

Reviewing and Modifying Initial Orders

You can review and modify initial orders at any time during the initial order window, May 20-May 31.

To review and modify initial orders:

1. From the **Paper Ordering** task menu on the TIDE dashboard, select **Initial Orders**. The **Initial Orders** form appears (see [Figure 1](#)).
2. In the *Contact Info* panel, do the following:
 - a. Verify information in the *Corporation Test Coordinator Information* panel.
 - b. Verify information in the *Shipping Information* panel.
 - c. Click **Verify**, and then click **Continue** in the confirmation message that appears.



Note: If contact information is not correct, please update the information in DOE Online.

Figure 1. Fields in the Initial Orders Page

3. Click **Search**. The *Shipping Address* and *Comments* panels appear, along with a list of materials available for ordering.

In the list of initial orders, review the number in the Quantity Approved column; this is the amount of each item you are scheduled to receive (see [Figure 2](#)).

Figure 2. List of Initial Orders

Initial orders for ABC School				
Material Description	Quantity You Will Receive	Quantity Approved	Quantity Pending Approval	Additional Quantity
— Miscellaneous				
Smarter Balanced Math Test Administration Manual	135	125	10	135

4. If the Quantity Approved is incorrect, enter a different number in the Additional Quantity column. Any additional quantities you order may require approval.
5. Click **Save Orders**. A text box appears allowing you the option to enter additional comments.
6. Click **Submit** to submit your order. The Order Summary pop-up window appears with the new order request on display.
7. Click **Close** to return to the *Initial Orders* page.

[Table 1](#) describes the columns in the *Initial Orders* page.

Table 1. Columns in the Initial Orders Page

Column	Description
Material Description	Description of the materials included in the order.
Quantity You Will Receive	Quantity to be shipped from the vendor after the initial order window closes. This quantity includes any rounding above the Quantity Approved.
Quantity Approved	Quantity that is approved. This reflects what was requested in the Additional Quantity column. Resets to zero after transmittal to the printer.
Quantity Pending Approval	Quantity requiring approval beyond that automatically approved. Resets to zero after approved or disapproved.
Additional Quantity	Quantity of materials based on eligibility counts plus any overage percentage specified in the <i>Supplemental Information</i> panel.