

Usimac Production Portal Training

March 16, 2022



Today's Schedule

- ❖ Basics: Introduction to UPP
- ❖ Entering an Order
 - Chafee Expiration
 - Filling Out An Order
 - Submitting The Order
 - Criteria for a Complete Order
 - Turnaround Timeline
- ❖ Automatic Updates
- ❖ Renewals, Cancellations, Transfers
- ❖ Questions

Basics

- Signing in & Navigation
 - Profile Info & Multiple Profiles
 - Chafee Eligibility
 - Adding School
 - Adding Students
-

Entering an Order

- Filling Out An Order
 - Chafee Expiration
 - Submitting the Order
 - Criteria for a Complete Order
 - Turnaround Timelines
-

Filling Out An Order

Fill Out All Information

Starred Fields are Mandatory

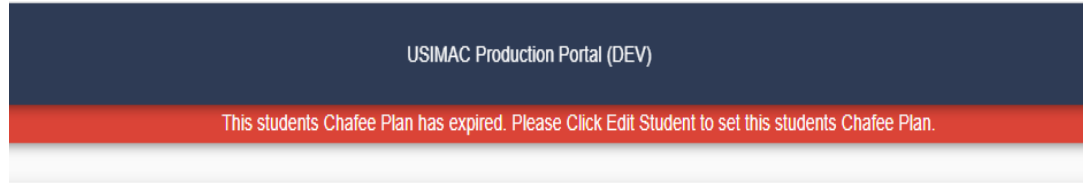
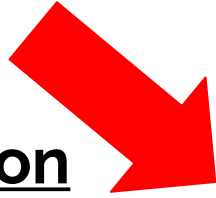
ISBN Versus Non-ISBN Material

Entering a New Book Record

Picking a Copy Off the Shelf

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS ORDER		OFFICIAL USE ONLY
Please PRINT items 1-10 in blue or black ink. Your signature is required in item 9.		Zone/Route ID No.
1. Change of Address for: (Read Attached Instructions) <input type="checkbox"/> Individual (#5) <input type="checkbox"/> Entire Family (#5) <input type="checkbox"/> Business (#6)	2. Is This Move Temporary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Entered on Form 3982 M M D D Y Y
3. Start Date: (ex. 02/27/14)	4. If TEMPORARY move, print date to discontinue forwarding: (ex. 03/27/14)	Expiration Date M M D D Y Y
5a. LAST Name & Jr./Sr./etc. MOUSE	5b. FIRST Name and MI MICKY	Clerk/Carrier Endorsement
6. If BUSINESS Move, Print Business Name		
PRINT OLD MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX		
7a. OLD Mailing Address 518 Crestview Dr	7b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.	
7c. OLD CITY Beverly Hills	7d. State CA	7e. ZIP 90210
PRINT NEW MAILING ADDRESS BELOW: HOUSE/BUILDING NUMBER AND STREET NAME (INCLUDE ST., AVE., CT., ETC.) OR PO BOX		
8a. NEW Mailing Address Moved Left NO Forwarding Address	8b. For Puerto Rico Only: If address is in PR, print urbanization name, if appropriate.	
8c. NEW CITY	8d. State	8e. ZIP
9. Print and Sign Name (see conditions on reverse)	10. Date Signed: (ex. 01/27/14)	OFFICIAL USE ONLY
Print: _____	Sign: _____	

Chafee Expiration



Small red bar at the top of the order screen.

Go into the Chafee eligibility screen and change information to update.

Typically this would just be the grade of the student.

ite of Birth * Student Grade

1/01/1998 📅 10 Chafee Plan * ▼

iter student's date of birth

ent' above to set this student's Chafee Plan.

Secondary Reading Format

▼ Braille ▼

Select a reading format

ISBN Versus Non-ISBN

Searching by ISBN (Preferred Method)

Search by Title, Book Format, Grade or Series

Picking a Copy Off the Shelf

Entering a New Book Record (Make Book)

ISBN Versus Non-ISBN Material

Inventory Search

Please note: Searching by ISBN is the quickest and most accurate way to find inventory, however please click the **'Search By Title'**

ISBN

Enter Book ISBN

Book Count

0

BOOK SEARCH

SEARCH BY TITLE

CLEAR SEARCH

RETURN TO ORDER

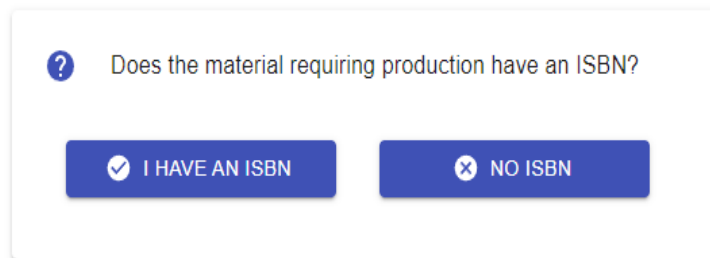
ISBN Versus Non-ISBN (continue)

If you have an ISBN number, an attempt to look it up on Google Books to fill out the information

If no record found on Google Books, make sure to enter the correct amount of digits per field.

Only have ISBN-13? Enter zeros for ISBN-10 and vice versa.

If a record for an ISBN number already exists but is for another format then you will need to make a new record for a new format.



A screenshot of a Google Books form. The question is "Does the material requiring production have an ISBN?". There are two buttons: "I HAVE AN ISBN" with a checkmark icon and "NO ISBN" with an 'x' icon.

2 Validate Material ISBN

3 Enter Book Details

Submitting an Order



Do not forget to hit the submit button!!!



SUBMIT ORDER

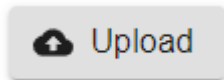
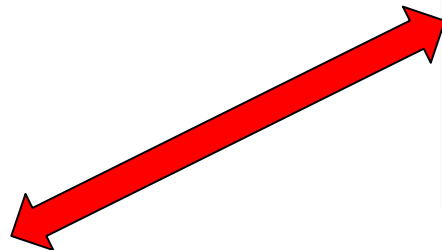
Book Prerequisite



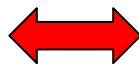
Order Items	
	Order Item Id
 	27603

[Update Book Prerequisites](#)

Upload Documents



Print Hard Copy Tag



Attach this tag to book sent to be produced

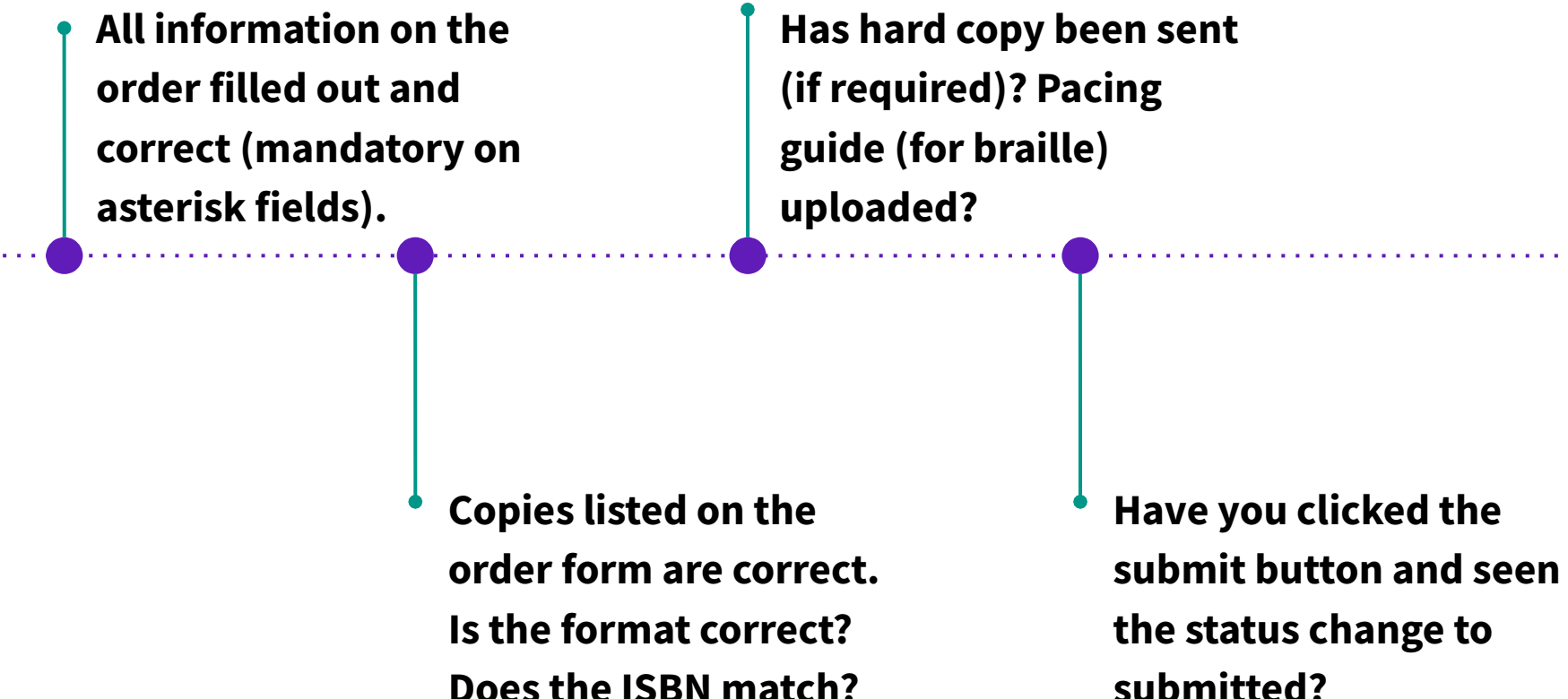
Please include this tag when sending your book to USIMAC



10047920

Copy Id: 20652
Order Id: 22703
Order Item Id: 27603
Teacher: Martin Atterbury
Student: Martin Atterbury
District: Box Elder
Book Title: Witness
ISBN: 9780786272495
Format: UEB
Teacher Comment:
USIMAC Comment:

Criteria for a Complete Order



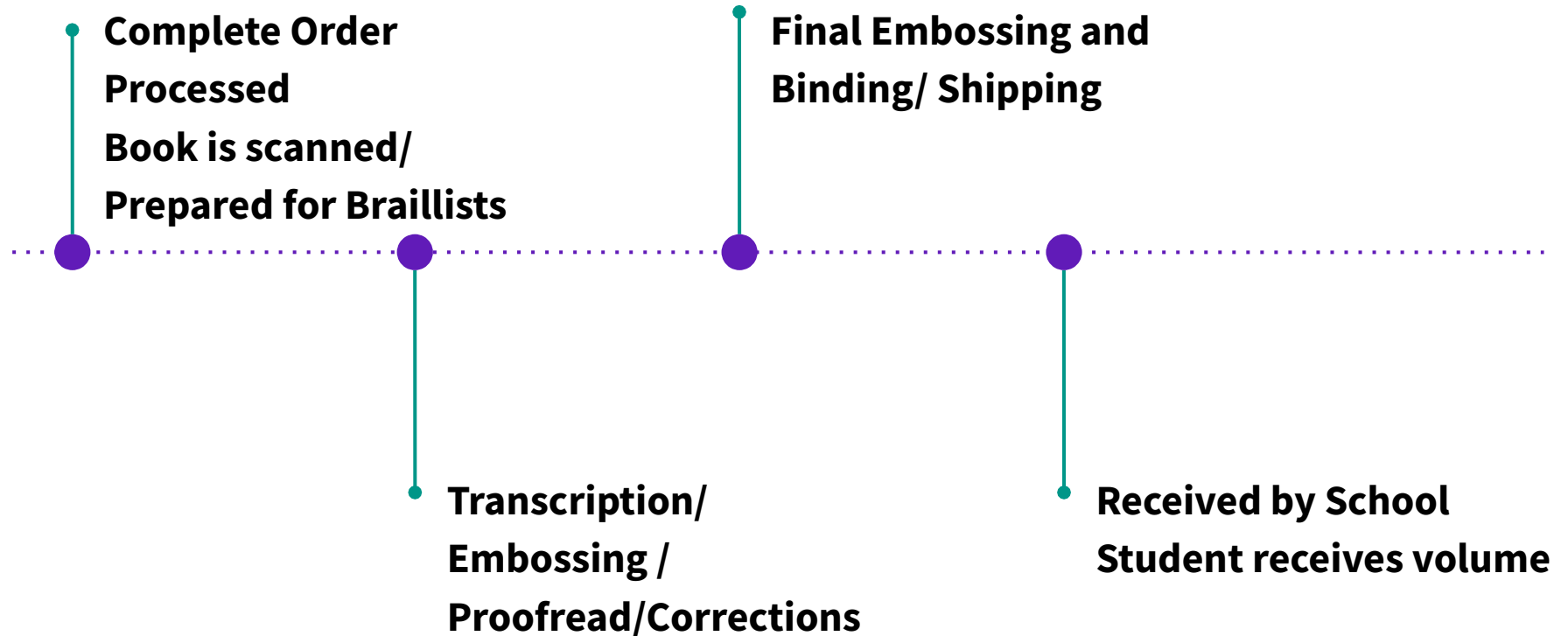
All information on the order filled out and correct (mandatory on asterisk fields).

Has hard copy been sent (if required)? Pacing guide (for braille) uploaded?

Copies listed on the order form are correct. Is the format correct? Does the ISBN match?

Have you clicked the submit button and seen the status change to submitted?

Timeline for Producing Braille (15-18 weeks)



Automatic Email Notifications

- Initiated on Request
 - An email sent from AWS (Amazon Web Services)
 - Provides updates via email about a book. (Shipping, Cancellations, Approvals, Returns)
 - Initiated every Friday.
Expires within 24 hours
-

Renewals, Cancellations and Transfers



- Renewals for 1 additional year only. Must be same teacher same student.
 - The sooner a cancellation is needed the sooner it is done the better.
 - Must contact USIMAC director to request a transfer of all orders or moving a students orders from one TVI to another.
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**Questions and
Answers**

Feedback

