



Viewing Order History

You can review the order history of testing materials for your school.

To review order history:

1. From the **Orders** task menu on the dashboard, select **View Order History**. The **View Order History** page 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 order 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.

How Will the Order History Benefit You

- Track materials that have been ordered for your school.
- Access all packing lists that have been generated for your school.
- Monitor the date of delivery to TDC in order to facilitate scheduling of material pick up and student testing.
- Reference the quantities ordered and the dates shipped to assist you in preparing materials for return (completing required forms such as the "Materials Chain of Custody" or the "Accounting for All Test Books," replacing lost or missing packing slips, and ensuring accurate counts when packing materials for return).
- HELPS YOU AVOID BEING THE RECIPIENT OF A **MISSING MATERIALS** REPORT!

Viewing Order Quantity Reports

You can review reports for your school's or district's open orders.

To review order quantity reports:

1. From the **Orders** task menu on the dashboard, select, **View Order Summary**. The **View Order Summary** page appears.
2. Under *Search Order For*:
 - Mark **School** and select a school to review orders for an individual school.
3. From the *Search Order By* drop-down list, mark the checkboxes for **Initial Order** or **Additional Order** to include those types of orders in the report. For all administrations except spring, you will be searching for additional orders only.
4. Click **Search**. The order report appears.

The fields in the View Order Summary page provide the following information:

Columns in the View 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.