

- 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](#)

<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

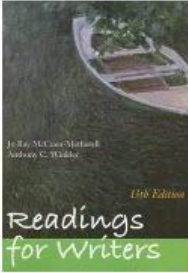
[← Back](#)

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

- Click on the Add Course Materials link located at the bottom of the Review Order page
- Add Course Materials by ISBN, search method or add materials manually

Course Materials

1. READINGS FOR WRITERS



Author: MCCUEN/WINKLER;A/  
 Edition: 13th  
 Format:  
 Publisher:  
 ISBN-13: 9781428231283

Material Usage

Required

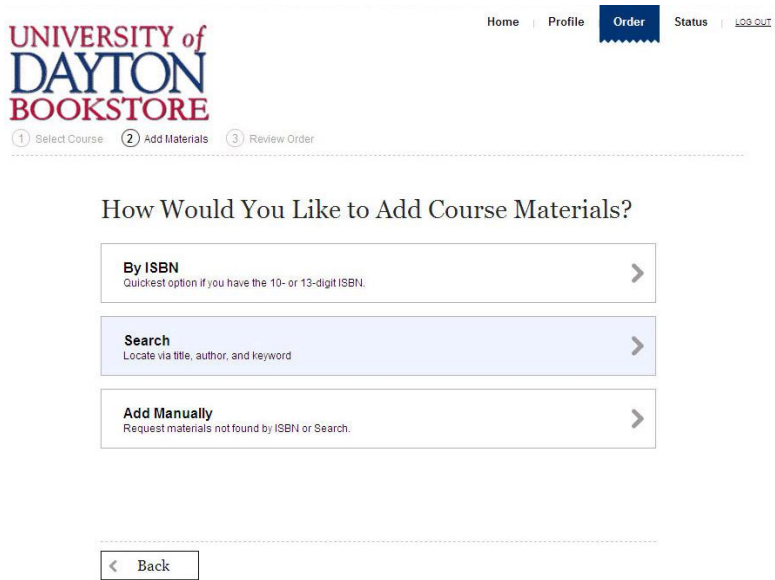
Remove Material From Order

Add additional materials to this order? [Add Course Materials](#).(Optional)  
 Add notes for your bookstore.(Optional)  
 Add special instructions or additional information. Maximum 200 characters.

**Note:** Click on the Remove Material From Order link to remove course materials from Online Adoptions that don't require material.

## Add Course Materials – Search method

- Click on the search link
- Enter information for a least one search criteria



UNIVERSITY of DAYTON BOOKSTORE

Home | Profile | **Order** | Status | [LOG OUT](#)

1 Select Course 2 **Add Materials** 3 Review Order

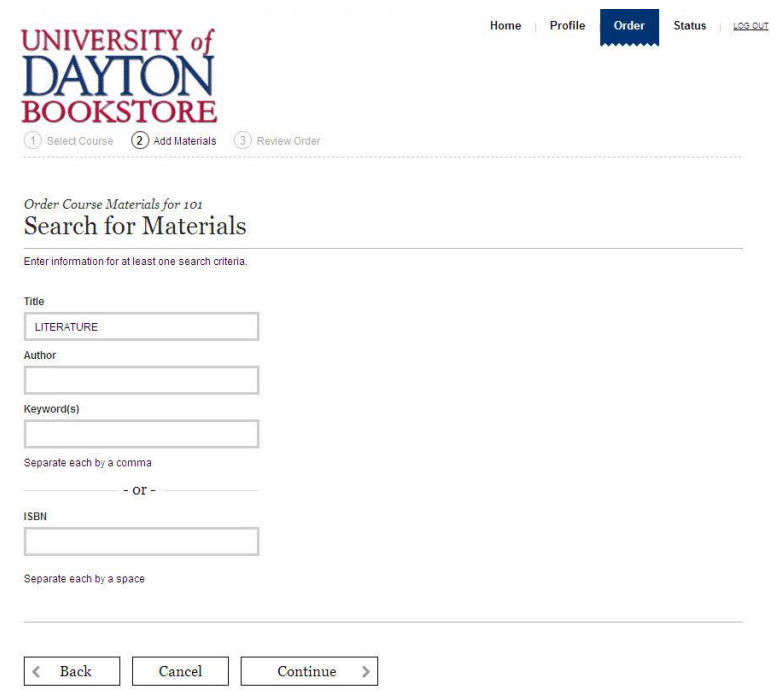
### How Would You Like to Add Course Materials?

**By ISBN**  
Quickest option if you have the 10- or 13-digit ISBN. >

**Search**  
Locate via title, author, and keyword. >

**Add Manually**  
Request materials not found by ISBN or Search. >

[< Back](#)



UNIVERSITY of DAYTON BOOKSTORE

Home | Profile | **Order** | Status | [LOG OUT](#)

1 Select Course 2 **Add Materials** 3 Review Order

*Order Course Materials for 101*  
**Search for Materials**

Enter information for at least one search criteria.

Title

Author

Keyword(s)


Separate each by a comma  
- OR -

ISBN

Separate each by a space

[< Back](#)   [Cancel](#)   [Continue >](#)

- Select materials



[Home](#) | [Profile](#) | [Order](#) | [Status](#) | [LOG OUT](#)

1 Select Course | 2 Add Materials | 3 Review Order

---

Order Course Materials for  
**Add Materials**

Results for: "LITERATURE"  
 Selected Items: 1  
[Clear All Selections](#)  
 Refine your search criteria

<input type="checkbox"/>	Title	Author	ISBN	Edition	Copyright Year	Publisher
<input checked="" type="checkbox"/>	Literature	Abcarian	9780312153113	7th	1998	St. Martin's Press
<input type="checkbox"/>	Literature	Abcarian	9780312393267	8th	2002	St. Martin's Press
<input type="checkbox"/>	Literature	Abcarian	9780312436513	9th	2006	St. Martin's Press
<input type="checkbox"/>	Literature	Barnet	9780673525239	2nd	1997	Longman
<input type="checkbox"/>	Literature	Birkerts	9780205175154	2nd	1996	Allyn & Bacon, Incorporated Bacon
<input type="checkbox"/>	Literature	Carroll	9780130434883		2002	Prentice Hall PTR (use PH)
<input type="checkbox"/>	Literature	Carroll	9780130434876		2002	Prentice Hall PTR (use PH)
<input type="checkbox"/>	Literature	Hurt	9780023590115		1994	Pearson Education
<input type="checkbox"/>	Literature	Jacobus	9780132826334		1996	Pearson Education
<input type="checkbox"/>	Literature	Kennedy	9780321015570	7th	1999	Longman

View Results: 1 2 3 4 5 6 7 8 9 10 [Next](#) >

**Didn't find what you were looking for?**  
[Manually Enter Materials](#) or [By ISBN](#)

< Back | Cancel | Continue >

**Note:** The ability to sort by Title, Author, ISBN, Edition, Copyright Year, Publisher, Edition Status or Format is available.

- Review the order

[Home](#) | [Profile](#) | **Order** | [Status](#) | [LOG OUT](#)

1 Select Course   2 Add Materials   3 **Review Order**

---

Order Course Materials for 101  
**Review Order**

Course Information

Program:  Department:

Term:  Course:  [Manually enter course](#)

Division:

---

Section Information

Section	Estimated Enrollment	Instructor
<input type="text" value="ALL"/>	<input type="text" value="20"/>	<input type="text" value="Professor X"/>

[+ Add another](#) | [x Remove](#)

---

Course Materials

**1. READINGS FOR WRITERS** ▼

Author: MCCUEN, WINKLERGA/  
Edition: 13th  
Format:  
Publisher:  
ISBN-13: 9781428231283

Material Usage

[Remove Material From Order](#)

**2. Literature** ▼

Author: Abcarian  
Edition: 7th  
Format: Paper  
Publisher: St. Martin's Press  
ISBN-13: 9780312153113

Material Usage

[Remove Material From Order](#)

*Additional Information*

- A newer edition of this course material is available. To order it, please add a note in the "Add notes to your bookstore" box below.

**Add additional materials to this order?** [Add Course Materials \(Optional\)](#)

Add notes for your bookstore (Optional)  
Add special instructions or additional information. Maximum 200 characters.

- Submit Order
- Order Submitted Confirmation. You will also receive an order confirmation e-mail.
- Print Page (optional)
- Await approval. If you have registered with an Approver role, your edited order will automatically be approved.

**UNIVERSITY of  
DAYTON  
BOOKSTORE**

1 Select Course   2 Add Materials   3 Review Order

---

### Submit Order

**Course Information**

Program All  
Term Summer 2011  
Division Default  
Department ENG  
Course 101

**Materials for Course: 101**

Section	Estimated Enrollment	Instructor
ALL	20	Professor X

1. **READINGS FOR WRITERS - REQUIRED**  
MCCUEN/WINKLER, N. 13th, 9781428231283

2. **Literature - REQUIRED**  
Abcarian, 7th, Paper, 9780312153113

Notes for the bookstore:  
Please process immediately.

Important: Your order won't be submitted until you click "Submit" below.

**UNIVERSITY of  
DAYTON  
BOOKSTORE**

### Order Successfully Submitted

Your order number is **0A2108872**

 [Print Page](#)

**Course Information**

Program All  
Term Summer 2011  
Division Default  
Department ENG  
Course 101

**Materials for Course: 101**

Section	Estimated Enrollment	Instructor
ALL	20	Professor X

1. **READINGS FOR WRITERS - REQUIRED**  
MCCUEN/WINKLER, N. 13th, 9781428231283

2. **Literature - REQUIRED**  
Abcarian, 7th, Paper, 9780312153113

Notes for the bookstore:  
Please process immediately.