

ARKIV: ASSESSMENTS

HOW TO GUIDE



5 HOW TO PLACE AN ORDER IN ARKIV

Primary Administrators and Assessment Coordinators have the ability under user access to place orders within the Arkiv system. If an order is submitted by an Assessment Coordinator, then the order must be approved by the Primary Administrator before being fulfilled. If an order is submitted by a Primary Administrator, then the order is automatically approved by the system. It is important to ensure accuracy when entering the assessment type and amount before submitting for approval. Once approved, the ordered inventory is non-refundable and cannot be exchanged.

To add users (contacts):

1. Log into Arkiv
2. Click on the **Place Order** link in the Top Links section of the homepage
3. Choose **account** or **sub-account** from the drop-down Account Name field
4. Click **Next Step**
5. Click into cell below **Assessment Name** in the Assessment Request section
6. Enter the assessment name or click the drop-down to choose from the list of assessment titles
7. Select assessment
8. Choose **Computerized** or **Paper/Pencil** for Type
9. Enter the # of Copies you wish to order
10. Click **Next Step**
11. Verify Shipping Address is correct if ordering paper assessments
 - a. If incorrect, click checkbox for Edit shipping address for this order
12. Click **Submit for Approval**
 - a. Orders submitted by a Coordinator must be approved by the Primary Administrator. If a Primary Administrator is placing an order, then they simply click Submit for Approval and the order is automatically approved.

Assessment Request

Select the exam, type and quantity you wish to order. If you wish to add additional exams, press the ADD button. When you have added all the exams you need, press NEXT STEP.

REMOVE

Assessment Name	Type	# of Copies
Core V3	Paper/Pencil	1