

How do I check order status?

- Log into the Online Adoption tool
- Check Order Status
- Find current orders by date range, order criteria, or order number

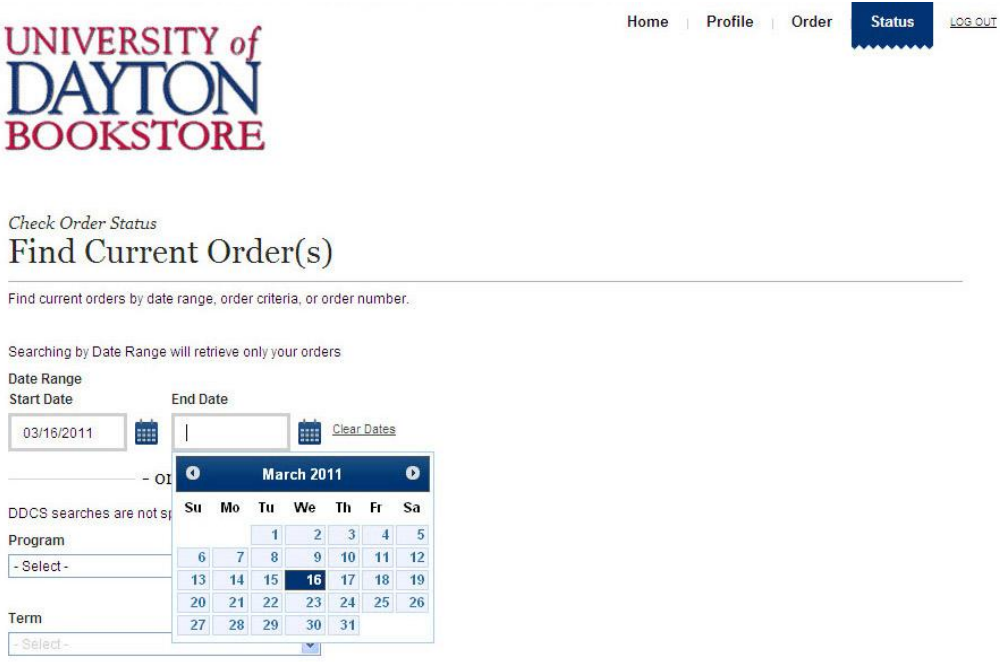


UNIVERSITY of DAYTON BOOKSTORE

Home | Profile | Order | Status | LOG OUT

Welcome back, Dr. Professor X.
What Would You Like To Do Today?

- Order Course Materials**
Order course materials for the upcoming term
- Check Order Status**
Check the status of an order or make changes to an existing order.
- Update Profile**
Update your profile info, including contact and login info.



UNIVERSITY of DAYTON BOOKSTORE

Home | Profile | Order | Status | LOG OUT

Check Order Status
Find Current Order(s)

Find current orders by date range, order criteria, or order number.

Searching by Date Range will retrieve only your orders

Date Range
Start Date: 03/16/2011 | End Date: | Clear Dates

Program: -Select- | Term: -Select-

March 2011						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- The order status is displayed as Submitted, Approved or Rejected
- The order criteria including the order number are available to view
- You can export the details of the online adoptions to a .txt file

Editing Orders – Add Course Material

- Click on the checkbox next to the order to be edited
- Click on the edit order link



Home | Profile | Order | **Status** | LOG OUT

Check Order Status

From this page, you can approve/reject, view/edit, print, or export single or multiple orders.

Results for: "03/16/2011 - 03/16/2011"

Selected Items: 1
[Clear All Selections](#)

Select Order(s) to:  Edit |  Print |  Export

Program	Order Number
All	OA2108872
All	OA2108873

<input type="checkbox"/>	Status	Term	Division	Department	Course	Section(s)	Instructor
<input checked="" type="checkbox"/>	SUBMITTED	Summer 2011	Default	ENG	101	ALL	Professor X
<input type="checkbox"/>	SUBMITTED	Summer 2011	Default	ENG	101	ALL	Professor X

[Back](#)

Note: The ability to sort by Status, Term, Division, Department, Course, Section, Instructor, Program or Order Number is available.