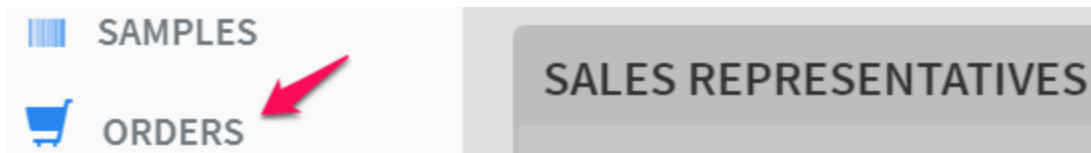


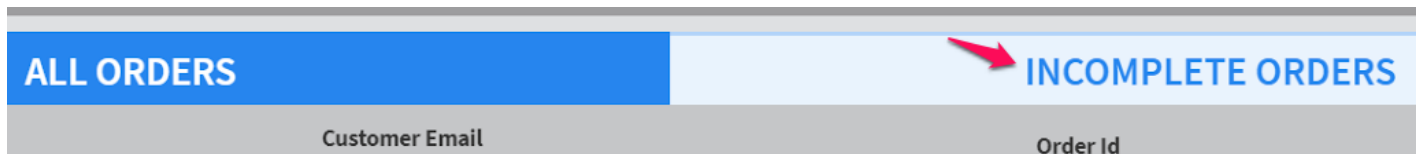
How to Complete an Incomplete Order

Step 1: Log into your Shelfit account at dashboard.shelfit.com.

Step 2: Click on **Orders** on the left side of your screen.



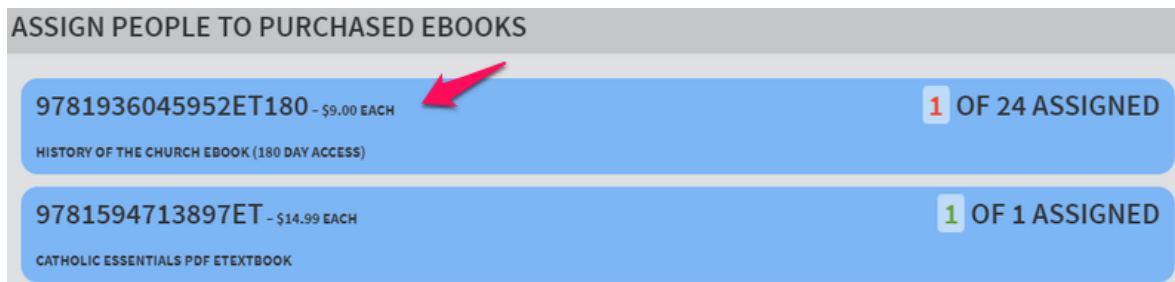
Step 3: Click the **Incomplete Orders** tab.



Step 4: Scroll down to the bottom of the screen and click on the order you want to complete.

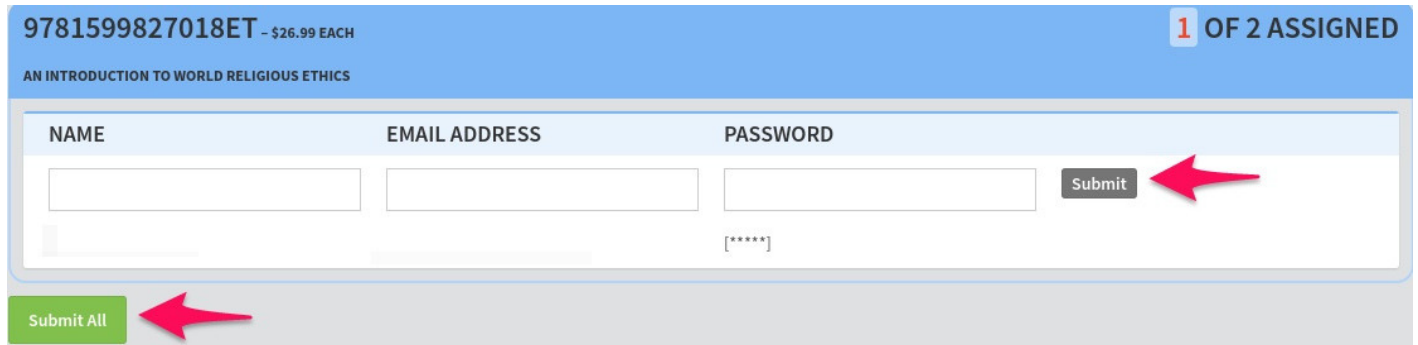
SHELFIT.COM						
Click anywhere here						
ORDER #	CUSTOMER NAME	CUSTOMER EMAIL	DATE	School Code	TOTAL PRICE	
50000893	TestStudent Test1	Student2017-02@sharklasers.com	15, Jun, 2017	SST	216.00	

Step 5: To assign a student to an ebook, or see which students are already assigned to one, click on the blue field containing that ebook.



Step 6: To assign a student to the ebook you selected:

- Enter the student's email address and create a password for them, then click the **Submit** button.
- You'll also see the students who are already assigned listed below.
- When *all* students have been assigned, click the **Submit All** button.



The screenshot shows a software interface for assigning students to an ebook. At the top, the ebook ID is 9781599827018ET, priced at \$26.99 EACH. A status indicator shows 1 OF 2 ASSIGNED. Below this, the ebook title is "AN INTRODUCTION TO WORLD RELIGIOUS ETHICS". The main area contains a table with three columns: NAME, EMAIL ADDRESS, and PASSWORD. There are three empty input fields corresponding to these columns. To the right of the password field is a "Submit" button, which is highlighted with a red arrow. Below the table is a "Submit All" button, also highlighted with a red arrow. The password field contains a placeholder "[*****]".

Step 7: Each student will receive an email with their username and password. They can log in at Shelfit.com to access their assigned ebooks.