

UPP Terminology

Unsubmitted - The order has been started by the teacher but is not officially submitted to USIMAC. This state is useful when the order is incomplete. (i.e. you may want to attach more books, not sure where you want to ship it yet, need to gather more book information, etc.)

SubmitOrder – The order has been finished and submitted by a teacher and is awaiting a USIMAC coordinator to approve.

ApproveOrder – The order has been reviewed by a Coordinator and has been Approved for either ordering from an outside vendor, being fulfilled by our current inventory, or is being made in-house at USIMAC.

CancelOrder – The entire order has been initiated by a teacher to be cancelled as it is no longer needed. Please send an e-mail to usimacorders@usdb.org to follow up with an intent to have an order cancelled.

CancelOrderItem – An item on an order is no longer needed and you are requesting that a particular book be removed from the order. This is just for individual books on the order, not the entire order.

Closed – On the Order screen, closed refers to everything on the order as being closed. This would include a mixture of consumable items and items that are being returned. If any item is in an un-closed state on the order, the entire order remains open until all items have closed. Inside of the order itself the item status is further broken down as a particular item being closed and another item may be in a different state.

InCirculation – This is a non-consumable book that is currently out to a teacher and is expected to be returned at the end of the school year.

Order ID – This number is assigned automatically to an order when created. It refers to the entire order.

Order Item ID – This number is assigned to a specific book on an order. This is just a temporary number used for tracking.

Book ID – This number is assigned by the system to reference information about a book. It shows ISBN numbers, Title of Book, Subtitle of book, Copyright year, Publisher, Author, Call ID, Format and Grade. A book's uniqueness is defined specifically by its ISBN **and** its Format. Separate book ID's appear for the same ISBN number when a different format exists.

Copy ID – This number is assigned to reference a specific copy of a book. This information includes source, level, volumes in the copy, properties of the specific copy and any comments about it.

Volume ID – This number is assigned by the system to reference a specific volume in a copy. This number is unique to the copy of a book.