How to order ITI, SMOHIT Materials (Books, Flyers, DVD’s) through the Inventory system in Total Track and then issue those same materials to your students and or members.

- **Step One**- Log in to Total Track
- **Step Two**- From the Upper Binder you will see a new tab named INVENTORY (This is currently only available to Coordinators all other administrative staff will not see it)
- **Step Three**- Click on the Inventory tab and a new lower binder will appear. From that binder you will see four new tabs.
- **Step Four**- It automatically defaults to Books (they are in bold) If you scroll down the page you will see a complete list of all books, DVD’s, CD’s and
other ITI Materials available for order.

You will notice that I have the all books tab circled. That is the complete list of books available for order. IF you notice in the image there is also an inventory only tab to the right of the all books tab. If you click the inventory only tab the list will show your orgs inventory based on the inventory that was taken by ITI field staff previously. The ITI is attaching an additional form to this tutorial for you to update your existing inventory in the Total Track system so that we have an accurate representation of your current stock. This will need to be done **IMMEDIATELY** you will not be able to edit your inventory. So please check your Inventory Only tab for accuracy before ordering any ITI materials.

- **Step Five-** To order a book simply click on the title of the book from the all books tab. Upon clicking on the specific book you want a book profile will
You will notice that from the book profile there are several key elements. Name, credits, summary of what the book covers and a table of contents of the books but most importantly you will notice the Inventory stock. This box shows your current inventory in current stock. Currently each org's stock manager will be the Coordinator of that org.

You will also notice the order button in the upper right corner.

- **Step Six** - Click the order button and an order screen appears.

![Order Screen](image-url)
In the quantity box you will place the quantity of the book you need. In the event that you already have a book in stock you may be called by an ITI staff person to explain why you are ordering more books when you already have books in stock (This will only occur if you have an excessive quantity in stock) then click the submit button. Upon hitting the Submit button from the order screen the Orders Grid will appear from that grid you will see any orders that have not been submitted, that are pending, that are processing and that have shipped. If you are done with your order and do not need any additional books with this order click on the not submitted order from the orders grid. If you need additional books for your order return to the Books tab from the binder and pick you next book you need and follow the preceding instructions until you have all the books you need in that order. Once you have picked on the not submitted order from the orders grid a Book order profile appears.

From the book order profile you will notice several key things In the shipping Info box there is listed the org that ordered the books, the ATTN: filed will show the stock manager and the address you have listed for the org. In the event that you do not have an address populated there you will need to go to your org from the Contacts> Company grid and edit your Address. In the event that you are an Org that represents several JATCs you have the option to go in and edit the ship to address from the upper right hand corner of the upper profile as circled above. You can also edit the
ATTN from the edit book address profile.

If you click the new button you can add the JATC address you want the books shipped to in lieu of having the books shipped to the original address of your org. It will also store that address for future use from the dropdown list as circled. Then click the save order and it will return to the order profile previously shown.

- **Step Seven**—upon return to the Book order profile simply click the submit order button in the upper right corner.

upon clicking on that submit button it takes you back to the Book order profile and you will see in the order status a requested date now filled in. Once our office personnel have approved the order it will show an
approved date and when the vendor fulfills the order you will see that date as well. After you have submitted the order and you return to the Book Order profile you may see in the actions box of the Book order profile the term Transfer in BLUE. **DO NOT click that Transfer button. If you do it will interrupt the order process.** In the rare event that a transfer is needed the ITI facilitates that process and you will be notified how to Transfer books from one JATC to another. The ITI will email you a shipping label and show you what to do. That BLUE Transfer will go away from your view once the Office staff has approved and processed your order.

- **Step eight-** When the book order has been shipped the Stock manager for your org will receive a message in Total Track that states your order has been shipped.

- **Step Nine-** Upon receiving the book order you will need to go to the Inventory> orders tab in the binders and click on the order that was placed and shows shipped in the orders grid which will take you to the book order
profile and click the received button. This will update your inventory to show the increase of books.

- **Step Ten** - Issuance of in stock materials is IMPERATIVE. The inventory system is intended to fully track EVERY item that is ordered from the ITI list of materials. The inventory system can issue any material that is in your stock of ITI materials for both your tracking as well as the ITI’s tracking. To issue Books and DVDs to your instructors simply click on the instructor profile and then the ICON for that instructor and go to books under the education tab from the ICON and you will see books. Click books and a book s grid appears for that contact.

You will notice from the profile shown that you have the ability to issue non class books I would issue my instructors their instructor manuals and any other materials in this fashion. Simply click the Issue non class books button and a Issue Non Class Book page will appear.
From the top box click in the box and type the name of the book you would like to issue the contact or instructor. From the method box you have the option to click either print or electronic. If you are issuing a print copy make sure print is showing in the box and then hit submit. This will adjust your inventory. You will need to print up a book agreement form for that book as was past practice. (that book agreement form will be in Total Track at a later release). If you choose electronic the Instructor will or Contact will need a user account in total Track to access that or those books using the ITI E-reader app.

If you want to issue books to the students enrolled in a class simply click on the class you want to issue books from, Go to the ICON of the class, click the icon go to books and you will see issue books button as shown below.

By placing a check box in front of the books in the far left column and the clicking the issue books button circled above you will go to a different grid where you can choose issuance method.
Simply click on the drop down and pick print or electronic on each book for each student and at the bottom of the grid is an issue books button click it and your inventory will adjust for each book and at the student profile of each student you will be able to see what books he/she has and whether it is electronic or not.

**Be AWARE!!!** If you issue electronic books in a class from a course that is not in an approved Career Path with approved books from courses in that Career path and the students are not enrolled in that approved Career Path you will **NOT receive Electronic Credits** which will be covered in the Second Tutorial.