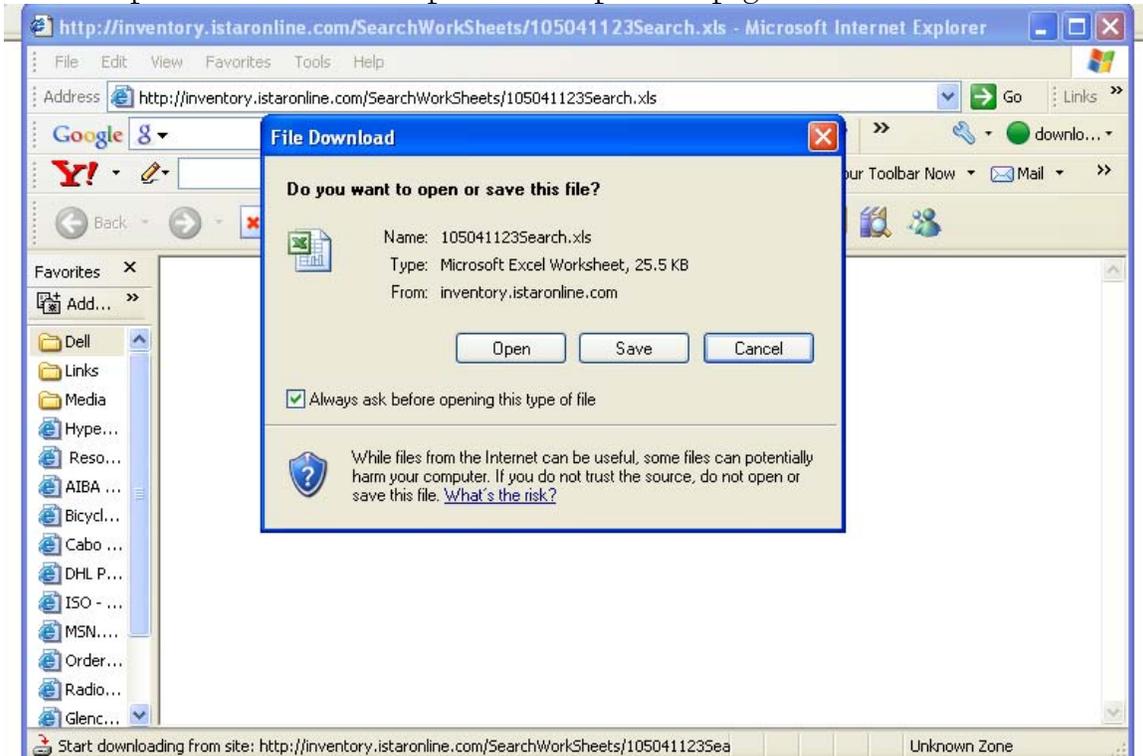
If you select the “Print Search” button, the search list is downloaded to an Excel spreadsheet and the “Download Your Printed Search Results” window will appear. Depending on how your system is set up, when you click on the download window, the Excel spreadsheet will directly open or a dialog box will appear asking you to either open or save the spreadsheet.

# iSTAR Online User Manual



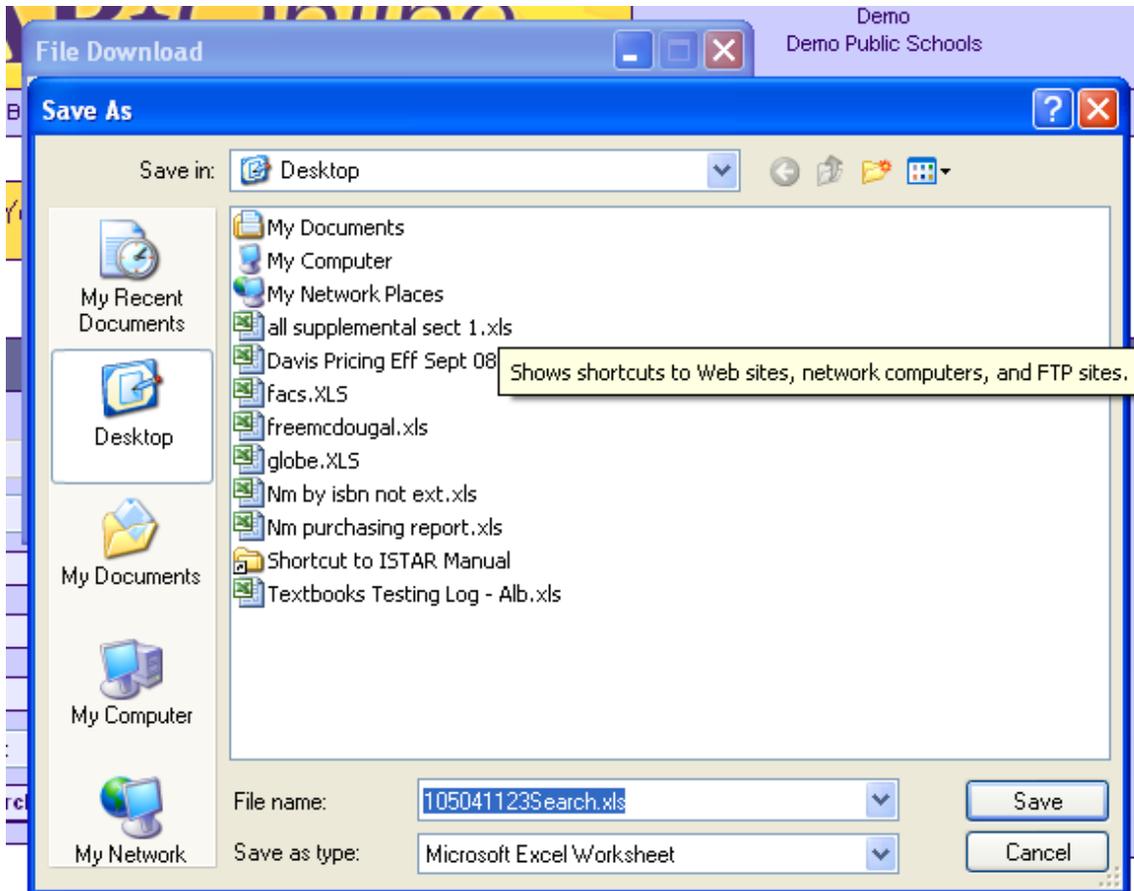
Inventory Search:	Search Tips:
District: <input type="text" value="Demo"/>	<p>A <b>State</b> login can choose <b>all</b> or any <b>one district</b> and <b>all</b> or any <b>one school</b> within a district to search. A <b>District</b> login can choose <b>all</b> or any <b>one school</b> within the district to search. A <b>User</b> login is limited to it's own school to search.</p> <p>The Description field finds items that <b>contain</b> the word or phrase you enter in their description field. The Stock Number field finds items that <b>begin with</b> the number you enter. The PO Number field finds items entered under the Purchase Order Number(s) that <b>begin with</b> the PO number you enter.</p> <p>Your results can now be sorted on-the-fly by clicking the desired heading on the Search Results page. Clicking the same heading will toggle the sort process between ascending and descending order.</p> <p>The maximum number of matching results returned by this version of iStar is 750.</p>
School: <input type="text" value="All"/>	
Description: <input type="text"/>	
Stock Number: <input type="text"/>	
PO Number: <input type="text"/>	
Sort By: <input type="text" value="Default"/>	
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

If your Excel spreadsheet opens directly then you can save it from Excel. If your system prompts you first to either open or save the spreadsheet or cancel the operation then this window will appear and you can choose one of the 3 options. If you choose to open it then the spreadsheet will come up like on the previous page



If you choose to save it, then the following screen will appear:

## iSTAR Online User Manual



Enter a file name to save the spreadsheet and then click the Save button.

When you click on the Report tab, the report form is displayed. If you have a District or State login you can choose schools and/or districts to report on, otherwise you are limited to your own school. Enter in a report start and end date and choose whether you want a summary or detail report and then click the 'Run Report' button.

# iSTAR Online User Manual

					<b>District User</b> Demo Demo Public Schools	
Inventory	Batch	Search	Reports	Help	Logout	

<b>Report Criteria:</b>	
District:	Demo
School:	All
Start Date:	01 01 2007
End Date:	01 01 2007
Report Options:	<input type="radio"/> Summary <input type="radio"/> Detail

<b>Run Report</b>	<b>Reset</b>
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The report is downloaded to an Excel spreadsheet and the “Download Your Printed Search Results” window will appear. Depending on how your system is set up, when you click on the download window, the Excel spreadsheet will directly open or a dialog box will appear asking you to either open or save the spreadsheet. If your Excel spreadsheet opens directly, then you can save it from Excel.

Download Your Inventory Report

<b>Report Criteria:</b>	
District:	Demo
School:	All
Start Date:	01 01 2007
End Date:	01 01 2009
Report Options:	<input checked="" type="radio"/> Summary <input type="radio"/> Detail

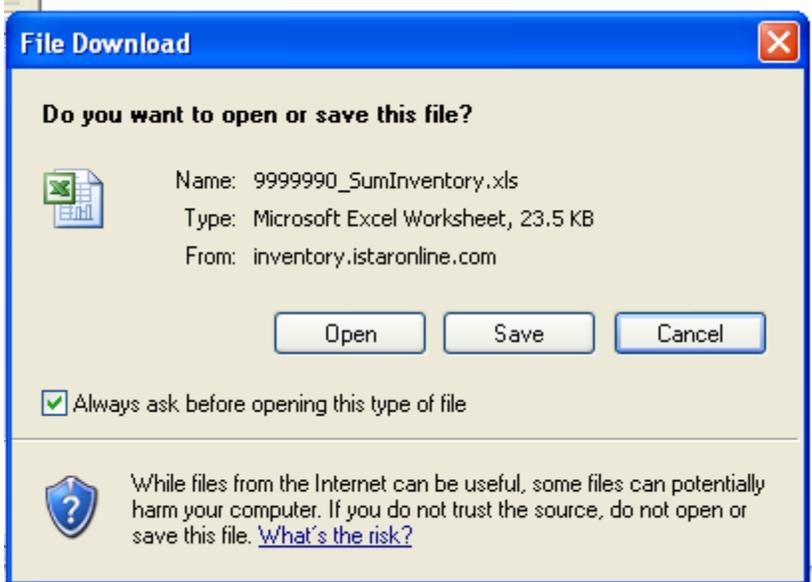
  

<b>Run Report</b>	<b>Reset</b>
-------------------	--------------

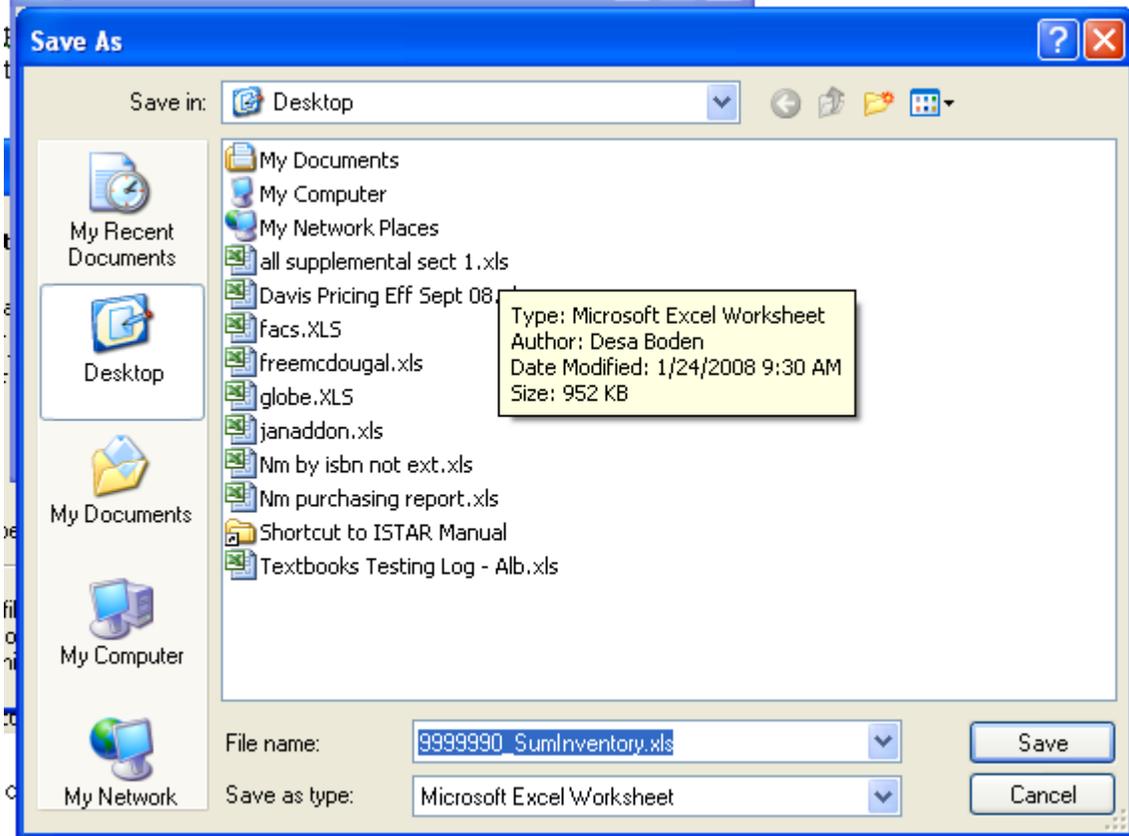
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If your system prompts you first to either open or save the spreadsheet or cancel the operation then this window will appear and you can choose one of the 3 options. If you choose to open it then the spreadsheet will come up.

# iSTAR Online User Manual



If you choose to save it, then the following screen will appear: enter a file name to save the spreadsheet as and click the Save button.



# iSTAR Online User Manual

To Access the Batch Template, click on the Batch Menu Item. Click Download Batch Upload Template Here Link



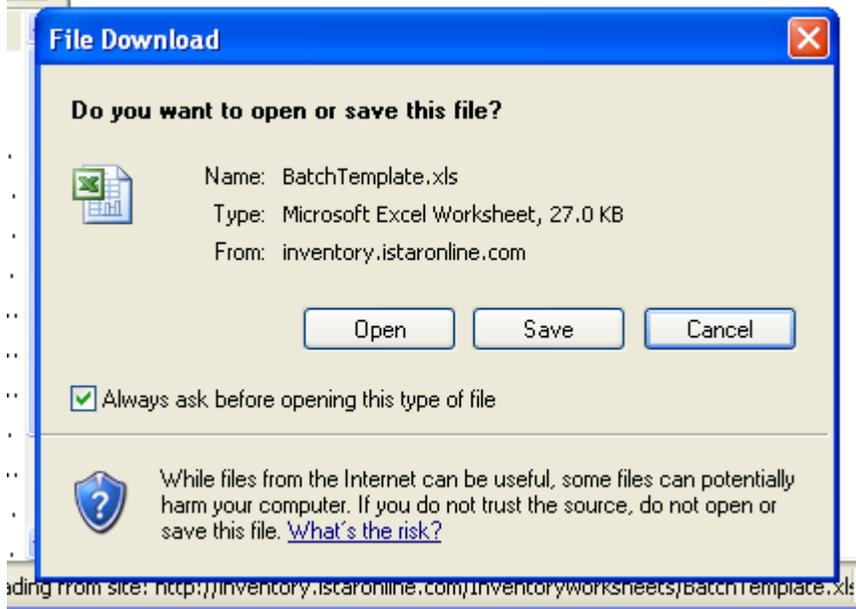
Welcome to the Inventory Upload Manager.

 [Download The Batch Upload Template Here](#)

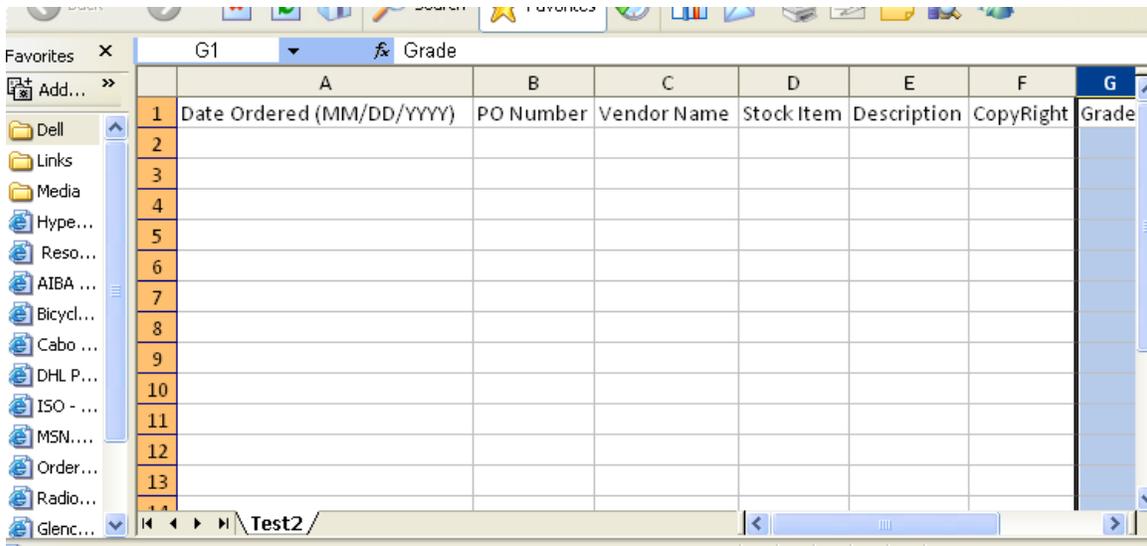
 [Download The Batch Upload Template Instructions Here](#)

Please select a **Inventory Data File** to upload:

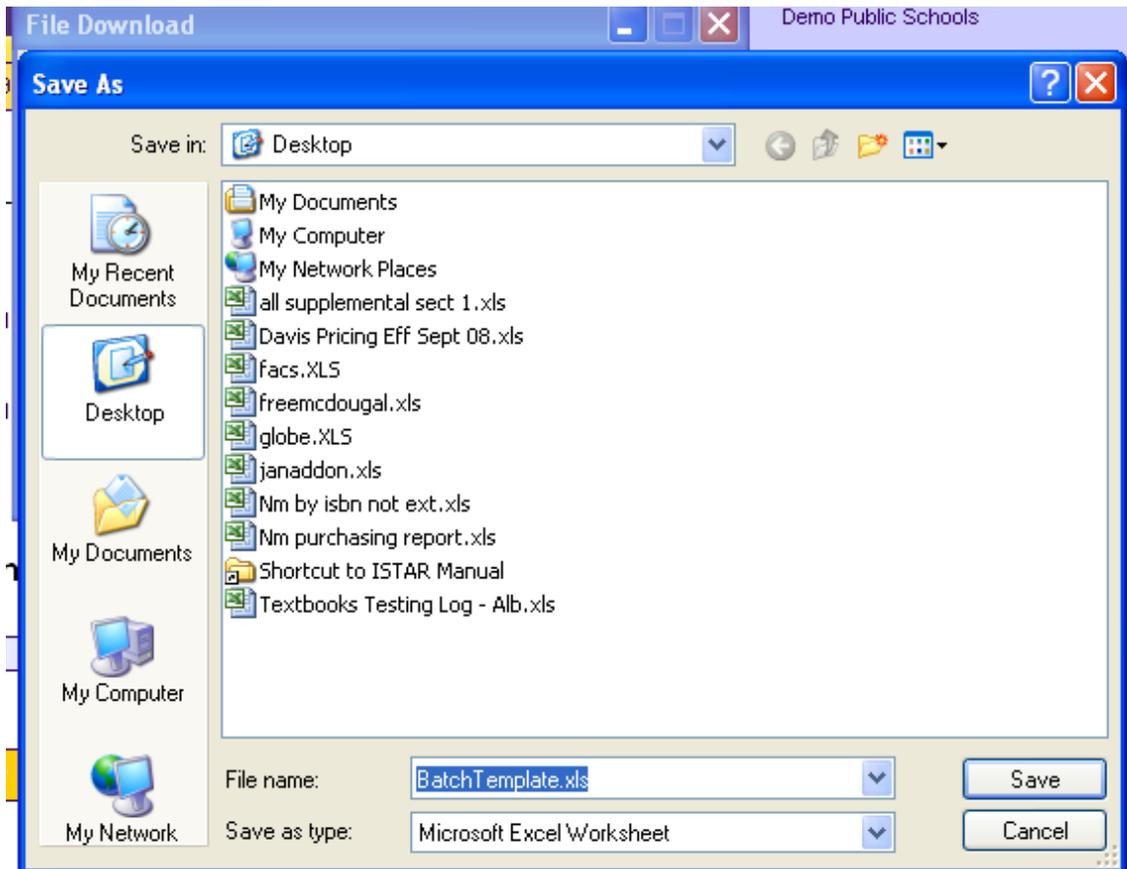
Depending on how your system is set up, when you click on the download window, the Excel spreadsheet will directly open or a dialog box will appear asking you to either open or save the spreadsheet. If the spreadsheet directly opens just save it to your my documents folder. If your system prompts you first to either open or save the spreadsheet or cancel the operation then this window will appear and you can choose one of the three options. If you choose to open it then the spreadsheet will come up.



# iSTAR Online User Manual



If you choose to save it, then the following screen will appear . You can choose the directory that you want to save the file under. You can also rename the file or keep the same name. Click save to save the file.



You can access the file by clicking on the “Inventory Data File” to upload or clicking the Browse button if you are not sure of the file name.

# iSTAR Online User Manual

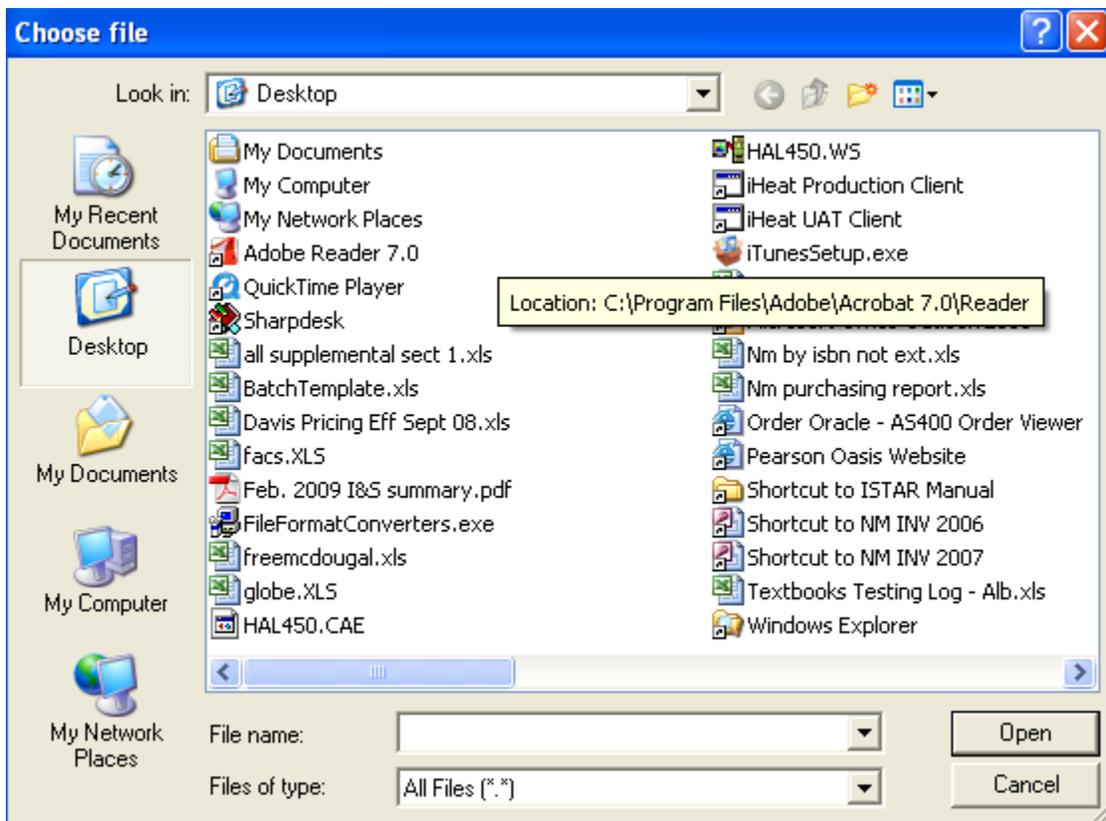
Welcome to the Inventory Upload Manager.

 [Download The Batch Upload Template Here](#)

 [Download The Batch Upload Template Instructions Here](#)

Please select a **Inventory Data File** to upload:

If you click Browse you will see the following screen:



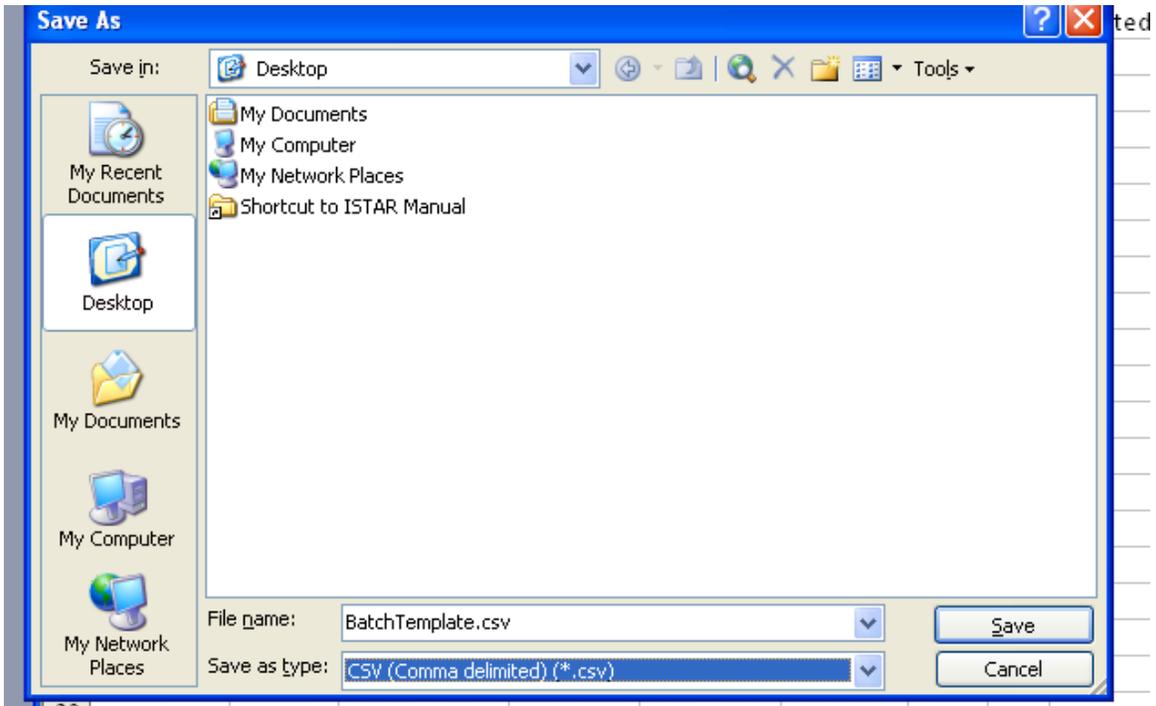
**Click on Batch Template.xls and the open button and you will be able to:**

Enter your data into the spreadsheet. Keep in mind that the date must be in MM/DD/YYYY format. Columns that are required to be filled in are the Date Ordered, PO Number, Vendor Name, Stock Item, Description, Quantity, Price and Budget columns.

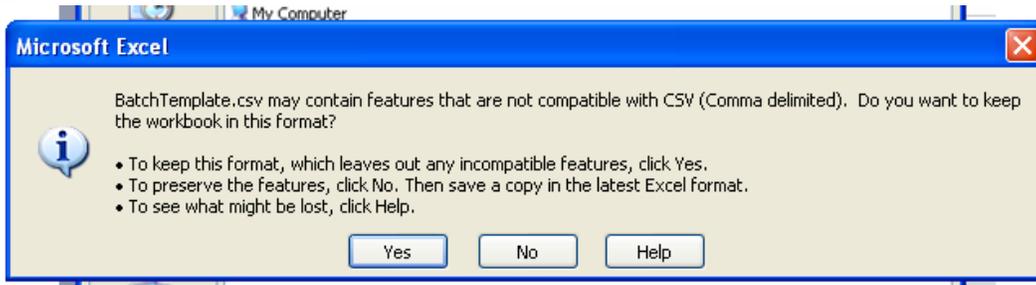
# iSTAR Online User Manual

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date Order	PO Number	Vendor Name	Stock Item	Description	CopyRight	Grade	Subject	Adopted Year	Quantity	Price	Budget
2	3/1/2008	123456	resolve	123456	burner					2	2.00	supp
3	7/1/2008	23456	resolve	234567	telescope					1	1000.00	supp
4												

When finished entering your data into the spreadsheet, save the file as a CSV (comma delimited file) by clicking on the arrow on the Save as type window and scrolling down and highlighting the CSV file option.

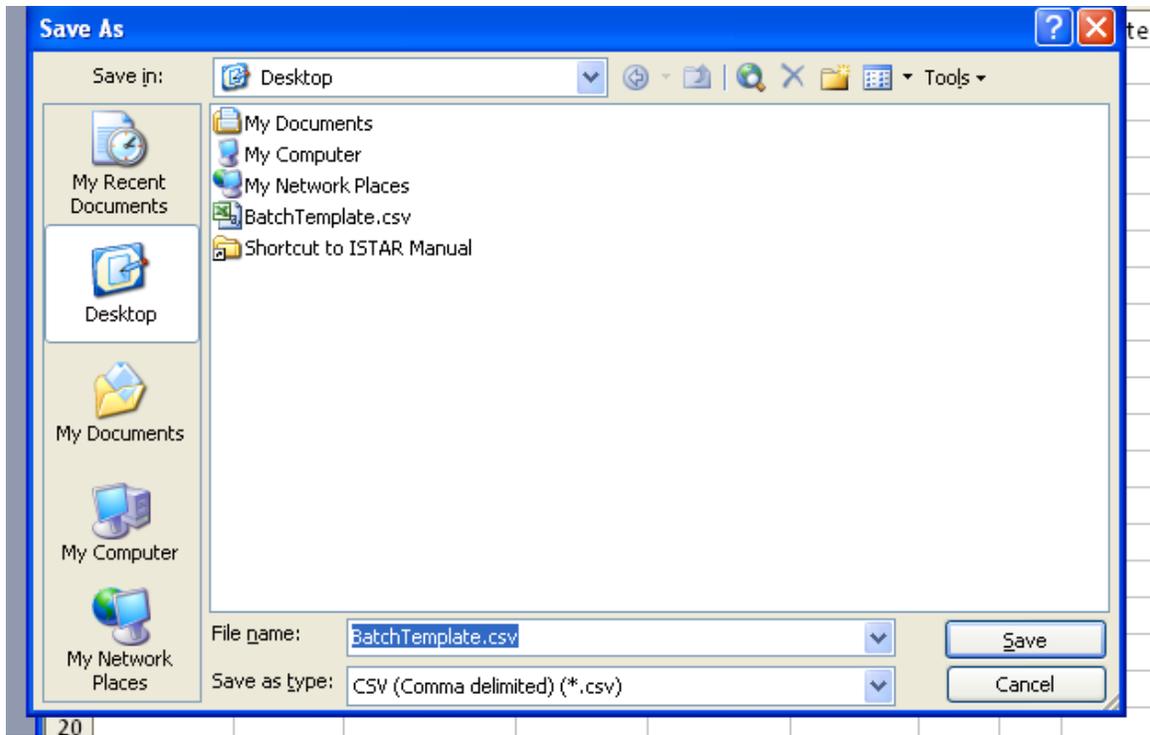


After selecting the CSV file option, click the Save button. After clicking the Save button, this screen will come up. Click the No button to keep the original worksheet in Excel format.



Click the Cancel button and close the document. At this point you are ready to load the file into the Inventory system.

## iSTAR Online User Manual



Click the browse button to select the file to load.

Welcome to the Inventory Upload Manager.

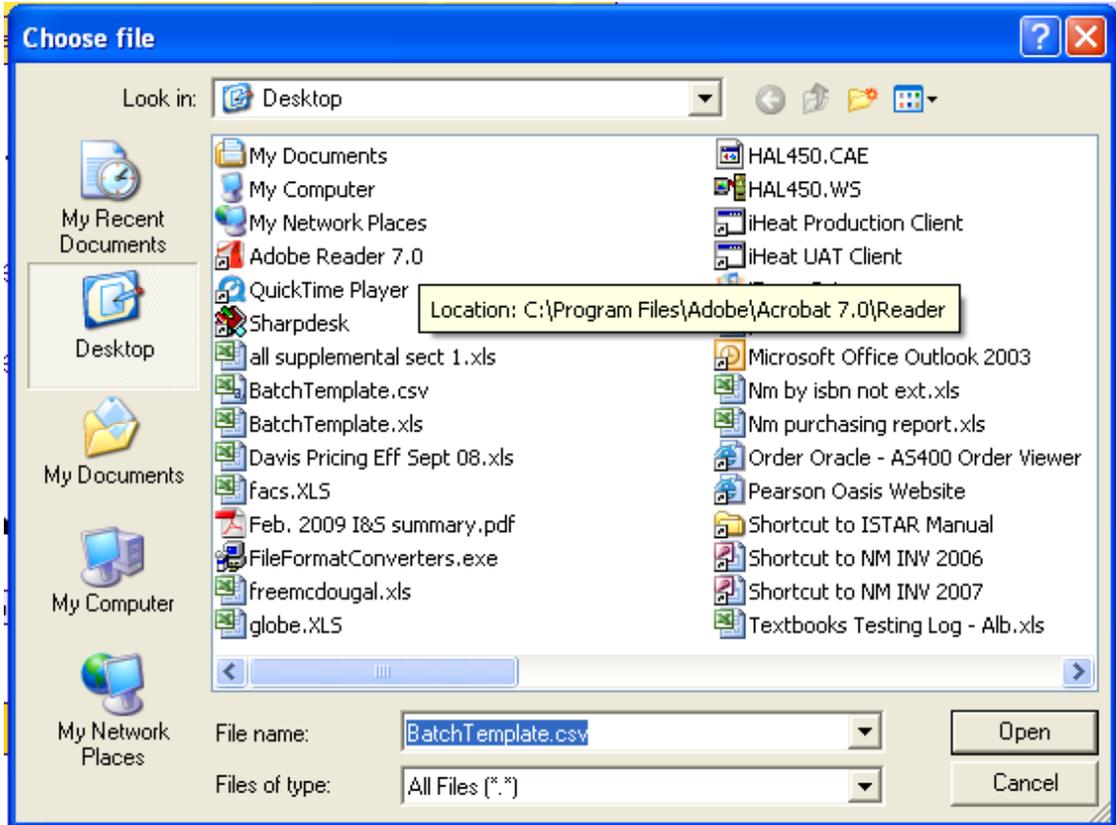
 [Download The Batch Upload Template Here](#)

 [Download The Batch Upload Template Instructions Here](#)

Please select a **Inventory Data File** to upload:

Select the file to upload and click the Open button.

# iSTAR Online User Manual



Click the Upload button after you have selected the file to upload.

Welcome to the Inventory Upload Manager.

 [Download The Batch Upload Template Here](#)

 [Download The Batch Upload Template Instructions Here](#)

Please select a **Inventory Data File** to upload:

If you are uploading a large file, you may get a please wait while we upload your files message box.

After the upload is finished, you should get a message telling you whether the upload was successful or not. If it was not successful check your Excel file to be sure that all data is correctly filled in and that the required fields all have data in them. If it is not successful, you will have to repeat the steps to create the CSV file.

If it was successful you can click the Back to Upload button or any of the options on the Main Menu tab to continue.

# iSTAR Online User Manual

					<b>District User</b> Demo Demo Public Schools
Inventory	Batch	Search	Reports	Help	Logout

Your Inventory file uploaded successfully!

File Name: C:\Documents and Settings\dboden\Desktop\BatchTemplate.csv

File Content: application/vnd.ms-excel

File Size: 258 Bytes

[Back To Upload](#)

This completes your iSTAR user manual. If you have additional questions, please contact Archway at 505 766 9721 or toll free 888 223 2665.