

# How to Order from the Hotlist and Super Forthcoming Catalogues

## CCD Tool

1. Log into your CCD account at <https://ccd.yrl.ab.ca/>
2. Select the Fund you'd like to use for the Hotlist or Super Forthcoming Lists.
3. On the Selection Lists page, select the Grouping of "Hotlist" or "Super Forthcoming" and browse the titles in the available Lists.
4. When you see a Title you like, increase the Quantity and click "Add"
5. When you have all of the Titles you'd like click on "View My Order" and review your list.
6. After this review click on "Submit Order". On this page please review your Fund, include a PO number, and add Notes. In the Notes please identify which category of List you used (ie: Hotlist or Super Forthcoming).

Please remember to keep Carts of Hotlist and Super Forthcoming separate. This ensures that we can predict the proper discount for your purchases, as well as allowing us to order with the appropriate vendor account.

7. Download your Order for your records. Do this by clicking "Download as CSV".
8. Click "Submit Order".

## Order Form

1. Add your library name, code, and your signature to the attached form.
2. Indicate number of copies beside each title that you wish you order. The last page of each tab has a summary of the number of items being ordered and this is then linked to the Summary page showing the number of items for each section and the discount and the total with the discount applied.
3. Sending your order back to Peace Library System.

**Electronic:** they are in an Excel spreadsheet. Please save them to your computer, fill them out, and save your completed order. You can then email them back to the Ordering Clerk at [ordering@peacelibrarysystem.ab.ca](mailto:ordering@peacelibrarysystem.ab.ca). Remember to attach your saved and completed order form!

4. Keep a copy of your order for your records.