# WebOrder Accessibility

## Process overview

Ensuring that all of our products are fully accessible is very important to us. Please review the following information and tips for using WebOrder with adaptive technology.

Contents:


- Screen Context and Navigation
- Requesting Materials


## Screen Context and Navigation

### Layout

All WebOrder pages have the following layout:

- Header, including a "top menu" list linking to main sections of the website.
- Side menu, located on the left of the page.
- Content area.

More specific layout information is listed by page.

**Home Page:** Header, Main menu, Welcome message.

**Find Student / District:** Header, Student / District Menu, search form.
Search results will load beneath the search form.

**Add Order:** Header, Student Info, Request Type.

**Catalog Search:** Header, Order Summary, search form.
Search results will load on a new page.

**Search Results:** Header, Order Summary, Search Filters, Search Results.
The Search Filters are divided into H3 categories. Select any filter to limit your search results to match that filter, or select the following icon exclude that filter from your results.

**Review Cart:** Header, Student Info, Review Lines table.

**Submit Request:** Header, Student Info, Choose Patrons form.

### Headings

The site has been designed with structured headings to make it easier to browse the information using the H key or headings rotor.

The heading of each section of the page will be at level 1 or 2. Search filters and results are at level 3.

## Requesting Materials

1. Find the Student
    a. Use the top menu Patron link to open the Find Student / District page.
    b. Your cursor should default to the Name field; type in the name of the student or leave all fields blank to list all records associated with your login.
    c. Press ENTER; the search results will load as links below the search form.
    d. Select the name of the correct student.
2. Create the request.
    a. Select the Add Order link in the Student / Districts Menu.
    b. Use the arrow keys to select the radio button for the appropriate school year and order type, then press ENTER.
3. Add materials to the request.
    a. Type the APH or ISBN number or a keyword into the Query text field. Press ENTER. The results will load on a new page.
    b. On the Search Results page:
        - Use the SPACE BAR to toggle the checkbox for the item or items you want.
        - Select the ADD SELECTED ITEMS TO CART button, located both before and after the search results table. All requested items will be listed in the Order Summary.
        - Use the "Refine your Query" text field and SEARCH button to enter a new search. Repeat this process for any additional items.
    c. When you are finished adding items, select the Review Cart link located in the Order Summary section.
4. Review and submit the request.
    a. If you need to update quantities:
        - Type in the quantity needed in the QtyOrdered field for that line.
        - Select the Update button.
    b. To continue, select the Next Step button.
    c. Use the combo-box menus to select the correct district. The requestor and student will already be filled in, but please check that they are correct.
    d. Set the "Address From" combo-box to select the record where the address is saved.
    e. Set the "Address" combo-box to select the address to which the items should be shipped.
    f. Select Complete Request to finalize the order.