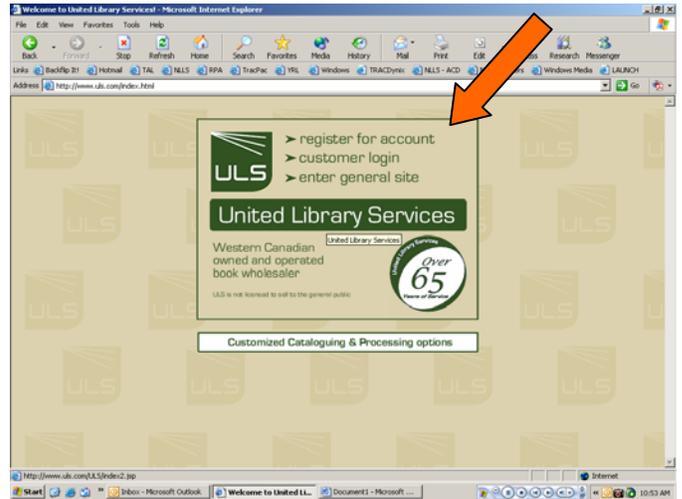
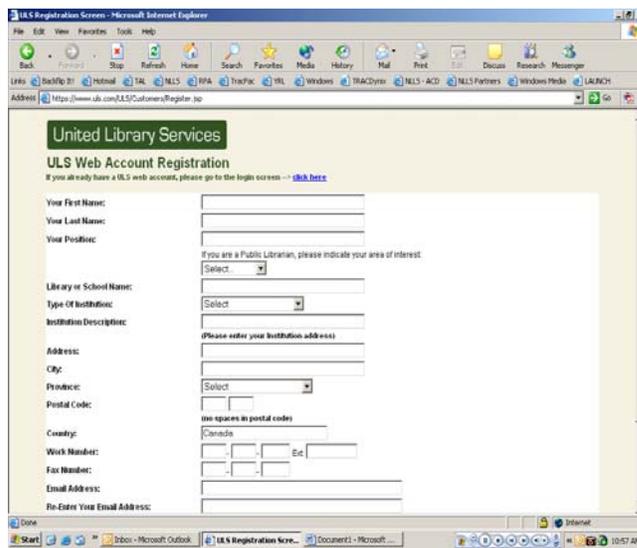


# Steps for Creating an Order using the ULS Website

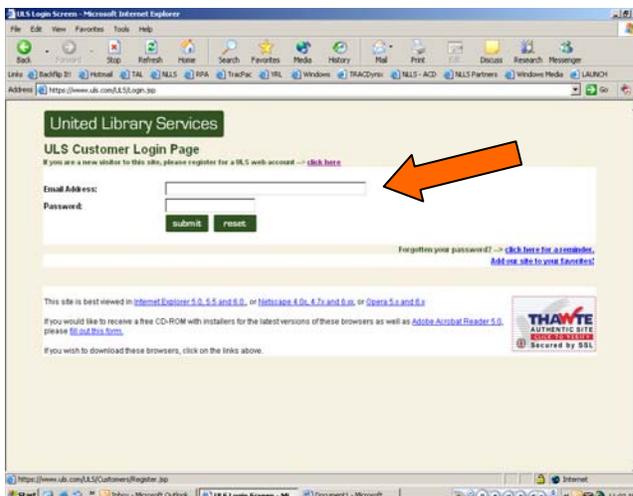
1. On the Internet go to [www.uls.com](http://www.uls.com)
2. Click on >register for account
3. Complete the information on this form
4. When complete, click on the submit button, at the bottom of the screen.



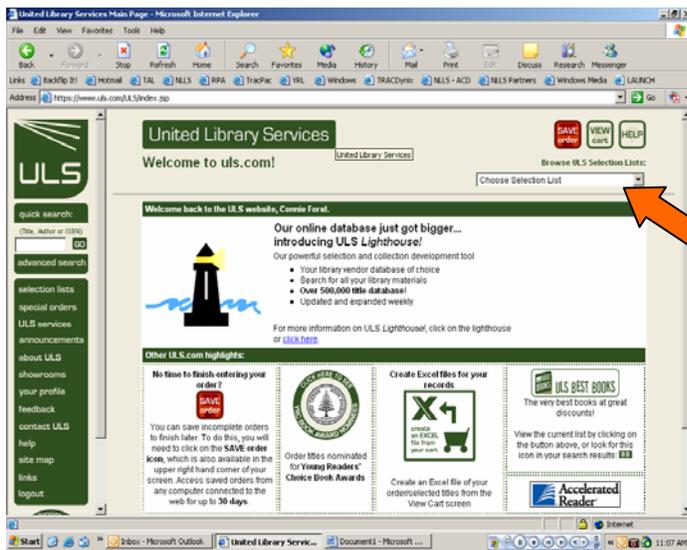
5. ULS will register your account and send a confirmation email within a few hours of setting the account up. If you forget your password, they will email that to you as well.
6. Once you have an account you can use the customer login button the first screen.



7. The customer login screen will appear, complete the information, and submit.

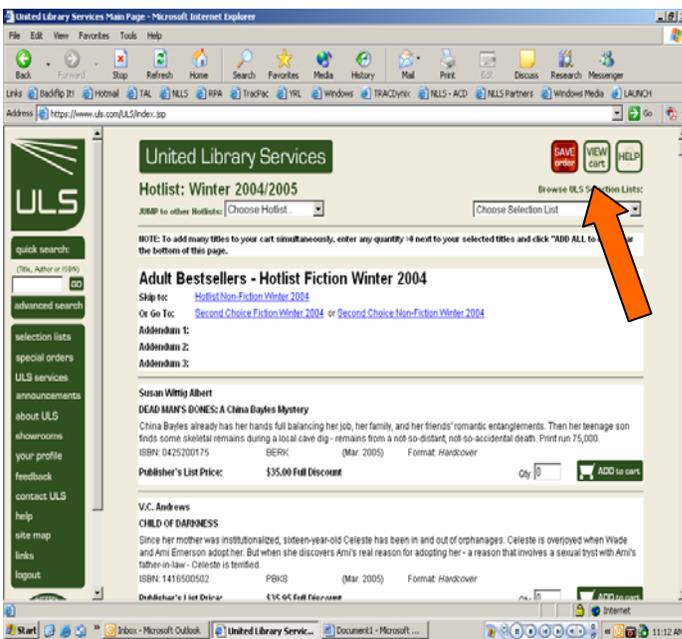


8. The next screen will allow you to search the ULS database. Many options for searching are provided. Go to the choose selection list dropdown and select the list you want to order from.



9. Go to the choose selection list dropdown and select the list you want to order from. (You will find the Hotlist orders here as well as many other lists). If you are looking for specific titles that are not on the lists you may search by title, author, and ISBN. Though the selection lists are incredibly useful!

10. Once you are at a screen that has the lists you are looking for (in this case the Hotlist order is being shown) you can scroll down, and select which items you want by putting a number down in the quantity box. You may add these items to the cart (by clicking the "add all to cart" button at the bottom.

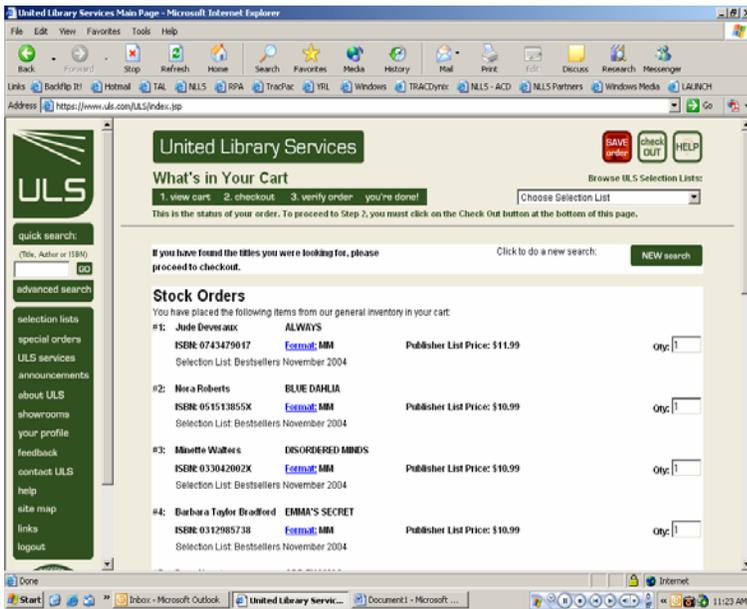


11. At any time, you may check your order by clicking on the "view cart" button. This will show you only the items that you have selected to order.

12. You can now create a saved file using Excel or continue to search. You may want to check out the Second Choice lists or the Top 10 Adult Bestsellers in

paperback or any of the other lists.

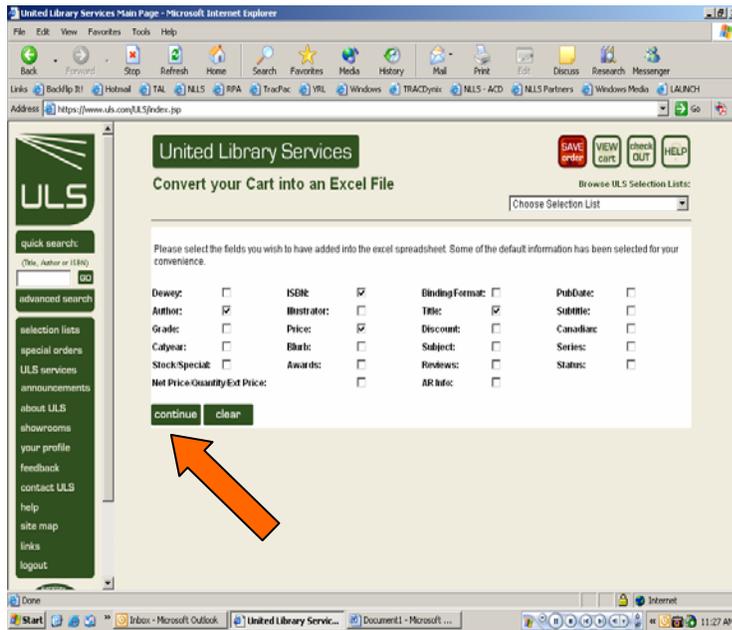




clicking on the green create Excel button at the bottom right hand corner.

13. If you click on the “view cart” you will get a screen that looks like the one to the left.

14. The view cart screen will list all of the items that you have added to the cart including the totals. At this point you are ready to create your order into an Excel document by

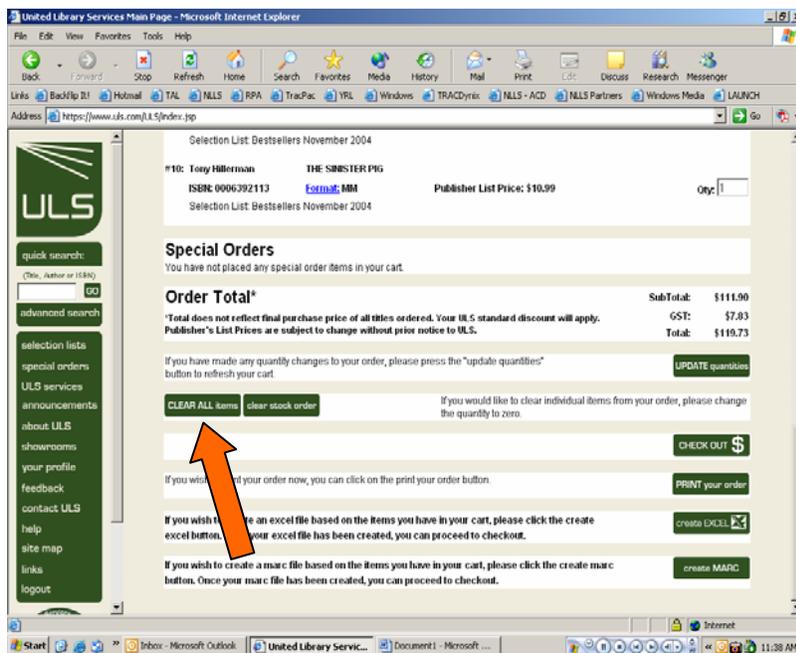


15. This screen allows you to determine what you will have on your spreadsheet. Please be sure to select title, author, ISBN and price. You can deselect any information that is not necessary such as grade, blurb, illustrator, etc.

16. Once you have made your selections, click on continue. A spreadsheet will be created; click on “view Excel.”

17. When you click on “view Excel” it will prompt you to open or save the document. Choose where you are saving it, and if you would like, rename it to Hotlist Winter 2004 or something of the like (otherwise it will save it as your email address).

18. When you have the document saved to your computer be sure to go back to the ULS page and go back to the “view cart” tab on the top corner. **You will have to empty your cart** otherwise the items you have selected will remain on the ULS page the next time you go to place an order and you



might end up with duplicates! It is really simple....scroll down to the bottom of the screen and you will see “**clear all items.**” Just click on this once you have finished your shopping and you’ll be good to go for the next time.

19. Once you have your excel document saved you can widen the margins and change the font size so it is easier to read. You can also sum your price column. While the price column is highlighted scroll to “format cells.” Under the number tab, click accounting, numbers, etc. At the very bottom of your column click on the auto sum button (  $\Sigma$  ) that will appear on your toolbar. Then select the entire column again (with the exception of the title “price” at the top). It should automatically sum that column for you.

20. Save it when you are done and send it as an attachment to Margaret at [myoung@nlls.ab.ca](mailto:myoung@nlls.ab.ca)

Good luck!

If you have any questions, call Margaret at 724-2596 ext 225, or email her at [myoung@nlls.ab.ca](mailto:myoung@nlls.ab.ca)