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


Entering a New Book Record

Picking a Copy Off the Shelf
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.
ISBN Versus Non-ISBNS

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 (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.


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.
Submitting an Order

Do not forget to hit the submit button!!!
Criteria for a Complete Order

- All information on the order filled out and correct (mandatory on asterisk fields).
- Copies listed on the order form are correct.
- Has hard copy been sent (if required)? Pacing guide (for braille) uploaded?
- 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)

- Complete Order Processed
- Book is scanned/Prepared for Braillists
- Transcription/Embossing/Proofread/Corrections
- Final Embossing and Binding/Shipping
- Received by School
  Student receives volume
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 student's orders from one TVI to another.
Questions and Answers

Feedback