



# Bradley University CurtisDirect Quick Reference Guide

## Starting CurtisDirect<sup>SM</sup>

1. Go to the CurtisDirect Link via the URL.
  - [BradleyUniversity.CurtisDirect.com](http://BradleyUniversity.CurtisDirect.com)
2. To exit, select Log Out.

## Release an Item from Inventory

1. From the Home page, click on the New Order button, or select the Category from the Category navigation on the top level menu bar, which will take you to your product catalog.
2. Select the products you want to release from inventory by entering quantity then click Add to Cart.
3. You will now be guided through the shopping cart, shipping, and billing pages.
4. At this point you may review your order. You may either Preview Your Order, Continue Shopping, Return to Cart, Checkout or Cancel your order.
5. After checking out, you will receive a printable Order Confirmation with your order number that should be referenced anytime there are questions regarding this order. To print this confirmation, click the Print this Page button at the bottom of your screen.

## Release an Item from Inventory by Performing a Product Search

1. From the Home page, you may search by product code, product description, or product type. You may also click Advanced Search for additional search criteria.
2. Enter your search criteria and press the search button.
3. Choose the product from the search list that you wish to order by entering a Quantity and press the Add to Cart button.
4. Continue through the ordering process by following steps 3-5 of the Entering A New Order section.

## Checking the status of Orders

1. Select "Order Reports" from the main Reports section of the top toolbar on your Homepage.
2. Select Order Status.
3. From here you may search for your order number or scroll through all orders placed to view the status of your orders.