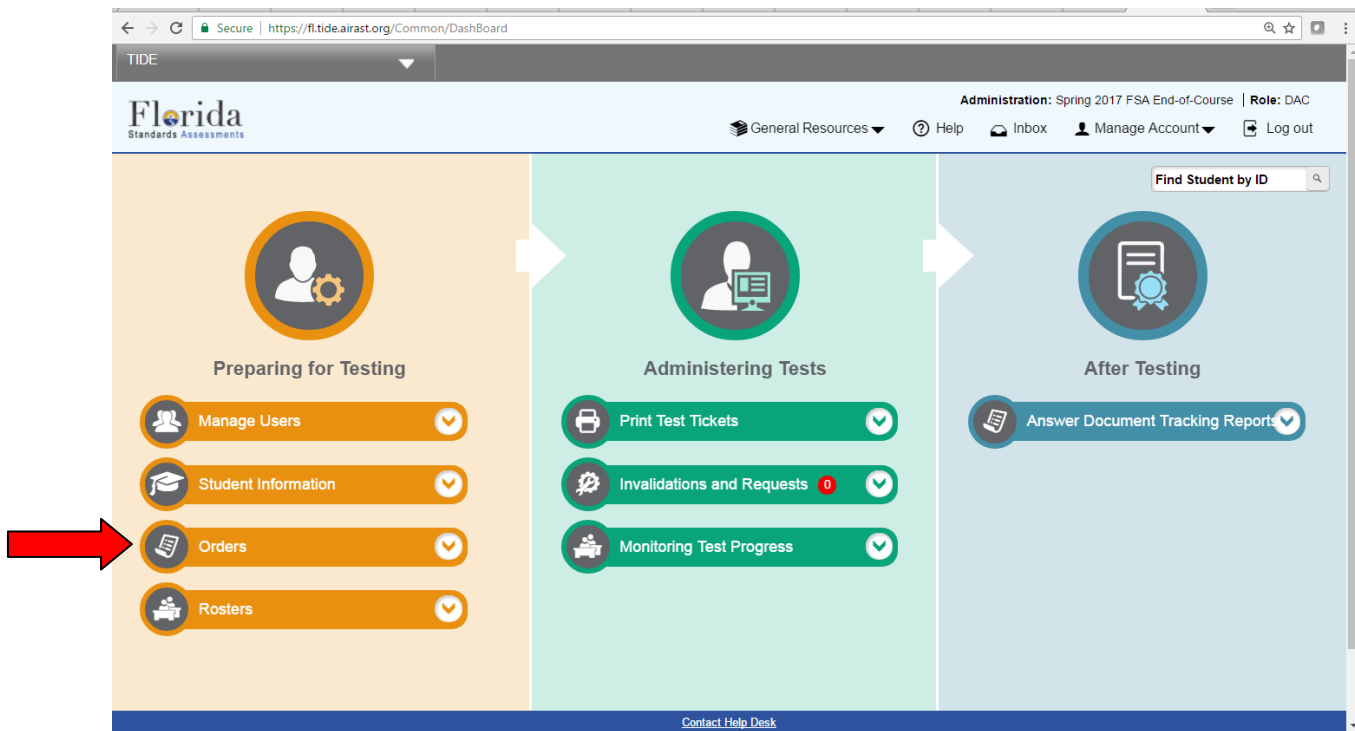


## Did you know?

You can access copies of all your FSA packing slips and can track order shipments through TIDE’s “**Orders.**”





## How Will the “Orders” Task Menu Benefit You?

- ✓ Access all packing lists that have been generated for your school.
- ✓ Track materials that have been ordered for your school.
- ✓ Monitor the date that your materials are to be delivered to TDC in order to facilitate scheduling of material pick up and student testing.
- ✓ Reference the quantities received and the dates shipped by the vendor in order to assist you in preparing materials for return and completing required forms such as the “Materials Chain of Custody” or the “Accounting for All Test Books.”
- ✓ In addition, this information helps you ensure accurate counts when packing materials for return; thereby, safeguarding you from **MISSING MATERIALS!**

## Viewing Order History

You can review the order history of testing materials for your school by following the steps listed below:

1. From the **Orders** task menu on the dashboard, select **View Order History**. The **View Order History** appears.
2. To view the order details, click the order number in the left column. The Order Details page appears.
3. To view the order's tracking report, click  .
4. To view the order's packing lists and security checklists, click  .

The fields in the order history page provide the following information:

Columns in the Order History Page	Description
Order Number	Materials number.
Order Type	Type of order: initial or additional.
Submitted By	User who initiated the order.
Order Status	Order's current status.
Submitted Date	Date order was generated.

## Viewing Order Quantity Reports

You can review reports for your school's open orders by following the steps listed below:

1. From the **Orders** task menu on the dashboard, select, **View Order Summary**. The **View Order Summary** appears.
2. From the *Search Order* By-down list, mark the checkboxes for **Initial Order** **Additional Order** include those types of orders in the report (all administrations except spring, you will be searching for additional orders only).
3. Click **Search**. The order report appears.

The fields in the order summary page provide the following information:

Columns in the Order Summary Page	Description
Material Type	Description of the materials available for a particular administration.
Expected Shipment	Approved district-level order quantities.
Awaiting Approval	Additional quantities ordered that are pending approval.
Total Expected Shipment Quantity	Quantity to be shipped from the vendor.
Total Quantity Awaiting Approval	Additional quantities ordered that are pending approval.