

**Education Data Services
ONLINE ORDER ENTRY INSTRUCTIONS
ADMINISTRATION LEVEL v 2.1**

**ONLINE ORDER ENTRY
LOGIN INSTRUCTIONS
(TO BE USED FOR 2003-2004 ORDERS ONLY)**

1. PROCEED TO THE WWW.ED-DATA.COM WEBSITE
2. “CLICK” ON THE SCHOOL DISTRICT “LOG IN” LOCATED ON THE TOP RIGHT HAND SIDE OF THE WEB PAGE.
3. THE DISTRICT LOG-IN SCREEN WILL APPEAR
 - DISTRICT CODE: THIS IS A TWO LETTER CODE THAT WILL APPEAR AT THE BOTTOM OF THE SHIP TO: BOX IN THE UPPER RIGHT HAND CORNER OF THE REQUISITION.
 - USER NUMBER: THIS IS A FIVE DIGIT NUMBER THAT WILL APPEAR AT THE BOTTOM OF THE SHIP TO: BOX (ABOVE THE DISTRICT CODE) IN THE UPPER RIGHT HAND CORNER OF THE REQUISITION
 - USER NAME: USE THE SAME FIVE DIGIT USER NUMBER AS ABOVE
 - PASSWORD: USE THE SAME FIVE DIGIT USER NUMBER AS ABOVE
4. CLICK “LOG IN”
5. THE MAIN MENU WILL APPEAR WITH THE SAME NAME THAT APPEARS ON THE REQ. (THIS IS YOUR INDIVIDUAL ORDER WEB SITE) YOU HAVE THE FOLLOWING OPTIONS ON THE MAIN MENU
6. CHANGE PASSWORD: CLICK THIS BUTTON TO CUSTOMIZE YOUR PASSWORD
7. VIEW REQUISITION: CLICK THIS BUTTON TO REVIEW AND MAKE CHANGES TO AN EXISTING OR PREVIOUSLY SUBMITTED REQUISITION (THIS IS WHERE YOUR BOOKLET ORDER OR HARD COPY REQUISITION IS LOCATED)
8. NEW REQUISITION: CLICK HERE TO BUILD A BRAND NEW REQUISITION-THIS IS TO BUILD A REQ IN ADDITION TO YOUR EXISTING REQ-CHECK W/MAIN OFFICE
9. EXIT PROGRAM: CLICK THIS BUTTON TO EXIT THE PROGRAM

Frequently Asked Questions

How do I.....

I. Approve/Reject Requisitions

1. Login to the system by following the directions on the previous page.
2. Click on the “Approve Requisitions” button.

Now you are in the administrations screen. This screen is only accessible by principals or business administrators. The upper portion of the screen allows you to sort the requisitions by the following options: Category, Schools (business office only), Budget Years, Users, Account Codes, and Status.

3. Select the requisition(s) you would like to approve or reject by clicking on the box(es) on the left hand side of the screen.
4. In the “Action Box” located in the middle of the screen select the desired action (approve, reject).
5. Click “Process Action”

Once you approve a requisition, the teacher can no longer change that requisition.

II. View existing requisitions or previously submitted books

1. Login to the system (See instructions on previous page)
2. Click **“VIEW REQUISITION”** button on main menu. You may be able to see past requisitions, which will be listed individually on this page. The dollar total of all requisitions will be listed on the upper right hand corner of the screen. Each requisition is listed as a separate line item and shows the following information: DATE ENTERED, USER NAME, CATEGORY, ACCOUNT CODE, DOLLAR TOTAL OF REQUISITION AND STATUS. (For more information on status see question IV),
3. Click **“MODIFY”** to open the existing requisition. You may now add, delete or modify quantities from the current requisition.

Change Quantity

1. Select the quantity to be changed and type in the new quantity.
2. At the bottom of the screen click **“UPDATE”**.

Delete Quantity

1. Select the quantity to be deleted and type **“0”** as the quantity.
2. At the bottom of the screen click **“UPDATE”**.

Add Quantity

1. To **add quantities** select **“ORDER EZ”** from the drop down menu on the far left hand side of the screen in the center banner.
2. Click **ORDER USING** drop down menu. Then select your source, which is either the Awarded Vendor Catalog or the Ed-Data Booklet.
3. Enter the item number from the awarded vendor catalog or the Ed-Data Booklet. If the Ed-Data booklet is selected only Ed-Data’s item numbers can be entered. If the awarded vendor’s catalog is selected, only vendor catalog numbers can be entered.
(NOTE: DASHES DO NOT NEED TO BE ENTERED)
4. Now enter your quantity and click **“EASY ADD”**. The new item is added to your requisition.

Repeat the previous steps until you are finished with the requisition.

5. Upon completion click **“SUBMIT REQUISITION”** located on the middle banner if you are to submit your requisition for **APPROVAL**. Once your requisition has been approved it cannot be changed. You may also click **“HOLD REQUISITION”**, which will NOT submit your requisition for approval. This will allow you to return at a later date to modify the requisition.

III. Change Password or User Name

1. Click **“CHANGE PASSWORD”** button on main menu.
2. Type in your new password in the **“PASSWORD BOX”**, then type in the same password in the **“CONFIRM BOX”**.
3. Click **“UPDATE”** OR **“UPDATE AND RETURN”**

IV. What does “status” mean? How do I know if my requisition has been approved?

There are a few status options, they are:

“ON HOLD” – The requisition is ready for modification, and has NOT been submitted for approval.

“PENDING APPROVAL” – The requisition has been submitted for approval, but has not been approved yet at the next level.

“APPROVED” – The requisition has been submitted and approved at the next level.

“REJECTED” – The requisition has been submitted and has been rejected at the next level.