

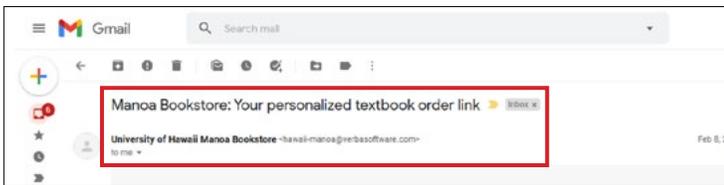
UNIVERSITY OF HAWAII AT MĀNOA

TEXTBOOK ORDERS

ENTIRE PROCESS WORKFLOW

Instructions to submit a textbook order

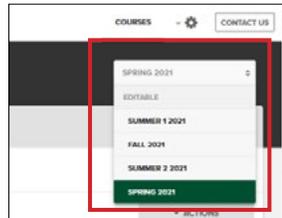
- Go to your hawaii.edu email to find your personalized link.
 - Sender = University of Hawaii**
Mānoa Bookstore hawaii-manoa@verbasoftware.com
subject line = Manoa Bookstore:
Your personalized textbook order link



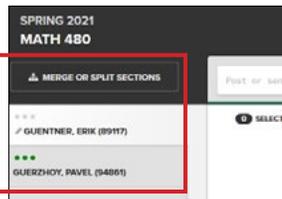
- Click the **“View Adoptions”** link found in the email. It will take you to the textbook order platform.



- In the top-right corner use the drop-down menu to select the term you want to work on.

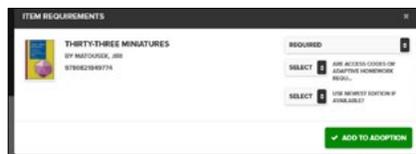
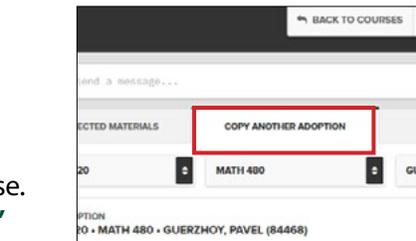


- Click on the course you would like to work on. If multiple sections offered for course, can merge or split as needed.

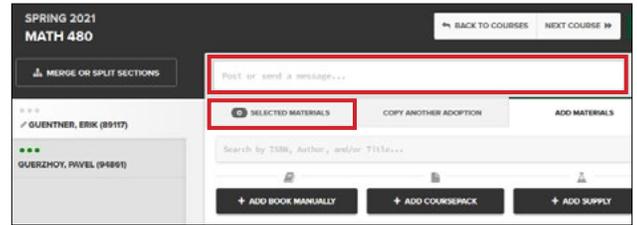


- To add materials use:**

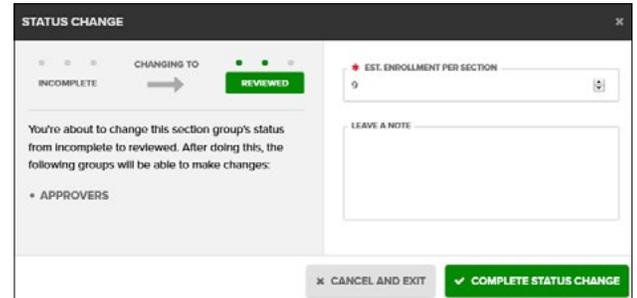
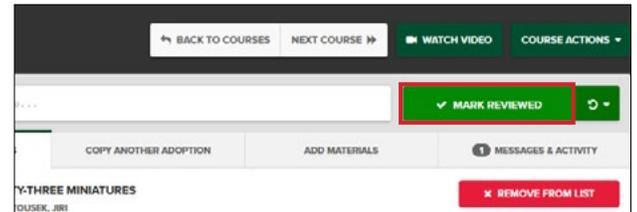
- “Copy Another Adoption”** tab to copy from another term/course. Click **“Add to Adoption”** (black button), answer the required questions, then click **“Add to Adoption”** (green button)



- “Add Materials”** tab search by ISBN, author, or title. Can also manually add material.



- Once all materials are added, click **“Mark Reviewed”** button in top-right corner. Then click **“Complete Status Change”**



- Textbook order has moved on to Bookstore for approval and ordering. (Note: two green dots above section)

