



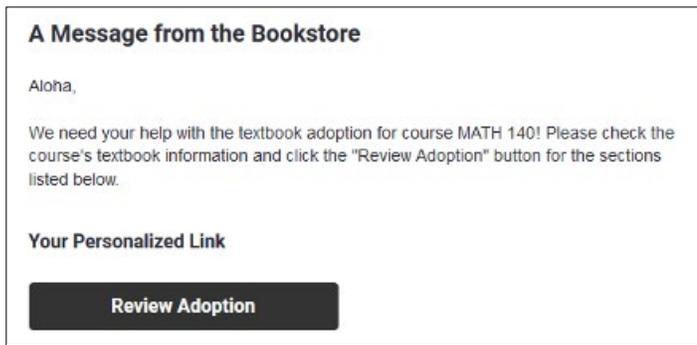
UNIVERSITY OF HAWAI'I AT MĀNOA

TEXTBOOK ORDERS

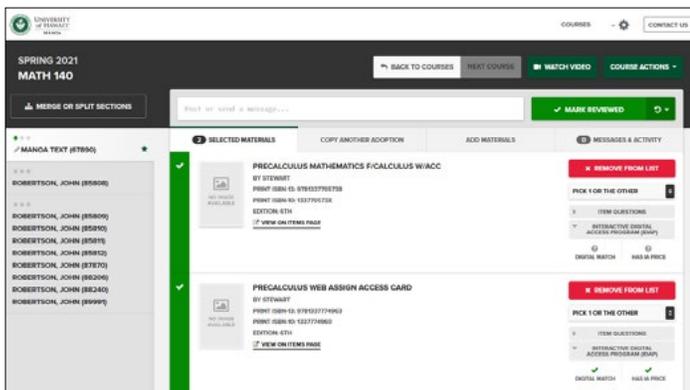
DEPARTMENT/REVIEWER WORKFLOW

Instructions to review a textbook order

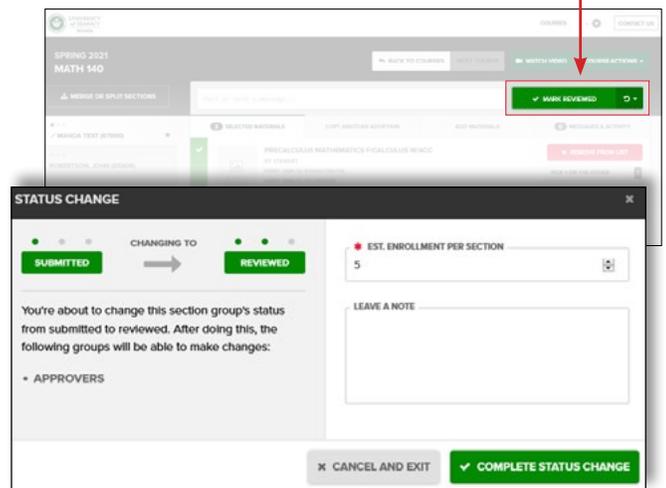
- Go to your hawaii.edu email to find your personalized link.
Sender = University of Hawaii Mānoa Bookstore
hawaii-manoa@verbasoftware.com



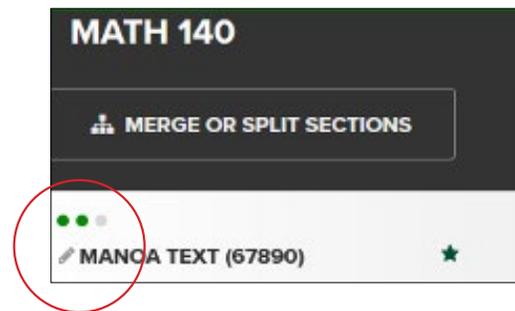
- Click the **"Review Adoption"** link found in the email. You will be taken to the textbook order platform where you can view your courses that need your attention. Verify information faculty submitted is correct.



- To complete process, click **"Mark Reviewed"** in top, right-hand corner. Then click **"Complete Status Change"**



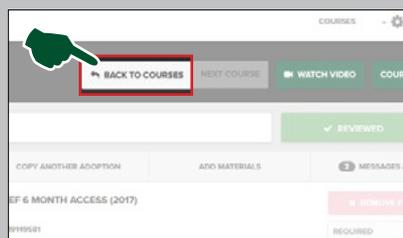
- In left hand menu, the section should now have **two green dots**, which means the textbook order has been sent to the Bookstore for approval.



HELPFUL HINT:

Follow these steps to see what other sections need your attention.

Step 1: Click on **"Back to Courses"**



Step 2: Click on **"Submitted Sections"**

