Receiving Process

Receiving guide for textbooks.

Print Adoption Forms

Instructions on how to print adoption forms for faculty.

Legacy Faculty Adoptions – Web Side

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

Advanced Faculty Adoptions – Web Side

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

Advanced Faculty Adoptions – Store Side

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

POS Training

Training document for the Point of Sale module.

Mail Orders & eCommerce also known as Web Order Processing

Instructions on how to create a Mail Order transaction.

Loyalty Rewards Setup

Steps on how to setup Loyalty rewards.

Gift Receipt Setup

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

Class Specific Exemptions

Set a class as tax exempt by using a modifier.