

Skyward & xpress

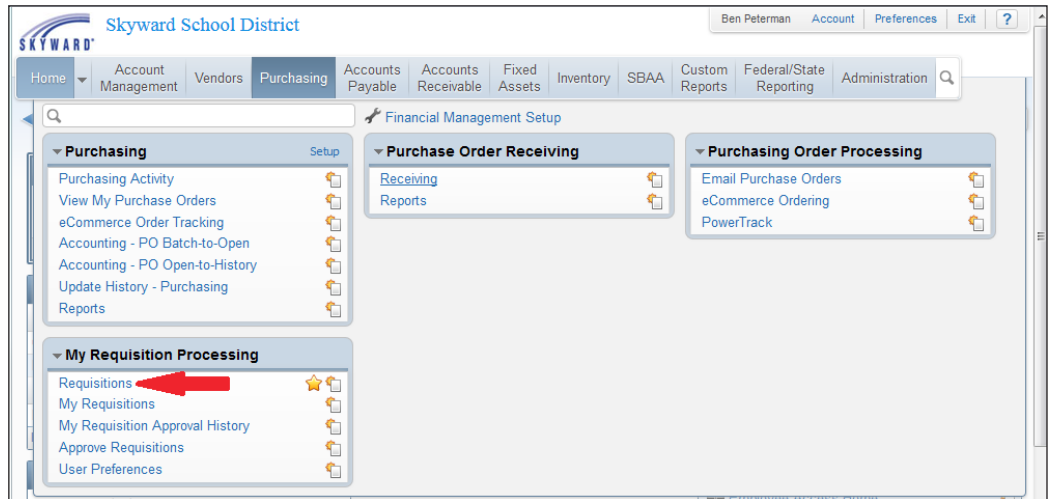
Ordering through Skyward

1. Enter your login ID and password to access Skyward.



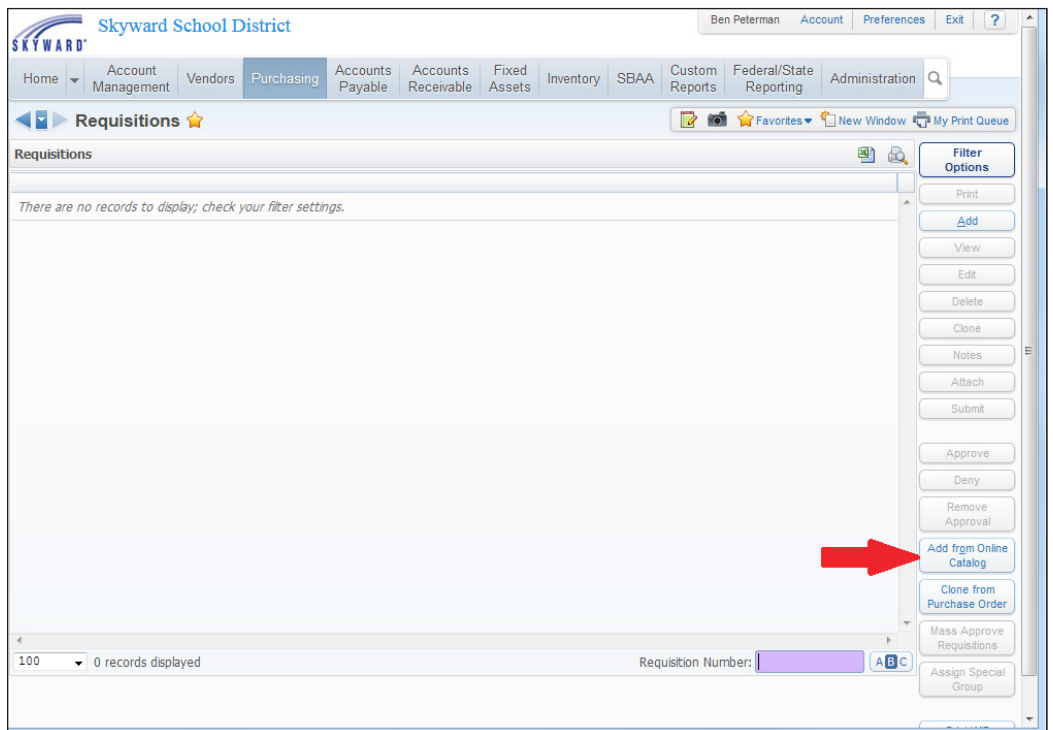
The login screen for Skyward School District. It features the Skyward logo at the top, followed by the text "Skyward School District PRPT)FIN WI - (BP)". Below this are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. At the bottom, there is a link for "Forgot your Login/Password?" and a version number "05.14.06.00.03".

2. Click 'Financial Management'/'Purchasing,' 'Requisitions.'



The main dashboard of the Skyward system. The top navigation bar includes "Home", "Account Management", "Vendors", "Purchasing", "Accounts Payable", "Accounts Receivable", "Fixed Assets", "Inventory", "SBAA", "Custom Reports", "Federal/State Reporting", and "Administration". The "Purchasing" menu is expanded, showing sub-menus for "Purchasing", "Purchase Order Receiving", "Purchase Order Processing", and "My Requisition Processing". A red arrow points to the "Requisitions" link under the "My Requisition Processing" section.

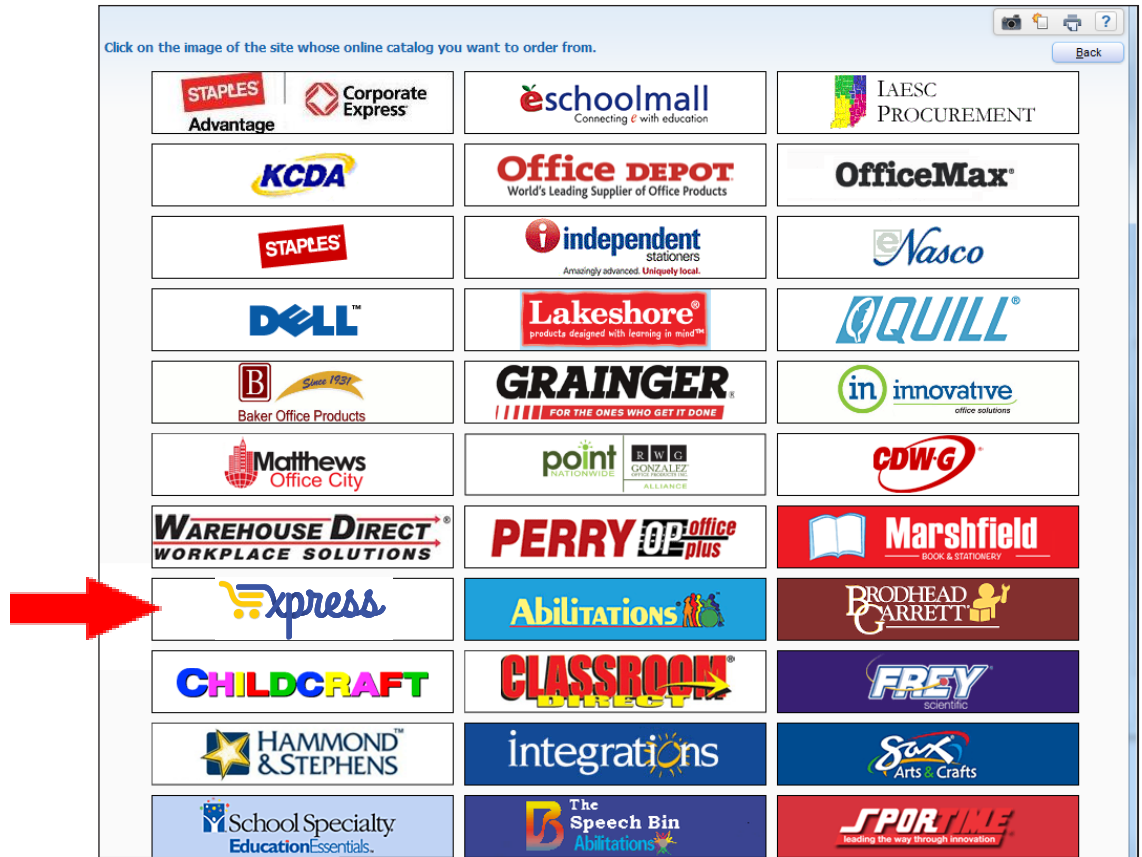
3. Click 'Add from Online Catalog.'



The "Requisitions" page in the Skyward system. The page title is "Requisitions" with a star icon. Below the title, there is a message: "There are no records to display; check your filter settings." On the right side, there is a vertical toolbar with various action buttons. A red arrow points to the "Add from Online Catalog" button.

Continued on reverse

4. Click 'Express.'



5. Enter the Requisition Master Information and click 'Save and Add Detail' to begin online shopping.

A screenshot of the "Requisition Master Information" form. The form is titled "Requisition Master Information" and includes a sub-header "Requisition Master Information | Requisition Detail Lines/Accounting". The "Requisition Setup Information" section contains a dropdown for "Requisition Group" (200 - Middle School) and "Fiscal Year" (2013 - 2014 July 1, 2013 - June 30, 2014). There are radio buttons for "Account allocation by total requisition amount (YMA)" (selected) and "Account allocation by each requisition detail line (YDA)". The "Requisition Information" section includes fields for "Batch Number" (13), "Description" (Supplies), "Vendor" (EXPRESS), "Ship To" (SKYWARD, 5233 COYE DRIVE STEVENS POINT WI 54481), "Attention", "Due Date" (06/13/2014, Friday), "Ship Date" (06/13/2014, Friday), "Ship Via", "Project/Grant", and "Contract". A red arrow points to the "Save and Add Detail" button in the top right corner. A note at the bottom states: "Asterisk (*) denotes a required field".