Teachers

HOW TO ADD/EDIT TEACHERS

Add

1. Click on **Teachers** on the Navigation bar
2. Click on **Add**
3. Enter the teacher's information.
Note: Required information displayed in red.
4. Click on **Save** on the Navigation bar
5. Click **OK**. A message stating ***You have successfully added a teacher*** displays.

Edit

1. Click on **Teachers**
2. **Search** for teacher whose information you want to edit.
3. Click on **Details** in the row listing the teacher
4. Click on **Edit** to change the information.
5. Edit the information, click on **Save.**
6. Click **OK**. A message stating ***You have successfully added a teacher*** displays.

Teachers

HOW TO DISTRIBUTE A TEXTBOOK TO TEACHERS

1. Click on **Teachers**

2. Use **Search** to find the teacher you want ot distribute to.

3. Click on **Distribute** in the row listing the teacher.

4. In the **Source** area, use **Search By** drop-down menu and the **Search** field to find the title to be distributed

5. Click on the title and the row will highlight **ORANGE**

6. In the **Target** area, verify the desired teacher's information

7. Enter quantity into **Copies** field

8. Click on **Transfer**.

9. **All Distributions Completed!** will appear next to the **Previous Page** icon.