


## Quick Tips

- Please view the tutorials at <http://sd74tech.weebly.com/ivisions.html>
- If ordering from the E-Shopping Mall, make sure the browser you are using (Firefox, Chrome, Safari) allows pop-ups. If your browser does not allow pop-ups, your requisition may not be created successfully.
- When ordering from School Specialty, choose “email” at the Order Via option drop-down.
- If you save your requisition, with the intention to add to it at a later time, here is how to access the requisition: from the control panel, click “Apply” (center top of screen); this will show all of your requisitions. Click on the number of your requisition to highlight it, then click on the edit button (between the green  sign and magnifying glass). Choose the correct account code and continue building your requisition.
- If you are ordering through the E-Shopping Mall, please be prepared to begin and complete your order within approximately 15-20 minutes. The connection will “time-out” and you will lose your order if more time than that is taken to complete the order & bring it back into iVisions.
- Once you receive your copy of the Purchase Order via e-mail, keep it as a reference (either electronically or hard copy) for when you need to enter the order as Received.