





Edit a Campus Requisition

Campus Requisitions is a process to increase the inventory at the campus level. It can be placed by the campus or the district to order/requisition items supplied by the district. The district tracks all campus requisitions. While adding multiple ISBNs to a campus requisition, you can save the progress you have made and return to the order to continue adding additional ISBNs. It is also possible to update quantities to order and/or remove ISBNs from a campus requisition.






Add ISBNs to a Saved Campus Requisition

For campus requisitions in the status of **Submitted**, use the following instructions to open the campus requisition and continue adding ISBNs.

1. Click on  **Inventory**, located on the Navigation Bar.
2. Under the **Orders** subcategory, click on **Campus Requisitions**. This opens the **Campus Requisitions** page.
3. [Search](#) for the desired existing requisition (must be in the status of **Submitted**).
4. Click on  **Edit**. This opens the requisition in the **Edit Requisition** page.
5. [Search](#) for the desired ISBN.
6. Click on the title of the item. The row highlights orange.
7. Referencing the **Copies Needed** field, enter a quantity into the **Copies to Order** field.
8. Click on  **Add**. This adds the selected ISBN and the copies to order to the lower half of the page.
9. Add multiple titles by repeating steps 5 through 8.
10. Click  **Save** to return to the **Single Campus Requisitions** page.

Edit ISBN Copies to Order




For campus requisitions in the status of **Submitted**, use the following instructions to change the quantity of an ISBN's requested copies to order.

1. Click on  **Inventory**, located on the Navigation Bar.
2. Under the **Orders** subcategory, click on **Campus Requisitions**. This opens the **Campus Requisitions** page.
3. [Search](#) for the desired existing requisition (must be in the status of **Submitted**).
4. Click on  **Edit**. This opens the requisition in the **Edit Requisition** page.
5. On the lower half of the screen, locate the desired ISBN.
6. Click on  **Edit** located on the respective ISBN's row. This opens the **Ordered** field.
7. Enter the new quantity to order.
8. Click on  **Save** located on the respective ISBN's row. This closes the **Ordered** field.
9. Click  **Save** (located in the middle of the screen) to return to the **Single Campus Requisitions** page.


Remove an ISBN from a Campus Requisition

For campus requisitions in the status of **Submitted**, use the following instructions to remove an ISBN from a campus requisition. Review [Deny ISBN on Campus Requisition](#) for campus requisitions in other statuses.

1. Click on  **Inventory**, located on the Navigation Bar.

2. Under the **Orders** subcategory, click on **Campus Requisitions**. This opens the **Campus Requisitions** page.
3. [Search](#) for the desired existing requisition (must be in the status of **Submitted**).
4. Click on  **Edit**. This opens the requisition in the **Edit Requisition** page.
5. On the lower half of the screen, locate the desired ISBN.
6. Click on  **Remove** located on the respective ISBN's row.
7. A warning message displays "Are you sure you want to delete this textbook item?".
8. Click **OK**. This removes the ISBN from the campus requisition.
9. Click  **Save** (located in the middle of the screen) to return to the **Single Campus Requisitions** page.

NOTE:

Once a campus creates a requisition and  **submits** it to the district, the campus can no longer edit the campus requisition.