TRACK AND MANAGE YOUR ORDERS ONLINE
We know you’re busy and we work hard to make everything as simple as possible. As the coordinator for your school, you have access to EduKit’s online tools that enable you to easily track and manage your orders.

- Enter and delete orders paid by check or cash
- Sort and view orders by family name, order date, grade or payment type
- Print a list of the orders
- Export detailed order information to an Excel spreadsheet

LOGIN TO VIEW YOUR SCHOOL’S INFORMATION
Go to www.edukitinc.com and click on the green “Coordinator” tab. Next, click on the “LOGIN” icon or “LOGIN HERE”. Enter your username and password and click “Login”. Contact your account manager if you need the username and password for your school.

ENTERING CHECK AND CASH ORDERS
On the left-hand side of the screen, under “more information” click on “Enter Orders”. A separate order form must be completed for each family. Simply enter the information and click “Submit Order” at the bottom of the page. Continue this process for each order. You can come back later and enter more orders as you receive them.

**Note that cash and check orders can only be entered one day past the regular ordering due date. Please be sure to enter your orders on time to avoid the delay of order processing for your school.

DELETING ORDERS
To delete orders erroneously entered, click “Delete Order” located on the right side of the top gray bar for the particular order to be deleted. For obvious reasons, credit card orders submitted online cannot be deleted by the coordinator. Parents who placed orders online can request a credit card refund by emailing info@edukitinc.com.

REVIEWING ORDERS
On the left-hand side of the screen, under “more information” click on “Review Orders”. Select the date range. Then, in the “Order By” drop down field, select how you want the orders to be sorted; by family name, order date, grade or payment type. Then, click “Review Orders” to view the results.

PRINTING ORDERS
Click on “Print Order Summary/Distribution List” at the top of the order summary page. Use your web browser’s print function to print the list of orders. When sorted by family name, you will notice a small check box in the upper right hand corner of each order. You can use this box to check off orders as you distribute the kits. The check box is not available when the list is ordered by grade or payment type.

EXPORTING TO AN EXCEL SPREADSHEET
On the left-hand side of the screen, under “more information” click on “Order History” to export the detailed order information for your school to an Excel spreadsheet. The data can be manipulated and labels can be created using the features of Excel.

LOGOUT
It is a good idea to logout when you are finished. The “Logout” function is located on the left-hand side of the screen.

LAST CHANCE
Last Chance orders cannot be viewed on the site. Ask your account manager for an update.