

# Receiving Process

Receiving guide for textbooks.

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## Print Adoption Forms

Instructions on how to print adoption forms for faculty.

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## Legacy Faculty Adoptions – Web Side

Instructions for Faculty members on how to submit adoptions via the Legacy interface.

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## Advanced Faculty Adoptions – Web Side

Instructions on how faculty perform their side of the advanced adoption process.

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# **Advanced Faculty Adoptions – Store Side**

Guide on the back office steps required for advanced faculty adoptions.

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## **POS Training**

Training document for the Point of Sale module.

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## **Mail Orders & eCommerce also known as Web Order Processing**

Instructions on how to create a Mail Order transaction.

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## **Loyalty Rewards Setup**

Steps on how to setup Loyalty rewards.

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# **Gift Receipt Setup**

Steps on how to create a gift receipt and print one on demand.

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# **Class Specific Exemptions**

Set a class as tax exempt by using a modifier.